

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: November 15, 2013

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

### **City Manager**

Reviewed and prepared with staff as follows:

- US1 corridor standards pre-meeting with Planning Director
- Prepared speaking engagement for Volusia County Women's Network
- One on one meeting with Economic Development Director

Spoke to, attended and/or met with:

- Veterans Day Tribute at Ormond Memorial Art Museum & Gardens
- Mayor, City staff and I met with Ormond Chamber of Commerce Executive Director Rick Fraser and a group of citizens regarding the US1 corridor
- State of the City Recap and After Action Report – Mayor Kelley
- United Way campaign meeting with Holly Hill City Manager and his department heads
- Speaking Engagement for Volusia County Women's Network – Issues Facing Municipalities in Volusia County
- FCCMA Symposium, and FCCMA Board meeting

### **Community Development**

- Planning Services
  - The Planning Director, City Manager, Assistant City Manager and the City Attorney met with the US1 Ad Hoc Corridor Committee to discuss items of interest to the members. The discussion included: status of the CRA designation; status of the Interlocal Service Boundary Agreement; a property maintenance code, annexation efforts, and other issues such as the establishment of a motorcycle club. Based upon the City presentation on the status of a number of US1 initiatives, a plan of action was established for the Committee to assist the City.
  - The Planning Director met with the City Attorney to discuss annexation, land use and zoning issues expressed by a legal representative for Crowne @ Ormond Beach. First Reading and Public Hearing is scheduled for Crowne Point, a 272 unit multifamily development on Williamson, for the November 19<sup>th</sup> City Commission meeting. Assurances were expressed by the Planning Director in a letter to Crowne's legal representative that the City will ensure Crowne @ Ormond Beach will be a conforming property after annexation. The City Attorney has also revised the annexation ordinance to express the intent of the City to provide Crowne @ Ormond Beach a land use and zoning designation that will make the as built density on the ground conforming.
  - The RFP for the Electronic Plan Review Process Management Software was revised based upon outside legal assistance comments. Approval to issue the RFP is scheduled for the November 19<sup>th</sup> City Commission meeting.
  - The City was noticed informally by Volusia County that the lot area variance ICI was requesting for Chelsea Place was approved by the Planning and Land Development

Regulation Commission on November 12<sup>th</sup>. Second Reading and Final Public Hearing on Chelsea Place will take place on December 3<sup>rd</sup>.

- The nonconforming status of 640 North Nova Road continues to be an issue as real estate agents visit the Joint Permit Center. The Department has determined through a preliminary analysis that there are several other High Density Residential (HDR) land use properties with R6 zoning with actual as built density exceeding the zoning density although only 640 N. Nova seems to be the problem. For example, Lakebridge Plaza and Shadow Lake Apartments are located relatively close to 640 N. Nova and average around 14 to 19 u/a. To correct the nonconformities that also include 640 N. Nova, the following will need to be addressed:
  - R6 Zoning: Density needs to be increased from 12 to 32 u/a for multifamily; Height needs to be greater than 30 feet for multifamily.
  - HDR Land Use: The Floor Area Ratio (FAR needs to be higher than .30).

Unless there is a specific objection expressed by the City Commission or Administration, staff will continue to explore in more depth the possibility of amending the Comp Plan land use designation of HDR and the LDC's R6 zoning designation

- The Planning Building Services
  - 79 permits issued with a valuation of \$2,374,880.00
  - 254 inspections performed.
  - 8 business tax receipts issued
- Development Services
  - The Planning Director along with staff met with Tomoka Christian Church representatives in the field to ensure that all outstanding items can and will be completed prior to the requested Certificate of Occupancy date of November 18<sup>th</sup>.
  - There were no new projects that the SPRC reviewed that were not previously reported on in prior weekly report.

### **Economic Development**

#### **Economic Development**

##### **Ormond Crossings**

- Staff met to discuss strategies for the construction of infrastructure to the Commerce Park portion of the project and a plan for opening up sites for business development. Discussions with Tomoka Holdings on construction of utilities and roadways into the Commerce Park are forthcoming.

##### **Airport Business Park**

- ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance agreement. Demolition of the interior of the building has begun.
- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project. A purchase and sale agreement has been signed by the buyer and will be presented to the Commission at the November 19 meeting. The company plans to initially construct a 20,000 square foot manufacturing facility and hire approximately 20 employees.

- Staff met with an out of town manufacturer interested in a large building or vacant land for relocating their operation. Further discussions with the company are expected in the near future.

#### Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- The Chamber Tourism Committee met to discuss the marketing brochure, sponsorship and advertising plans. Funding for the Tourism Guide is part of the Chamber's 2014 Service contract. Design of the cover and content of the material is ongoing.
- Staff met to discuss the Business Development segment of the Chamber of Commerce 2014 Leadership program.
- Staff met with the Daytona Chamber Legislative Action Committee and presented the Economic Development and Manufacturing action items to be submitted to the Volusia County Legislative Delegation.

#### Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Healthcare Billing Systems and Edge Physicians continue the redevelopment and reuse of the former furniture store next to Kalin Furniture for an office complex. Final completion has been completed and a Certificate of Occupancy was issued by the City. Staff met with DuvaSawko management staff to formalize plans for a grand opening in early December. A date will be determined within the next several days.
- Staff is working closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now approved and construction has begun.

#### Airport Operation and Development

- Staff has prepared and submitted a Consent Agenda item for the December 3<sup>rd</sup> meeting of the City Commission regarding an application from Hangar Seven Aviation, LLC for Category 1 FBO status at the airport.
- Staff has scheduled work to effect repairs to the Automated Weather Observation Station (AWOS) at the airport. Repairs will be conducted in concert with a planned quarterly inspection of the AWOS to save on mobilization costs.
- Staff has issued a Notice to Airmen (NOTAM) that self-serve fuel is temporarily unavailable at the airport.
- Staff is working to design and construct an airport information sign to be placed at the main entrance of the airport. The sign will provide basic aeronautical information about the facility and will include staff contact information.
- Staff is working to update the airport page of the City's website to include more information about properties available for development at both the airport and the airport business park.
- According to a report from Quadrex Aviation, LLC, on airport operations for fiscal years 2012 and 2013, traffic at the airport increased by 2.7% in 2013 over the previous year.
- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff met with representatives of the Airport tenants to discuss the appraisal rates and has recently prepared rate proposals for the tenants review. The tenants' representative has indicated that the tenants have accepted the proposed lease rate structure. Staff has prepared the documents and material for City Commission review and approval on November 19.

**Finance/Budget/Utility Billing Services**

- On-going Projects
  - Preparation for year-end audit.
- Completed Projects - Weekly
  - Processed 36 Journal Entry Batches (#5554-5563, #482-566).
  - Approved 31 Purchase Requisitions totaling \$1,187,911.20.
  - Issued 29 Purchase Orders totaling \$118,232.76.
  - RFP 2014-01, Automatic Meter Reading Installation Project, Opening on 11/8/2013, four (4) submittals.
  - BID 2014-02, Concentrate Monitoring and Disinfection Upgrades, Advertise and post to demandstar on 11/10/2013.
  - RFQ 2014-04, Construction Taxiway G-Design, Advertise and post to demandstar on 11/10/2013
  - Prepared 148 Accounts Payable checks totaling \$419,052.72 and 37 Accounts Payable EFT payments totaling \$593,616.97.
  - Prepared 33 Payroll checks totaling \$27,752.68 and 329 Direct Deposits totaling \$404,922.84.
  - Transferred IRS 941 payment of \$155,710.78.
  - Processed 4,826 cash receipts totaling \$1,968,909.17.
  - Processed 667 utility bill payments through ACH totaling \$56,610.28.
  - Processed and issued 5,934 utility bills with billed consumption of water of 39,588k.
  - Issued 1,001 past due notices on utility accounts.
  - Auto-called 115 utility customers regarding receipt of a past due notice.

**Grants/PIO**

- Public Information
  - Press Releases
    - Movies on the Halifax (12/13/13)
    - Florida Licensing on Wheels (11/25/13)
    - Christmas Gala (December 6-8)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Updated Daytona Area Visitors Guide Information for Ormond Beach
    - Updated Daytona Beach Chamber Contact Information for Ormond Beach
    - Neighborhood Improvement Advisory Board Packet
    - Attended Volusia/Flagler PIN Meeting
    - Attended Wellness Day
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

**Fire Department**

**Weekly Statistics**

- Fires: 3
- Fire Alarms: 5
- Hazardous: 1
- EMS: 84

- Motor Vehicle Accidents: 7
  - Public Assists: 40
- TOTAL CALLS: 140

- Aid provided to other agencies: 11 calls – Daytona Beach (5), Volusia County (6)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 26
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 63

#### Training Hours

- NFPA 472: Hazardous Materials 18
- NFPA 1001: Firefighting 23
- NFPA 1021: Officer Training 66
- NFPA 1500: Safety/Equipment 62
- NFPA 1620: Pre-Fire Plan Inspections 19
- EMT/Paramedic 23
- TOTAL TRAINING HOURS: 211

#### Station Activities

- Updated 48 pre-fire plans
- Conducted 120 fire hydrant inspections
- Conducted 3 fire inspections
- Instructed Child and Babysitting Safety (CABS) training to 15 students at Fire Station 92.

#### Human Resources

##### Staffing Update

- Approved/Active Recruitment
  - Public Works/Utilities (Water) - Treatment Plant Operator "C" was advertised 09-22-13 on the City's web site with a closing date of 10-11-13. Sixteen (16) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - Leisure Services/Community Events – Part time Community Events Technician was advertised 09-22-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
  - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
  - Leisure Services/PAC – Part time Custodian was advertised on 10-18-13 on the City's web site and will remain open until filled.
  - Leisure Services/Special Populations – Part time Therapeutic Aide was advertised on 10-18-13 on the City's web site and will remain open until filled.
- Screening/Interviews Scheduled
  - Leisure Services – Recreation Program Specialist was advertised 08-12-13 and will be recruited through 09-03-13 to coincide with the Florida Parks and Recreation Association (FRPA) conference. Twenty-one (21) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews began on 09-30-13. Second interviews with two candidates were scheduled for last week.
  - Fire Department/Firefighter/EMT – Advertised on the City's web site with a closing date of 10-25-13. Seventy-seven (77) applications have been logged in. Twelve (12) applicants

- have been invited to participate in the Physical Abilities and EMS protocol assessment process on 11-25-13.
- Police Department – Police Officer was advertised 09-22-13 on the Florida Police Chief's web site and the City's web site with a closing date of 10-18-13. Thirty (30) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews scheduled for 11-21-13 and 11-22-13.
  - Public Works/Utilities Wastewater – Maintenance Worker II was advertised 09-27-13 on the City's web site with a closing date of 10-11-13. Twenty-nine (29) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews scheduled for 11-12-13 and 11-13-13.
  
  - Background/Reference Checks
    - Leisure Services/Gymnastics – Part time Recreation Leader candidate did not successfully complete background and conditional offer was rescinded. Department is reviewing other applicants.
  
  - Job Offers
    - Leisure Services/P.A.C. – A part time Recreation Leader, Theater Tech, candidate has been selected and pre-employment processing was started.
  
  - Terminations/Resignations/Retirements
    - FY Vacancy Ratio – M/E 10-30-13: .06% (excluding retirements).
    - Police Department – Police Officer effective 11-30-13.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September, 2013 monthly report reflects savings of \$90,264.20 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,326 residents have utilized the program during that time.

#### City Events/Employee Relations Update

- Employee Wellness Day was held today at the Nova Community Center. Health Risk Assessments were conducted by Florida Health Care for employees who have elected to participate in the Wellness Cove program.
- A Blood Drive is planned for 11-18-13.
- New Employee Orientation: The next orientation session is scheduled for 12-13-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach

#### Training & Development Opportunities

- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops titled, "Creating and Maintaining an Inclusive Workplace." 26% of our employees have attended training so far.

#### Risk Management Projects

- Mayor's Health & Fitness Challenge Team event planning.
- Wellness Day planning.
- Arrange United Way campaign meetings with employees.
- Arrange Global Harmonization System training with employees.

### **Information Technology (IT)**

- **Information Systems (IS)**

- Work Plan Projects
  - Finance/Community Development – CRM system replacement - New RFP to be drafted.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 43 New work - 69 completed - 34 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	33,264	Inbound E-Mails Blocked	20,136
Delivered Inbound E-Mails	12,945	Quarantined Messages	183
Percentage Good Email	38.9%	Virus E-Mails Blocked	140

- Notable Events:
  - IT Manager - Attended Daytona State College - School of Computer Science Advisory Committee Meeting discussing curriculum changes to better match industry needs.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 1 Changes: 17 Corrections: 0
- Map/Information Requests: 20
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 17,280 (76.8%) potable 16,759, Irrigation 519, Effluent 2
- Notable Events: None.

### **Leisure Services**

- **Administration**

- Supervisory Staff Meeting
- Facilities Maintenance/Parks Staff Meeting
- Public Works Meeting
- Assistant City Manager's Meeting
- Met with Landscape Contractor for Weekly Updates
- Weekly Professional Janitorial Meeting
- Veterans Day Celebration Dinner
- Veterans Meeting
- Futsal Meeting
- LEAPS Training
- Park Visits

- **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
- The OBYBSA Golden Spikes baseball/Lady Renegade softball teams continued practices this week at the Nova Fields, Softball Quad and at the Wendelstedt Fields.
- The OBSC Recreational Program played a recreational tournament for their last Saturday morning games of the fall season.

- The City Youth Flag Football Program started playoff games Monday through Thursday this week at 5:45 p.m. and 6:45 p.m. at the Sports Complex, Quad #3 and the Kiwanis Baseball Field.
- SHS Girls' and Boys' Soccer Program are currently practicing at the Sports Complex Soccer Fields. The girls' home games this week were Wednesday and Friday night. The boys played on Wednesday night. All games are at the Sports Complex and Championship Field #7.
- Riverbend soccer continued their game season on Tuesday night at 5:30pm on Soccer Field #8 at the Sports Complex.
- Pop Warner Football is having their Family Day on Sunday from 3-5pm at Championship Field #7 at the Sports Complex.
- Upcoming Programs: Men's Winter Softball League, Girls Basketball League, Basketball Training League (5-7), Adult Kickball League, OBYBA Boys Basketball Program.
- Athletic Field Maintenance
  - Mowed South Ormond softball outfield
  - Cleaned clean tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park
  - Cleaned new handball and basketball courts at Nova
  - Cleaned tennis courts at Nova Park
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Continued mowing of baseball fields, three times a week
  - Continued mowing of the soccer fields, two times a week
  - Continued mowing of the softball fields, two times a week
  - Continued mowing, edging and trimming the T-Ball fields
  - Irrigation repairs as necessary
  - Daily clean up of Limitless Playground by the softball Quad
  - Mowed football fields at Ormond Beach Middle School
  - Cleaned all sports parks of debris/trash from the events over the weekend
  - Have competitive and rec soccer leagues practicing Monday-Friday on fields 1-6, 9 and 10. Prepped daily during the week.
  - Boys and girls rec leagues are practicing and playing games on the Quads. Prepped daily for games and practices.
  - Flag Football games have started using Quad #3 and baseball #4 outfields. Repainting fields weekly.
  - Prepared fields for rec soccer on Saturday. Prepped daily during the week.
  - Fields used Saturday and Sunday for competitive soccer. Prepped during the week.
  - Painted three soccer fields at SONC for a Saturday league.
  - Soccer field #1 being used for adult league on Sunday.
  - Seabreeze and Riverbend High School have started practice and games on soccer fields 5-8. Painted weekly and prepped daily.
  - All soccer fields repainted weekly.
  - OBGS practice and games at both Nova and field #4 at the Sports Complex.
  - Top dressed the sod on soccer field 6.
  - Top dressed the infields on baseball 1-3.
  - Re-plumbed irrigation on baseball #3 infield.
- Senior Center
  - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
  - Jim Miller's Big Band met on Thursday from 7:00pm to 9:00pm

- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
- Veterans Day Celebration Dinner was held on Sunday from 5:00pm to 7:00pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Show Club and CMT held regular classes.
    - Tuesday: Show Club and CMT held regular classes.
    - Wednesday: Show Club and CMT held regular classes.
    - Thursday: Show Club and CMT held regular classes.
    - Friday: CMT held regular class.
  - The Performing Arts Center is preparing to host the following event:
    - The Mystics and Michael Russo and The Gold Tones, Saturday 7:00pm to 9:30pm
  
- South Ormond Neighborhood Center
  - Splash Pad open daily at 10am
  - Pride football Tuesday/Wednesday 6:00-8:00pm
  - Fitness room open center hours
  - Open gym center hours
  - Jazzercise Monday and Wednesday 5:45-7:00pm
  - MLK Prayer Breakfast Planning Meeting Tuesday 6:00pm
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Attended Senior Games board meeting
  - Attended LEAPS Training Program
  - Attended HOHO Parade board meeting
  - Conducted interviews for Community Events Technician
  - Veterans Day Dinner Celebration set up, staffed and clean up
  - Conducted City Services meeting for HOHO Parade
  - Assisted with Employee Wellness Day
  - Preliminary planning activities for the following upcoming events:
    - Holiday Concert
    - Santa on the Go, Letters to Santa, Santa Calling
    - Home for the Holidays Parade
    - Breakfast with Santa
  
- Gymnastics
  - Students are working hard on their routines.
  - Registration is now open for the November session.
  - Coordinator is working on building partnerships to build program offerings.
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Adult Jazzercise continued throughout the week.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
  - Play Unplugged is being offered for children ages 4-10 from 3:00-5:00pm every day.
  - Ms. Debby's Dance and Acting classes continues to meet at various times throughout the week.

- Challenger Basketball, a basketball program for those with special needs, will continue to meet for practice on Tuesdays, from 5:00-6:00pm at the Nova Community Center.
- The Basketball Training League will continue to meet for its "Learn the Basics of Basketball" program on Mondays and Wednesdays.
- Basketball tryouts were held on Saturday and Monday for boys who are participating in this year's Youth Basketball League.
  
- The Casements
  - Yoga classes were held Tuesday in the Dance Room.
  - Pilates was held in the Dance Room on Monday, Tuesday, Wednesday and Friday.
  - Tours continued Monday through Friday from 10am to 3:30pm and Saturday 10-11:30am.
  - A wedding was held in Rockefeller Gardens on Saturday evening with the reception following inside The Casements.
  - The Seaside Herb Society held their fall plant sale at Bailey Riverbridge Gardens on Saturday from 8am-noon.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - The Guild hosted The Casements Centennial Ball and Silent Auction at the Oceanside Country Club on Sunday evening. Over 120 guests attended the special occasion honoring the 100 years of The Casements.
  - The Guild hosted the Rockefeller Golf Open at Oceanside Country Club on Monday, Veteran's Day. All proceeds raised will benefit The Emory L. Bennett Memorial Nursing Home.
  - The Casements Coordinator met with Ormond MainStreet on Tuesday afternoon to discuss a holiday gathering planned for the Art District.
  - The Casements Guild members met for their monthly meeting on Wednesday. Final preparations for their upcoming Gala were discussed.
  - The Guild Crafters met in Room 203 on Thursday afternoon.
  - Staff worked on Thursday to begin setting up for Ormond MainStreet's Riverfest event.
  - Set up continued on Friday for Riverfest.
  
- Parks Maintenance
  - Cleaned up downed tree limbs at Riverbend Nature Park
  - Installed new picnic table at Central Park II
  - Installed two new benches at the PAC
  - Installed engraved memorial bench slats at BPOS Park
  - Installed slab form boards for new bench at the PAC
  - Cleaned stainless steel bollards at Andy Romano Beachfront Park
  - Repaired restroom faucet at Andy Romano Beachfront Park
  - Installed new dog waste station at Central Park III
  - Removed graffiti from men's room wall at Central Park I
  - Pressure cleaned graffiti from concrete spillway at Central Park I
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Call Out = Water fountain stuck on at Fortunato Park
  
- Building Maintenance
  - Weekly inspection of airfield runway, taxiway lighting and directional signage
  - Daily routine maintenance of City vehicles and equipment as necessary
  - Weekly inspection of the water wheel and sump pumps at The Casements
  - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
  - Weekly inspection of Andy Romano and SONC splash pads

- Performing preventative maintenance on two air conditioning systems Citywide
- Repaired A/C unit at Airport Control Tower
- Cut several keys for softball building at Airport Sports Complex
- Checked for warranty of dishwasher repair at Fire Station 91
- Re-scheduled appointment with warranty contractor for dishwasher at Fire Station 91
- Dishwasher repaired, under warranty at Fire Station 91
- Checked A/C repair at Fire Station 91
- Repaired toilet in men's room at Softball Quad
- Searched, found and repaired leak in WWTP lab sink
- Attempted to re-start chiller at Police Station; called contractor
- Performed safety inspection of 14 electronic access gates Citywide
- Trouble shoot icemaker at Fire Station 91
- Repaired outlet at Fire Station 94
- Repaired vandalized lights at Forest Hills
- Cleaned AWOS lenses at the Airport
- Repaired E-17 sign light at the Airport
- Repaired two taxiway lights at the Airport
- Repaired outside lights at Fire Station 92
- Repaired outside basketball court lights at SONC
- Repaired employee entrance door at PAC
- Repaired two lights on S. Ridgewood Avenue
- Replaced light head and pole on Washington Place
- Repaired closer on outside gym door at SONC
- Repaired toilet water fill valve at SONC
- Replaced guard rail at City Hall fountain
- Removed rebar from railroad tie at Museum parking lot
- Repaired faucet in ladies' room in Bldg B at Senior Center
- Repaired faucets in men's room at Nova Rec
- Repaired men's room toilet at Cassen Park
- Met elevator contractor for quarterly inspections
- Repaired water cooler at Cassen Park
- Met contractor for estimate at MacDonald House
- Repaired sink stop water leak at Waste Water

### **Police Department**

#### **Administrative Services**

- Attended a one day training seminar regarding media relations.
- Attended a meeting at the Volusia County Emergency Operations Center regarding the annual training calendar.
- Attended US-1 corridor meeting.
- Attended City L.E.A.P.S. training.
- First 2013/2014 school year "Do The Right Thing Luncheon" for Ormond Middle School students held at the Police Department.
- Participated in Hadassah Women's Club meeting and new officer installation luncheon.

#### **Community Outreach**

- The "Tutors R Us" program was on break this week due to a school holiday. The program resumes for the final fall semester the week of November 18<sup>th</sup>.
- "Science on Patrol" at Ormond Beach Elementary School continued. Ten youths are participating in the six week program. On Thursday, they learned the process of fingerprinting and resolved a mock crime scene.
- The Youth Directors Council held a meeting to review upcoming service projects.

- Preparations for PAL Basketball Season are beginning. Try outs for teams will be in December.
- Preparations are beginning for the Annual Holiday Party to be held at the South Ormond Neighborhood Center on Wednesday, December 18<sup>th</sup> from 5:30 to 8:30 p.m.

Community Services & Animal Control

- Animal Calls: 61
- Animal Bites: 0
- Animal Reports: 11
- Traps issued : 3
- Animals to Halifax Humane: 8
- Dogs: 1 Cat's: 7
- Wildlife: 2
- Notice of Violations: 1
- CSO's attend L.E.A.P.S. training.

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 5
- Inactive: 4
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 7
- Grand Theft: 5
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 2
- Police Information: 1
- Suspicious Incident: 1

Narcotics

- One Knock and Talk
- One Search Warrant

Comments:

- Assisted the Secret Service in a counterfeit money operation where the subject was identified, arrested and evidence seized.
- Auto Theft: Subjects responsible for stealing a vehicle from an eastside gas station are believed responsible for several car burglaries throughout the city.

Records

- |                       |     |
|-----------------------|-----|
| • Walk - Ins / Window | 130 |
| • Phone Calls         | 128 |
| • Arrest / NTA'S      | 26  |
| • Citations Issued    | 175 |
| • Citations Entered   | 179 |
| • Reports Generated   | 127 |

- Reports Entered 125
- Mail / Faxes / Request 21

Patrol

- Total Calls 1,801
- Total Traffic Stops 282

Operations

Crime Opportunity Report Forms: 107

- 11/06/2013
  - Carbreak, 500 Memorial Circle, co-employee suspected of taking vehicle keys from the victim's desk, entering her vehicle and taking cash from the console.
  - Battery-Domestic Violence, 264 Washington Place, suspect and live-in girlfriend were in a verbal altercation that escalated. The suspect obtained a kitchen knife and lunged at the female causing a small laceration to her neck.
- 11/07/2013
  - Carbreak, 333 West Granada Boulevard (Gold's Gym), window smashed out to gain entry.
  - Carbreak, 440 North Nova Road (Rainbow Park), window smashed and purse taken.
  - Shoplifting Arrest(s), 1521 West Granada (Wal-Mart), two suspects arrested.
  - Probation Arrest, 151 Domicilio Avenue (Ormond Beach Middle School), student with an ankle monitor arrested after leaving school grounds.
  - Narcotics Arrest, South Beach Street / Reynolds Avenue, suspect arrested for possession of cannabis.
  - Burglary (Residential), 68 Benjamin Drive, power tools taken about a week ago.
- 11/08/2013
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
  - Grand Theft, 55 North Nova Road (Alliance Church). Dell Laptop taken.
- 11/09/2013
  - Carbreak, 333 West Granada Boulevard (Gold's Gym) windows on the vehicle broken out and interior damaged.
  - Narcotics Arrest, South Nova Road/West Granada Boulevard, suspect arrested at a traffic stop for possession of Cannabis.
  - Felony Battery Arrest, 43 Brookwood Drive, the suspects were both arrested and charged with felony battery after beating the victim severely about the head and face.
  - Disorderly Intoxication Arrest, 1545 North U.S.-1 (Cheaters), a suspect was arrested outside of the establishment while officers were there conducting a disturbance investigation.
- 11/10/2013
  - Battery-Domestic Violence, 18 Lake Walden Trail. Suspect followed victim inside after an argument. Suspect arrested after getting physical with victim.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
  - Burglary (Residential), 40 Big Bear Path, suspect stole a bicycle from the porch.
  - Carbreak, 801 North U.S. HWY 1. A patron at the business left his cell phone in the car with the top down. After lunch he left and noticed his phone was missing.
  - Disorderly Intoxication Arrest, 775 South Nova Road. Intoxicated female tried to buy beer but was refused the sale and started a verbal disturbance.
  - Battery-Domestic Violence, 769 West Granada Boulevard Unit 3305. Suspect arrested for committing act of domestic violence.
  - Burglary (Business), 229 North Yonge Street, interrupted by business owner who came by to do a building check.
- 11/11/2013
  - Burglary (Residential), 39 Brookwood Drive, \$80 taken from back porch area.

- Warrant Arrest, 1 Thomas Street, suspect arrested.
- 11/12/2013
  - Battery-Domestic Violence, 1200 Carolina Cove, Apt. 7b, suspect arrested.
  - Shoplifting Arrest, 220 North Nova Road (Publix), suspect arrested.

#### Traffic Unit

- Assist Outside Agency, 110 South Nova Road (Rivergate Plaza). Officer Braun located an abandoned vehicle with suspicious items inside within plain view. Vehicle was not entered in NCIC/FCIC. He sent a Teletype to the registered owner's jurisdiction. After investigation, it was determined that the vehicle was involved in a homicide in Holly Hill.
- Stealth Stat deployed on Amsden Drive in response to a complaint. 4.5 days / 2201 vehicles / average speed 19.8 MPH.
- Stealth Stat deployed on Wilmette Avenue.
- Resolved complaint of Commercial Motor Vehicle truck use on Wilmette Avenue.
- Working with Street Division for new sign installation on Hand Avenue. Heavy barricade enforcement throughout the area for worker safety.
- Traffic Citations 135
- Parking Citations 0
- Crash - No Inj. 10
- Crash - Injury 3
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
- Self-Initiated Enforcement Locations:
  - Granada Bridge
  - Central Park Corridors
    - Division Avenue
    - Fleming Avenue
    - John Anderson Drive Detour
    - Arroyo Parkway
    - South Kings Road
  - Enforced Complaints:
    - John Anderson Drive
    - Clyde Morris Blvd. (At least 30 UTC's issued)
    - Beach Street
    - Fleming Avenue
    - Riverside Drive
    - Hand Avenue Detour

#### Neighborhood Improvement.

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases Initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Case initiated
- 18 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with forty-seven (47) telephonic inquiries.

#### Zone 2

- 1) 9 King Edward Drive – Received a complaint regarding the overall conditions of this property. Based on the photographs there is a jet ski in the front driveway along with some outdoor storage of personal property. There is a trailer and a vehicle with the back window broken out parked on the grassy portion of the right-of-way. The trailer had already been removed.

Staff spoke with the owner. He is going to relocate the outside storage into the garage. The wheel and tire on the Jet Ski is damaged. He will need to cut the bolt from the rim in order to replace both and be able to move the Jet Ski.

Staff has received a second complaint regarding this property. The issue to date is that the vehicles have returned. There are vehicles on the right-of-way and according to the report some may be on the grass as opposed to the driveway. The trailer has been returned. PD Traffic Unit has been advised of the vehicle parking on the right-of-way. A follow-up inspection will be conducted to determine what action is required.

### Zone 3

- 1) 3 Dorado Beach Court – A complaint was filed with the city regarding the condition of the property. It was reported that there are feral cats in the back yard; wild animals are entering the house and migrating onto the neighbor's property. This is a foreclosure property. Based on the research NID learned that the bank has entered into an agreement with the owner that as long as the property is maintained the bank won't pursue the foreclosure. It appears that the HOA President and neighbors' are mowing the front yard. The back yard is enclosed with the fence so NID cannot access the back yard. The owner and the bank have been notified of the need to correct the violation. The HOA and neighbors have been advised to discontinue maintenance of the property so that NID can pursue enforcement as needed. Animal Services will investigate the feral cat situation.

### **Public Works**

- Engineering

- Construction Projects:

- Tymer Creek Phase I – Stormdrain continues to be installed and the roadway subgrade being prepared for the south bound lane.
- John Anderson Drive –The new 16-inch force main from Dormont Drive to Amsden Drive has been installed. The contractor has started work on the Storm improvements at Halifax and John Anderson while he completes the force main tie in at Amsden Dr. with two crews working. Roadwork widening on N. Halifax Drive at John Anderson Drive has begun. A road closure notice to that effect has been issued. Zev Cohen & Associates conducted a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12<sup>th</sup> at The Casements.
- Hand Avenue –The paving of the last section of roadwork has been completed in the area of the culvert crossing. Final sections of sidewalk have been placed. Final inspections of the storm water system have been completed. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all punchlist items are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. The final Asphalt lift is scheduled for next week. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- 2-inch Water Main Replacement – Mainland – Pressure testing of the new watermains was performed on Buena Vista Ave, Cordova Ave, Plaza Grande and S. Beach St. and Forest Court. Approximately half of the new watermain has been installed by directional drill along Mayfield Terrace. The remaining schedule was updated, with Lucerne Circle and Mill Run Court being preliminarily worked on with field locates of existing utilities.
- 2-Inch Waterline Replacement – North Peninsula - The contractor has completed pressure testing, chlorinating, and taking bacteriological samples of the mains installed for the Aqua Vista cul-de-sacs; a partial clearance has been issued by the Volusia County Public Health Unit for the first four cul-de-sacs. Signed clearance forms for the

- remaining four cul-de-sacs have been submitted to Volusia County Public Health Unit for their sign off this week. Work is progressing on Riverbreeze Drive, main line work has been installed on the cul-de-sacs off of Ann Rustin, and the contractor is beginning work on the directional bores at Royal Dunes Circle and Royal Dunes Drive the week of November 11, 2013.
- 2-inch Water Main Replacement - South Peninsula – The contractor has installed all new service connections on Ivanhoe Drive, Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue. Water main and reuse main installation is occurring on Magnolia Street and Pine Road. Completion of testing prior to placing in service for Riverside Drive and Marvin Drive is underway. Work has begun on water main installation on Magnolia Drive and Seton Trail. A proposed schedule has been posted on the City’s website and will be updated monthly.
  - Central Park Lake Interconnects – Roadwork restoration is underway on Hammock Lane and the road is expected to be opened at the end of the month. Work off road is underway for Division Avenue with clearing and excavation of the proposed channel interconnect. Work on Division Avenue will commence once Hammock Lane and Hand Avenue are opened to traffic.
  - Cassen Fishing Pier and Guardrails Under Bridge – The contractor has submitted engineered plans for the Building permit. The guardrail system is currently being fabricated in 5’ sections. The work is tentatively scheduled to begin near the end of November.
  - Wilmette Avenue Bypass Pump Station - Zev Cohen and Associates is completing shop drawing review; JD Weber is working with the suppliers to deliver the necessary elements; it is anticipated that delivery will occur in 10 – 12 weeks.
  - Downtown Underground Utilities Conversion - The next bi-weekly progress meeting was scheduled for 11/13/2013. The contractor is continuing work with the installation of conduit in Phase 2 and has progressed into Phase 3; as-builts are anticipated to be finalized this week for Phase 2. FPL scheduled a walk through with the City, contractor, and surveyor to discuss layout of the conduit, transformers, and other features in Phase 4 on Thursday, November 14, 2013; the contractor is has currently moved into Phase 3 for installation of primary conduit. The final shut down of power for power switchover for Phase 1 of the project was completed on Tuesday, November 5, 2013. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4. Primary shutdown and switchover of power to Phase 2, including City Hall, is tentatively scheduled for Saturday, November 23, 2013.
  - 2013 Roadway Resurfacing- Final site restoration and striping are being completed.
  - Downtown Median Landscaping – The irrigation system is 100% complete. All 21 medjool palms have been installed. The electrical infrastructure is 85% complete; 90% of the bedding plants and bark mulch have been completed.
  - Franchise Utilities - FPL work for installation of a 6 inch underground line along Overbrook Drive and Northbrook Drive is complete. Installation of two power poles on the north side of Hand Ave and underground of 6 inch line to serve the newly constructed church has been completed.
  - Audible Pedestrian Signals – All executed contracts have been transmitted to FDOT; the City is coordinating a pre-construction meeting with the contractor, CEI, FDOT, and City.
  - Ormond Beach Municipal Airport Taxiway Project- Staff working on preparing a Request for Qualification package for proposed improvements to the airport which includes taxiways and airfield electrical systems.

Design Projects:

- Environmental Learning Center –Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.

- Nova Community Park Skate Park Expansion – City staff has received community input from the meeting held October 29, and recently toured the completed modification of the Port Orange skate park renovations.
- Downtown Banner – The FDOT has issued the construction permit. Staff has issued a Purchase Order to purchase the decorative poles. Staff is soliciting three written quotations to install the banner poles and associated equipment.
- City Welcome Sign – Due to concerns over the easement needed at the proposed site, staff is reviewing alternative designs for locating the welcome sign within the FDOT median on SR40.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – Sliger and Associates is continuing to survey the project area and anticipates having a finished survey to Zev Cohen and Associates by November 15; Zev Cohen will take this survey info and progress with their plans
- CDBG Oleander Bus Stop – Staff is preparing finalized design plans with FDOT assistance.
- OBSC Roadway Improvements – The plans and bidding documents were completed and submitted for bidding disposition scheduled to be presented to the Commission on November 19. With the mitigation plan having been completed, along with the design plans, the project is now being submitted to the SJRWMD for modification to the current environmental resource permitting for wetland mitigation. The permit modification will run concurrent with bidding to save time.
- Fiber Optic Network Expansion – The City has had preliminary discussions with FDOT regarding utilization of the District ITS fiber and permitting of the project. Conceptual plans were transmitted to FDOT on September 18, 2013, in request for a meeting.
- Corrugated Metal Pipe Rehabilitation - Award of bid for the cured in place pipe lining project has been submitted for resolution on November 19, 2013.
- Airport Business Park Overhead Utilities Conversion/Hardening - Staff has directed FPL that the City wishes to proceed with the hardening project for the conversion of West Tower Circle; the FPL Engineer/project manager is finalizing the agreement and final invoice for placement on the first City Commission meeting of January. Construction has been scheduled and is anticipated to commence Mid February / Early March.
- Granada Medians (West of I-95) – Staff met with the FDOT to discuss the proposed project and review a proposed conceptual landscape plan. Staff is reviewing and modifying the plan based on the meeting comments.
- Traffic Signal Maintenance (Mast Arm Painting) - Bid acceptance for the low bidder (Santa Clara Construction) is being placed upon the November 19 Commission meeting for acceptance. The Commission Item provides for the approval of a contract covering those intersections in the base bid as well as the three added alternate intersections for a total of eleven intersections.
- OBSC Multi-Purpose Building – The 3 month design phase of the project has commenced. The site plan and architectural plans are being prepared for City SPRC review. Outside agency permit determinations have been requested.
- SONC Bleacher Replacement – Investigated the facility electrical systems for consideration of routing power to the back of the gym wall for motors and control systems to actuate the bleachers. Various vendors are being solicited for quotations to refurbish the existing bleachers and to motorize them, as this would be a less costly option than replacing the existing bleachers with new, manually operated bleachers.
- City Hall Chiller Replacement – Contacted the consultant that prepared the preliminary assessment report to request a scope of work once this is finalized then a cost will be submitted and a Work Authorization issued to start the design.
- Nova Recreation Park- Ongoing- Staff is working on preliminary plans for the pavement of the crushed shell roads and parking areas around the park. Staff has recognized the need to implement stormwater conveyance and impoundment facilities that will be

needed to manage the additional stormwater runoff due to increase of impervious area due to paving these areas. This will be necessary regardless of exemptions expected from the SJRWMD, because the additional stormwater runoff will increase erosion and create inconvenient standing water otherwise. Staff is therefore investigating low impact drainage areas around the park for this purpose.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
  - Magnolia Wall measurement (Weekly).
  - Residential SWMP Permits review and filing (Weekly).
  - Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (on going).
  - Nova Road Landfill Closure- Ongoing- a second phase of site assessment study is being performed as required by the FDEP. Several offsite groundwater monitoring wells are being installed to provide background data for the ongoing ground water monitoring plan.
  - Continued the creation of a planting plan set and irrigation plan set for the West Granada Median Landscaping project.
  - Began creating the construction plan set for the proposed Park Paving Project at the Nova Recreation Park.
  - Modified the exhibit drawings for the OBSC Roadway Improvements.
  - Created exhibit maps for the 2" watermain replacement project showing original and added watermain replacements for comparison.
  - Researched and provided requested as-builts for the utilities at the old hospital property and available utilities for the vacant lot east of the Lowes property per consultant (Upham) request.
  - Onsite visit to 22 Minnow to check on adjacent property grading concerns per homeowner request.
  - Discussed options and provided submittal requirements for the SWMP @ 1503 Oak Forest with consultant (Wilde Engineering).
  - Completed 30' sight triangle stakeout at 41 Ellsworth.
  - Researched and provided as-builts for the FBO lot 3 per Utilities Div request.
  - Researched and provided information and as-built drawings of the Royal Dunes Circle sanitary main per Utilities Div request.
  - Researched and provided stormwater information and as-builts for Foxhunter Flat per Planning Dept request.
  - Delivered construction notices to the residences along Mill Rd, N Lucerne Cir, and S Lucerne Cir for the upcoming 2" watermain replacement.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Poured concrete for sidewalk by Granada Blvd and I95.
        - Painted edge of concrete pad at the Performing Arts Center
    - Tree Crew
      - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
      - Trimmed at various bus stop benches
      - Maintenance and tree inspection citywide
      - Hauled debris to Nova/Transfer Station
      - Maintenance of tools at Public Works Saw Shop
      - Cleaned various citywide ROW (Right-of-Way) locations
      - Trimmed on Hammock Ln.
      - Trimmed on Ivanhoe Dr.

- Removed tree on Seton Ave.
- Removed tree on Central Ave.

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Placed Veteran's Day flags on Granada Blvd.
- Delivered barricades to Memorial Gardens for Riverfest celebration
- Cleaned roadway due to crash damage on Ormond Green Blvd.
- Responded to citizen complaint on Santa Fe Ave.
- Hazmat meeting given by Risk Management
- Assisted with right-of-way trimming on Division Ave.
- Assisted with FDOT trimming on Nova Rd.
- Attended Christmas Parade meeting

#### Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, on-going training of new employee
- Fabricated "Curve" signs in-shop for Northbrook area
- Installed stop sign at the intersection of Wilmette Ave and N Ridgewood Ave.

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ditch Inspection – on Hand Ave.
- Pond Inspection – at various locations
- Basin Inspections – City wide
- FDOT Inspections – Granada and US 1 Hwy.
- Removed broken curbing on Hammock Ln.
- Sprayed Nova Rd pond
- Delivered 100 sandbags to The Casements.
- Removed concrete on Fleming Ave.
- Repaired outfall at Ames property. Rebuilt edge of wall with concrete block.

##### Vactor

- System inspection on John Anderson Dr – discovered (3) basins that needed cleaning

##### Mowing

- Reachout Mowing – FDOT Ponds at Nova./ Wilmette Ave. / Division Ave.
- Remote Control Slope Mower – Mowed at Airport

##### Street Sweeping/Streetsweeper

- 91.3 miles of road cleaned (This is for 3 days)
- 27.0 cubic yards of debris removed

- Fleet  
Mileage Traveled by all City Departments for the week  
19,089

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
5

Non-Emergency Vehicles and Equipment  
19

Road Calls for the week:  
0

Quick Fleet Facts:

- Fleet has gallons of 12,486 unleaded and 6,010 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,037 gallons of unleaded and 921 gallons of diesel.
- Fleet completed 51 work orders this week.

- Utilities

- Backflow Prevention Device Testing, Certification and Repair Services – Prepared draft bid documents for review.
- Carousel Grit Removal – Purchase order prepared for approval.
- Concentrate Piping Connection to Reuse Storage Tank – Project was advertised on November 10 for eventual receipt of bids in December.
- Division Avenue Well Field Raw Water Piping – Project is being designed by McKim and Creed.
- Cross Connection Control (CCC) Program Management Services –agenda packet is being prepared for review of scope by CC scheduled for December 3<sup>rd</sup> meeting.
- Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids to be solicited this fiscal year.
- Airport Road Force Main/ Reuse Main Project – Testing of the Airport Booster Pump Station will be scheduled upon completion of meter repair and register upsizing.
- Mainland, North & South Peninsula 2-inch Water Main Replacement – Met with Engineering Division to review priority replacements for the next phase of water mains prior to request for design proposals.
- Ormond Beach Wastewater Plant Operating Permit Renewal – awaiting receipt of proposal and scope of work from consultant.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Motor for Pump #3 was authorized for check/ repair by motor shop.
- Ormond Beach Wastewater Treatment Plant Expansion – Purchase orders for furnishing & installing valves found compatible with existing actuator components were prepared and are in the approval process.
- John Anderson Drive Project – John Anderson Drive road closures started and will be in effect at the intersection of John Anderson Drive and N. Halifax Drive and from Ocean Terrace to Amsden Drive. The force main tie in at Amsden Dr. is being performed. Costs associated with revisions to piping at Lift Station 6P are being evaluated.
- Rima Wells Auxiliary Power Generator – Project is under design. Replacing the day tank is being investigated and Fleet Division's concerns about the generator manufacturer to be used will be covered in the specifications. Additional building enclosure modifications suggested by mechanical designer for exhaust considerations. A layout of the proposed floor plan was requested.
- Saddler's Run Lift Station Rehabilitation – Consultant requested a base map for the force main system in GIS format.

- Sanitary Sewer Pipeline Repair – Project award is scheduled for the November 19 City Commission Meeting.
- SR40 from Tymber Creek Road to Perrot Resurfacing – Awaiting construction commencement by FDOT Contractor.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation –Notice to proceed to be determined upon discussions with contractor confirmation of pump equipment arrival anticipated for receipt in mid December.
- Tymber Creek Road Phase 1 Utility Relocation Project – The utility offset remains to be constructed north of Peruvian Lane and on the north side of SR 40. Southbound lane closed - traffic is diverted to a temporary lane.
- US 1 Resurfacing from Hernandez to Nova – Met with FDOT to discuss resolutions to the conflict between the guard rail to be relocated at Mile Post (MP) 6.94. FDOT is investigating using guard rails with a shallower penetration to prevent impacts to the water main if the guard rails were hit.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC - OBSC Field House –Obtained building plans for water and sewer connection. Requested plumbing plan, projected flows and lift station as-builts for sizing and locating water and sewer connections. RV/Trailer Storage – Received plans for review. SR Perrott– Official easement documents are being prepared for property owner signature and commission approval. Tomoka Christian Church – Video reveals debris in private portion of newly constructed sanitary sewer – Contractor will clean and video.
- Prepared Agenda Item for City Commission consideration of North Peninsula Utilities Corp. application to FPUC for amendment of wastewater certificate area for added service territory.
  
- Water Distribution
  - Replaced 7 water services due to aged piping and low pressure
  - Repaired/replaced 25 meter boxes
  - Connected 29 new water services on Ivanhoe Dr as part of the 2” water main replacement project
  - Replaced 40 broken/unreadable water meters
  - Responded to or repaired 15 water service leaks
  - Responded to 3 low water pressure and 1 discolored water complaints
  - Performed testing on 3 city owned backflow preventers, installed a residential dual check valve on 1 water service due to thermal expansion
  - Assisted 8 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
  - Performed valve maintenance/exercise - 6 valves due to water main breaks
  - Repaired 3-2” water main breaks on Plaza Dr, Wilmette Cir and a 2” water service leak at 211 John Anderson Dr
  - Performed flushing in the following areas: Aqua Vista Dr, Jill Allison Dr, Anchor Dr, Tomoka Ave, Wood Grove Subdivision, Sandy Oaks Dr, Cherrywood Cir, Ann Rustin Dr
  - Installed 2-8” caps on the water main in the intersection of John Anderson Dr and N. Halifax Dr
  - Energize and flush new 8” water main on Plaza Drive
  - Delivered water service parts to Thad Construction for new water service connections on Plaza Dr
  - Per customer request, moved the water meter due to new driveway installation at 34 Abacus Dr.
  - Locate and map existing water mains on Bonnie View Dr and Anchor Dr for future water main replacement
  - Repaired a water line service the gas pumps at Fleet Maintenance
  - Rescinded the boil water on Aqua Vista Dr and S. Beach Street

- Utility locate service for Water/wastewater/reuse: received notice of 131 regular and 4 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" GIP Watermain Replacement Projects.
- Continued locate assistance with the burying of overhead utilities on Granada Blvd and adjacent areas.
- Water Treatment
  - Delivered to the City 35.073 million gallons for the week ending Nov. 10, 2013 (5.010 MGD)
  - Backwashed 10 filters for a total of 405,000 gallons backwash water.
  - Produced and hauled 67.2 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, tested and cleared three boiled water notice.
  - Claricone #2 offline for maintenance cleaning and inspection
- Wastewater Collection – Reuse
  - Crews responded to six trouble calls Breakaway/Hunters Ridge PEP System service area and four town.
  - Televised seven, cleaned five sewer laterals.
  - Inspected 1M, 2M sanitary sewer system.
  - Checked force main pressure on Ocean Shore Blvd. @ 5 psi.
  - Repaired manhole at 25 Cherokee Trail.
  - Found broken 8" sewer main broken at 127 Windward Lane.
  - Repaired pep tank at 23 Brook Crest Cir.
  - Installed new sewer box 38 Fox Field Look.
  - Low pressure sewer reading Westland Run 12/15 psi, Foxhunters Flat 14/15 psi and 4" on Shadow Creek Blvd. 6/3 psi.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 27.50 Million Gallons.
  - Produced 20.25 Million Gallons of Reuse.
  - Produced 7.25 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.93 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 117.24 (14%-18% Solids).
- Utilities Maintenance Division  
Wastewater Plant – Lift Stations
  - 12M – frequent tripping motor starter #2 – replaced motor starter – will continue to monitor.
  - Shadow Crossing Reuse – installed data logger to monitor system pressure – collecting data to aid pump setup.
  - 8M – generator running – generator control board determined faulty by Fleet Maintenance – fleet contractor repaired generator – faulty FPL connection also identified – contacted FPL – Power lines were replaced.
  - Sand Filter #2 – cart came off tracks – inspect tracks and limit switches – no problem found – unit placed back on tracks.
  - SCADA monitor/response – Fermentation submersible mixer #3 – troubleshoot - unit shipped to vender for repair; 7M1 - high starts both pumps – cleaned probe – all ok; 5M – follow up from call out – replaced high level float – all ok; Breakaway lift station – phase fault on soft start – soft start determined faulty – replaced unit and tested – all ok; Breakaway trails lift station – PLC not updating – rebooted PLC; CYP lift station - both pumps running – found dirty probe – cleaned probe – will monitor.
  - Influent pump room – deragged pumps as per lead operator.

- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; .
- Monthly PM's: Poly Blend #2, Influent Oder Control Unit; R.A.S. Pumps #1, #2, #3, #4, #5; Poly Blend #1; W.A.S pumps #1, #2; Digester Blowers #1, #2, #3;
- Annual PM's: Centrifuge #1, #2; Fermentation Submersible Mixer #9.
- Lift station PM's: 28 monthly performed.
- Plant PM's: 12 weekly performed
- Plant wide oil & grease route
- 88 work orders completed and closed for this section for this week.
- 13 scheduled plant maintenance tasks/ 1unscheduled plant repair
- 3 unscheduled lift station repairs

#### Water Plant - Well Fields - Booster Stations

- 2 temp. labors on site to remove dirt around pipes for painting contract.
  - Breakaway Trails Reuse - pulled flow meter and sent for repair.
  - Scrubber motor – sand blasted and painted – returned to shelf stock.
  - H.S. Pump building - replaced faulty float on sump pump – added water level alarm to pit.
  - Chlorine storage tank – blower #1 drive belt bad – blower needs to be rebuilt – will update.
  - Lime Slaker #2 – replaced gauge and pressure switch.
  - Replaced lime slurry tube on pump #3.
  - Lime Slurry – pressure alarm – found faulty pressure switch and replaced – calibrated and tested – will monitor with operators.
  - Monthly PM's – wells 28H, 35, 36, 37, 39, 40, 41.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Pretreatment Effluent Pumping System (PEP) Brochures: Staff revising current PEP System brochure to reflect current policies and procedures.
    - Quarterly Ground Water Monitoring for WWTP Permit: Staff reviewed the data submitted from the City's contract laboratory of the quarterly ground water monitoring required by FDEP under the reuse portion of the City's WWTP permit. The review indicated the results were all within the compliance of the permit and the quarterly report may now be produced.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program.
    - Hazardous Materials Training: Staff obtained training material for the revised OSHA Hazard Communication Standard which is being phased in over the next two years. The training session of the new standards was attended by affected staff.
    - City Public Water System Inspection Report: Volusia County Health Department Environmental Specialist Leonard Erdman performed the semi-annual inspection of the City's Water Treatment Plant (WTP) on October 11, 2013. The report, received on October 13, noted six deficiencies. Five of the deficiencies deal with physical corrections or logbook entries within the WTP. These corrections are being implemented immediately. The Utility is also requested to increase the backflow prevention device testing compliance on all of the commercial accounts. The Utility's current compliance rate is 72%. Staff is discussing the appropriate course of action based on current ordinance guidance. Staff is preparing a letter in response to the VCHD report.

**Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- Two staff members attended LEAPS Training on November 13, 2013
- Staff members attended Wellness Day on November 15, 2013
- Agenda packet preparation and creation for the November 19, 2013, City Commission Meeting
- Agenda packet preparation and creation for the November 21, 2013, Public Works Advisory Board
- Agenda packet preparation and creation for the November 21, 2013, Neighborhood Improvement Advisory Board

**Status of Department Projects**

- Audience Polling System
  - Project Status: Currently testing system and preparing to schedule user training
- Records Management System Upgrade
  - Project Status:
    - Continuing to review file conversion and correct any defective file conversions