

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 17, 2014

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:

- Discussion with Assistant City Manager, City Attorney, Finance Director, Planning Director and Utilities Manager regarding utilities on the north peninsula
- Discussion with Assistant City Manager, City Attorney, Deputy City Attorney, Planning Director and Neighborhood Improvement Manager on short term rentals

Spoke to, attended and/or met with:

- United Way Allocations Panel committee meeting
- City staff and I met with Waste Management staff to discuss their contract
- Rotary meeting
- Travelled to Tallahassee, Mayor and I met with various legislators and discussed pension bill issues and community services tax bill, attended the Subcommittee meeting on the communication services tax issue
- Lunch meeting with City staff and Tomoka Holdings staff on Ormond Crossings
- City Attorney and I met with Commissioner Kent on beach issues

Community Development

- Planning Services
 - The Department has learned from FEMA and the State Floodplain Management Office that the adopted amendments to the City's Floodplain Ordinance in December were found to meet the requirements for continued participation in the NFIP and CRS Programs.
 - The Planning Director met with the City Manager, Assistant City Manager, City Attorney and the Utility Manager regarding the North Peninsula Utility District.
 - The Planning Director met with the City Manager, Assistant City Manager, Deputy City Attorney, and Neighborhood Improvement Division Manager regarding the issue of short term rentals on Ocean Shore Boulevard. The Department has performed additional research and has determined the following:
 - a) The 1956 zoning map depicts the area on Ocean Shore Boulevard as zoned R-4.
 - b) Ordinance 1956-29 was the zoning ordinance in effect from 1956 to 1978. The R-4 (Multi-family residences (Oceanfront)) zoning district permitted multi-family units, hotels and motels as permitted uses.
 - c) The permit cards from the Building Division show that all four structures above were permitted/constructed between 1970 and 1973. The permit cards also contain the zoning of the properties (R-4) and the fact that Ordinance 1956-29 was in effect.
 - d) Ordinance 1978-35 was a major zoning ordinance rewrite that also included multiple property re-zonings. Ordinance 1978-35 eliminated the permitted uses of hotel/motels from the R-4 zoning district. The four properties above were rezoned to R-6 that also did

not include hotel/motel uses as an allowed use. Staff verified that there was no rezoning of the above properties prior to 1978 by reviewing Ordinance titles.

- e) The four properties (815, 855, 915 and 935 Ocean Shore Boulevard) have no occupational license/business tax receipts reflecting the rental of units.

Conclusions:

- f) Prior to 1978, the above properties were zoned R-4 and were constructed between 1970 and 1973. It is reasonable to assume that these properties performed rentals of units based on correspondence to date.
- g) Assuming that the above properties had a hotel/motel component, Ordinance 1978-35 rendered them legal non-conforming uses.

Options:

- h) Each property could establish (through state licensing, management company records, or affidavits) that they have been performing rentals of the units since prior to 1978. Based on this evidence, they could be determined legal non-conforming uses and continue forever unless the building is destroyed.
 - i) The properties could have the land use and zoning amended to oceanfront tourist commercial land use and the B-6 (Oceanfront Tourist Commercial). It is unclear why Ordinance 1978-35 selected the R-6 rather than B-6. It would appear that if the facilities are renting units, the B-6 would have been a more appropriate zoning district.
 - j) The Department will be proactive and request from the four condo associations a letter requesting the City to change the land use and zoning as outlined in i) above. Staff will prepare a disposition item under the CM signature for a future City Commission meeting for approval to proceed as the applicant for the land use and zoning change for 815, 855, 915, and 935 Ocean Shore Boulevard only.
- Staff attended a Planners Technical Committee Meeting regarding the final amendments to the Interlocal Agreement for school facilities.
 - ***The Planning Department was recognized by the International Code Council for having 100% ICC Certified personnel at the joint permit counter for administration, plan review and field inspection. An ICC Certification and a badge will be prominently displayed on all future Planning Department correspondence when current supplies run out. A simile of the badge is below. For more information on the certifications, please see page 2 of this week's issue of the Weekly Review.***



- Building Services
 - 69 permits issued with a valuation of \$523,365.00
 - 216 inspections performed.
 - 9 business tax receipts issued
- Development Services
 - The SPRC received:
 - a) A concept plan for an 8,500 sq. ft., 35 bed assisted living facility at Forest Court for review and comment.
 - b) A request from a property owner at 562 Woodgrove subdivision (lot 13) to vacate a 20 foot drainage easement and a 45 foot radius easement for public ingress/egress for lot 12.

Economic Development

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings engineering staff to discuss the design and construction process for Crossings Boulevard and related utilities. Staff is expected to meet with Tomoka Holdings on January 29 for further discussions regarding the installation of infrastructure into the Commerce Park portion of the project.

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. Renovations of the interior of the building are underway. The estimated completion date is in late March. Staff will be contacting the Commission to tour the progress of the office renovation.
- 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 with Padwell Holdings has been signed by the buyer and approved at the November 19 Commission meeting. The company is working with a local bank to secure the financing and if approved plans to initially construct a 20,000 square foot manufacturing facility and hire approximately 20 employees.

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 with a Team Volusia business prospect from Canada that is interested in a second plant in Florida. Staff had the opportunity to present to the Company representatives the benefits of locating their business in Ormond Beach. Further visits and meetings are expected in 2014.
- Staff attended the Team Volusia annual meeting yesterday.

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 has moved to their new location in Ormond Beach. Staff met with DuvaSawko management staff to formalize plans for a grand opening which is planned for February 10 from 4:30 to 6 pm.
- Staff is working closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US 1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now approved and construction has begun. Staff will be contacting the Commission to tour the progress of the construction.
- Staff met with the real estate brokers and Team Volusia to discuss marketing and recruitment strategies for the former StyleMark property in the Airport Business Park. The first step will be to design a postcard that will be mailed to a list of approximately 100 site selectors. Other strategies will be discussed in the next several weeks.
- Staff met with the owner of the former Woody's restaurant property to discuss strategies for the construction of a new office building along East Granada Boulevard.
- Staff assisted Modern Mold South, a Massachusetts based injection molding company, to open a manufacturing facility at Hull Pointe. Staff is working with the company to meet representatives of Ormond Beach manufacturing firms.

Airport Operation and Development

- The GIS Division continues to survey and mark certain obstructions identified by the FAA. The FAA has prohibited IFR approaches to the airport at night due to obstructions within the approach paths to the airport. Staff will use the data gathered by GIS to formulate a mitigation plan for presentation to the FAA.
- The Precision Approach Path Indicators (PAPIs) on Runway 17 will be out of service pending efforts to repair them. The PAPIs on Runway 17 are scheduled for replacement as part of the proposed Taxiway "G" construction project.
- Flair Heating and Air Conditioning conducted additional work on the recently replaced roof top air conditioning unit at the air traffic control tower. Flair returned to address an issue with the heating function of the new unit.
- Austin Outdoor conducted roll brushing of dead vegetation at the airport this week. Aircraft parked on the Taxiway Delta ramp areas were temporarily relocated in order for the roller brush truck to effectively remove the dead vegetation in those areas.
- Initial surveys and tests for the design phase of the Taxiway "G" project are scheduled to begin next week on Wednesday, January 22nd.
- Staff issued a NOTAM (Notice to Airmen) regarding the operation of a large construction crane within the airport traffic area, approximately three quarters of a mile north of the airport.
- ATS Land Surveying submitted draft documents this week regarding their work to update the surveys and legal descriptions for certain parcels at the airport. Staff has requested only minor revisions, so it is expected that the final surveys will be complete next week.
- A new airport information sign has been placed near the main entrance of the airport. The sign will provide basic aeronautical information about the facility and will include staff contact information. For more information and pictures, see pages 7 and 10 of this week's issue of the Weekly Review.
- The airport page of the City's website has been updated to include traffic statistics for the past year. The airport experienced 126,409 operations in 2013, which represents a 9.55% increase in traffic since 2012.
- The cadets of the Ormond Beach Civil Air Patrol Color Guard Team are preparing to compete in the state-wide Florida Wing Color Guard Competition at Patrick Air Force Base on Saturday, February 1st.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
 - Continuation with two Lean Six Sigma projects; Employment Evaluations and Change Orders
- Completed Projects - Weekly
 - Processed 48 Journal Entry Batches (# 5651 – 5654 & # 1324 - 1464).
 - Approved 29 Purchase Requisitions totaling \$197,876.20.
 - Issued 30 Purchase Orders totaling \$911,293.86.
 - Prepared 155 Accounts Payable checks totaling \$448,817.12 and 34 Accounts Payable EFT payments totaling \$195,139.12.
 - Processed 4,037 cash receipts totaling \$458,575.82.
 - Processed 1,239 utility bill payments through ACH totaling \$90,536.12.
 - Processed and issued 6,141 utility bills with billed consumption of water of 27,658k.
 - Issued 1,228 past due notices on utility accounts.
 - Auto-called 110 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Arbor Day (1/17/14)
 - Florida Licensing on Wheels (1/21/14)
 - Meeting with the Manager (1/22/14)

- Planning and Building Staff 100% ICC Certified!
- Walking with the Manager (1/31/14)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended Safe Harbour Presentation at Daytona Beach City Hall
 - Attended Online JAG Performance Measures and PMT Training
 - Attended Online eCivis Presentation
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
 - Fire Alarms: 8
 - Hazardous: 1
 - EMS: 84
 - Motor Vehicle Accidents: 7
 - Public Assists: 42
- TOTAL CALLS: 145

- Aid provided to other agencies: 13 calls – Daytona Beach (4), Holly Hill (2), Volusia County (7)
- Total staff hours provided to other agencies: 22
- # of overlapping calls: 38
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 65

Training Hours

- NFPA 1001: Firefighting 39
- NFPA 1002: Driver/Operator 4
- NFPA 1500: Safety/Equipment 44
- NFPA 1620: Pre-Fire Plan Inspections 6
- EMT/Paramedic 31
- TOTAL TRAINING HOURS: 124

Station Activities

- Updated 18 pre-fire plans
- Instructed the quarterly American Heart Association Heartsaver CPR / AED course to Ormond Beach residents.
- Conducted week long training for new firefighters to include: water supply, attack lines, city geography, technical rescue, ventilation, equipment, ground and aerial procedures, safety and survival.

Significant Incidents

- 1/8/14, 12:58AM: S. Ridgewood Ave. – Residential Structure Fire – Provided aid to Volusia County – upon arrival found smoke and flames showing – fire was accidentally started in bedroom – direct attack and fire was under control quickly – one resident with injury – cleared scene at 2:05 AM.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Wastewater – Maintenance Worker IV
 - Leisure Services/Bldg. Maint. – Tradesworker
- Approved/Active Recruitment
 - Leisure Services/ARBFP – PT Maintenance Worker II was advertised 12-26-13 on the City's web site, and will remain open until 01-10-14.
 - Public Works/Streets – Maintenance Worker IV was advertised in-house only on 01-15-14 with a closing date of 01-31-14.
- Screening/Interviews Scheduled
 - 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. Interview will be conducted 12-17-13.
- Background/Reference Checks/Job Offers
 - Public Works/Utilities – Office Assistant II began employment on 01-06-14.
 - Police Department – Seven (7) Police Officer candidates were made conditional offers and started the pre-employment screening process.
 - Fire Department – Two (2) Firefighters began employment on 01-06-14.
 - Leisure Services/Gymnastics – A part time Recreation Leader candidate began employment on 01-07-14.
 - Public Works/Utilities – Treatment Plant Operator "C" began employment on 01-06-14.
- Promotions/Transfers
 - Police Department – Promotional process for Corporal was conducted on 12-05-13. Process for Sergeant started on 12-05-13 and will finish 01-10-13 with an Assessment Center Process at the A.T.C.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 12-31-13: 2.5% (excluding retirements).
 - Leisure Services/ARBFP – Part time Maintenance Worker II effective 12-20-13.
 - Public Works/WW – Maintenance Worker IV effective 12-23-13.
 - Leisure Services/Bldg. Maint. – Tradesworker effective 01-10-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program November, 2013 monthly report reflects savings of \$91,554.33 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,384 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation - Six new employees attended orientation on 01-10-14. 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.
- Blood Drive has been scheduled for 02-10-14 - City Hall Parking Lot.

Training & Development Opportunities

- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops entitled, "Creating and Maintaining an Inclusive Workplace". 81% of our employees have attended training so far. Next scheduled training sessions will be held 01-16-14 and 01-29-14.

Risk Management Projects

- Mayor's Health & Fitness Challenge Team: late registration and make-up appointments for biometric screenings completed. 359 Challengers.
- MH&FC; waiting to hear from Tomoka Marathon group about half marathon.
- Public Risk Underwriters: Risk Advisory Board met to plan training and events for 2014.
- Chamber of Commerce: Leadership planning meeting.

Information Technology (IT)

- **Information Systems (IS)**
 - **Work Plan Projects**
 - Finance/Community Development – CRM system replacement - New RFP to be drafted.
 - Community Development – Electronic Plan Review – RFP responses received from two vendors. Responses are being reviewed and evaluated.
 - Backup System Upgrade – Working thru the installation and startup checklist with the vendor. Additional backups being configured and monitored for completeness and resource utilization.
 - Domain upgrade to version 2008 – Both old servers have been powered off to test that there are no processes or services still dependant on them. Continuing the complex process of decommissioning the 2 old servers.
 - Virtual Server Hardware upgrade – Evaluating the installation and configuration options for the 3 new Virtual Host servers. Draft strategy being prepared.
 - WindowsXP to Windows7 implementation – test configurations are being developed with limited deployment for application testing. Several PD MDTs were delivered to PD for testing
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 15 New work - 33 completed - 42 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,539	Inbound E-Mails Blocked	16,515
Delivered Inbound E-Mails	11,894	Quarantined Messages	130
Percentage Good Email	41.7%	Virus E-Mails Blocked	1,275

- Notable Events:
 - None.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 0 Changes: 2 Corrections: 3
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 18,240 (81.1%) potable 17,704, Irrigation 534, Effluent 2
 - Notable Events: None.

Leisure Services

- **Administration**
 - Public Works Weekly Meeting
 - Meeting Regarding Championship Field
 - Budget Meeting
 - Team Building Meeting at Sports Complex
 - Met with Landscape Contractor for Weekly Updates

- Weekly Professional Janitorial Meeting
- Arbor Day Ceremony
- Leisure Services Advisory Board Meeting
- Irrigation Meeting
- Gymnastics Meeting
- 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.
 - SHS Girls and Boys Soccer Program are practicing this week on Monday - Thursdays at 4 and 6pm on Soccer Field #6 at the Sports Complex. They also have Boys games Wednesday night at 5 and 7pm and Girls' Districts on Wednesday at 7pm.
 - The Winter Men's City Softball Program continued their games on Friday night with games at 6:30, 7:45 and 9pm.
 - City Girls' Basketball Program meets every Monday and Wednesday night from 5:45 to 7pm through early February.
 - The OBYBA Boys' Basketball Program continued games this week at both the Nova Gym and South Ormond Neighborhood Center Gym. Games are held Monday through Thursday this week.
 - Wendelstedt Umpire School continued this week and runs for six weeks, Monday through Saturday from 9 to 5pm.
 - The OBSC Competitive Soccer Program continued practices this week on fields #4 and #5 in preparation for their upcoming MLK Tournament.
 - The OBGS Competitive Baseball Program started their spring practices this week at both the Nova Complex and & the Sports Complex Monday through Thursday nights.
 - The Lady Renegades Competitive Softball Program started their spring practices this week at the Sports Complex Softball Quad Monday through Thursday nights.

- Athletic Field Maintenance
 - 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 handball and basketball courts at Nova
 - Cleaned tennis courts at Nova Park
 - Cleaned Magic Forest and the common area of 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
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary.
 - Daily clean up of Limitless Playground by the softball Quad
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School
 - Cleaned all sports parks of debris/trash from the events over the weekend
 - Prepped softball field 7, game ready for the men's league on Friday nights.
 - Began layout of soccer fields for the upcoming tournament for this weekend.
 - The umpire school continues, prepping baseball fields 1-3 Monday through Saturday.
 - All fields open for use. Gale fields only are restricted.
 - Father Lopez softball has begun practicing. Dragged and prepped a field for them to use.
 - Lady Renegade's softball teams have begun workouts. Prepare fields for them to use nightly.

- Golden Spikes baseball league has resumed using Nova fields. Prep daily for them.
- High school Seabreeze and Riverbend soccer have resumed practicing and will be playing games again. Goals, benches and trash cans being placed as needed.
- Competitive and recreational soccer leagues have begun to practice for spring season.
- Delivered six bleachers to the Oceanside Golf club for use during the "Sally" tournament.

- Senior Center
 - Civil Air Patrol Color Guard practice was held on Monday from 7:00pm to 9:00pm
 - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
 - Big Band America met on Thursday from 7:00om to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church met on Sunday from 10:00am to 2:00pm

- 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 classes.
 - The Performing Arts Center is preparing to host the following event:
 - The Fabulous Hubcaps, Saturday, 7:30pm to 10:00pm \$25 Reserved Seating, \$30 at the Door.

- South Ormond Neighborhood Center
 - Splash Pad closed until March 15th
 - Youth Basketball Monday through Friday 5:30-8:30pm
 - Fitness room open center hours
 - Open gym 1pm through 5 pm weekdays/center hours on weekends
 - Jazzercise Monday 5:45- 7:00 pm
 - MLK Prayer Breakfast Planning Meeting Tuesday 6pm
 - Making final preparations for MLK Prayer Breakfast to be held 1/20

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training new employee for Community Events Technician position
 - Attended Senior Games meeting
 - Attended Memorial Day Committee meeting
 - Attended meeting with Dave Pizzo, Tourism Guide
 - Site visit to Central Park 2
 - Audio equipment to SONC for MLK Breakfast
 - Set up, work and strike of Arbor Day Tree Planting
 - Assisting with interviews for The Casements custodial position

- Gymnastics
 - January classes are currently in session.
 - Working with new Rec Leader.
 - The Coordinator to work on increasing enrollment.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.

- Open play took place 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 3:00-5:00 pm every day.
- Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- Jr. Jazzercise, a program for children with special needs, began on Wednesday. They will meet Wednesdays from 5:00 pm-5:45 pm.
- The Boys Basketball Youth League continues with their games. They meet Monday through Thursday this week. The season will continue until February.
- The Girls' Basketball Youth League continued with their practice on Monday and Wednesday from 6:00-9:00 pm.
- The Cat Fancier's Cat Show are setting today for their weekend show.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday and Saturday from 10-11:30am.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Foxfire exhibit is on display in the Gallery for the month of January.
 - The Casements Guild held a Board meeting on Monday morning.
 - New docent training was held in Room 204 on Monday afternoon.
 - The Ormond Beach Garden Club held a workshop at Bailey Riverbridge on Tuesday morning.
 - Biometric readings for the Mayor's Fitness Challenge were taken in Room 205 on Tuesday afternoon.
 - A Gala meeting was held in Room 203 on Wednesday morning.
 - A Memorial Day Remembrance Committee meeting was held in Room 205 on Wednesday.
 - Pathways Elementary School fourth grade students toured The Casements this week, there were approximately 60 touring on Thursday morning and 40 this morning.
 - The Decorating Committee for the Valentine's Centennial event met in room 203 on Thursday morning.
 - A National MS meeting was held in Room 205 on Thursday afternoon.
 - Interviews were held for the open custodial position at The Casements on Thursday and Friday afternoon.

- Parks Maintenance
 - Removed graffiti from men's room at Fortunato Park
 - Installed pavilion rental boxes at Sanchez Park and Birthplace of Speed Park
 - Repaired reservation box at Central park I
 - Repaired memorial bench at Central park II
 - Installed 911 informational sign at pocket park on Division Avenue
 - Installed two 911 informational signs at Ormond Memorial Gardens
 - Repaired broken board in play area at the Magic Forest
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

- 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 waterwheel and sump pumps at The Casements
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
 - Picked up P-TAC unit from Flair warehouse - called tow truck
 - Picked up 1000-watt Metal Halide bulb and ballast from OBSC
 - Picked up P-TAC unit from Flair warehouse for Airport Control Tower
 - Assisted with high bay lighting repairs

- Installed P-TAC unit at Airport Manager's Office
- Assisted with gym lights repair
- Assisted Carrier tech at Police Station
- Checked concern of cold area Control Tower Airport
- Removed wire for Christmas floats
- Reset time clocks at Andy Romano Park
- Relocated wiring for rooftop lights at PAC
- Repaired gymnastics lights and lights in the gym at Nova
- Repaired high bay lights at Fire Station 93
- Installed light switch in the maintenance building at Nova
- Removed recycle bins from conference room at City Hall
- Met contractor for the fishing pier sink at Cassen Park
- Helped install A/C unit in the Airport Tower
- Met the A/C contractor at City Hall
- Repaired toilet in women's room at SONC

Police Department

Administrative Services

- Chief Osterkamp and Lieutenant Godfrey attended the Florida Police Chief's Conference held in Orlando.
- Lieutenant Crimins attended the School Safe meeting at the Volusia County Emergency Operations Center.
- Sergeant's promotional assessment center conducted to establish a new eligibility list.
- Police Department fitness test conducted with sworn and non-sworn employees participating.

Community Outreach

- PAL basketball practice continues for the 10U, 12U and 14U boys teams. Teams will participate in the Regional PAL basketball tournaments in early Feb. 2014.
- Ten youth attended the State of Florida Association of Police Athletic Leagues Youth Directors Conference January 9–12, 2014. Youth earned the opportunity to participate in this leadership conference through the completion of community service projects during the year.
- **Marcus Edwards was awarded the State of Florida Police Athletic League Boy of the Year award.**

Community Services & Animal Control

- Animal Calls: 55
- Animal Bites: 1
- Animal Reports: 4
- Animals to Halifax Humane: 15 (Dogs: 2 Cats: 13)
- Traps issued: 3
- Animal Licenses: 5
- LCSO Owen met with management of Chelsea Place. Went over animal ordinances & procedures.
- CSO Soard completed Department Fitness Test.

Criminal Investigations

- Cases Assigned: 43
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 16
- Inactive: 15
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 7

- Larceny Car break: 21
- Grand Theft: 6
- Auto Theft: 3
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0

Narcotics

- One Meth Lab Investigation
- Two Search Warrants

Comments:

- Burglary Residential: Investigators have identified two suspects in a recent residential burglary on Wilmette Ave. Investigators served a search warrant at the suspect's residence and arrested two adult males for the burglary when the stolen property was recovered.
- Grand Theft: Investigators located stolen property from Lowes on Craig's List. Investigation is ongoing and arrests are pending.

Records

- Walk - Ins / Window 93
- Phone Calls 139
- Arrest / NTA'S 21
- Citations Issued 100
- Citations Entered 128
- Reports Generated 145
- Reports Entered 142
- Mail / Faxes / Request 9

Patrol

- Total Calls 1,664
- Total Traffic Stops 181

Operations

Crime Opportunity Report Forms: 115

- 1/08/2014
 - Carbreak, 333 West Granada Boulevard (Gold's Gym), window broken out. Purse with wallet and credit cards taken.
 - Carbreak, 665 Hand Avenue, passenger window broken. Purse and global positioning system taken
 - Carbreak, 440 North Nova Road, window was broken out and purse was taken.
 - Carbreak, 910 South Atlantic Avenue (Planet Fitness), driver side window was broken out and purse was taken.
 - Carbreak, 910 South Atlantic Avenue (Planet Fitness), window was broken out and two purses were taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
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 - Warrant Arrest, 1622 North U.S. Hwy 1, suspect arrested.
 - Stolen Vehicle, 769 West Granada Boulevard, vehicle taken from parking lot of Olive Grove Apartments.
- 1/09/2014
 - Carbreak, 169 Ann Rustin Drive, vehicle was unlocked and two iPads were taken.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
- Burglary (Residential), 401 John Anderson Drive. Refrigerator, pressure washer, table and chairs, etc. Items were taken from a screen porch and a shed.
- Burglary (Residential), 718 North Ridgewood Avenue, TV taken from porch
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's), theft in the past of expensive vacuum cleaners.
- Carbreak, 392 Fleming Avenue, received a report of a suicidal adult who fled from a house nearby. This subject was found to have committed a burglary to a vehicle at 392 Fleming Avenue. He was located by Ofc. Bakaysa and taken into custody for burglary after a positive show-up by the victim/witness.
- Narcotics Arrest, 1521 West Granada Boulevard, while investigating a hit and run vehicle that was located behind Chili's restaurant, the operator was arrested for possession of marijuana and a Schedule II substance.
- Battery Arrest, 8 Byron Ellinor Drive #A, suspect arrested.
- Traffic Arrest, 690 South Nova Road, suspect arrested.
- 1/10/2014
 - Carbreak, 134 Ray Mar Drive, IPOD, IPod, money stolen. Vehicle appears to have been unlocked.
 - Carbreak, 437 Triton Road, car broken into and gun stolen overnight. S&W .40 caliber handgun taken out of the unlocked vehicle
 - Stolen Vehicle, 38 China Moon Drive, vehicle stolen from driveway.
 - Warrant Arrest, 433 Palm Avenue, suspect arrested.
 - Carbreak, 5 Fox Hollow Drive, window pried out.
 - Carbreak, 22 Fox Hollow Drive, open door.
 - Carbreak, 9 Fox Hollow Drive, open door.
 - Carbreak, 7 Fox Hollow Drive, window smashed.
- 1/11/2014
 - Carbreak, 22 Falls Way Drive, vehicle was unlocked. iPad and iPod shuffle taken.
 - Carbreak, 98 Tropical Falls Drive, unlocked vehicle. 9mm Glock taken.
 - Burglary (Residential), 572 Arroyo Parkway, electronic items taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
- 1/12/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), male arrested.
 - Battery-Domestic Violence, 203 South Orchard 3B, suspect arrested.
- 1/13/2014
 - Stolen Vehicle (Recovered) 321 Clifton Avenue, Holly Hill. Vehicle stolen from 38 China Moon Drive was recovered by VCSO. CID notified and the vehicle was transported to the PD sally port for processing. CST Lancaster conducted processing.
 - Retail Theft, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
 - Grand Theft, 67 Sanchez Avenue. Victim was at a party over the weekend and her iPhone was stolen.
 - Burglary (Conveyance), 59 Putnam Avenue. Fishing poles removed from boat parked in the driveway.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart) suspect arrested.
 - Burglary (Residential), 309 Timberline Trail. Entry was made via an unlocked window. Tablet and jewelry taken.
 - Burglary (Residential), 222 Seminole Avenue. Entry made via an unlocked window. \$550 in currency taken.
 - Warrant Arrest, South Atlantic Avenue and Cardinal Drive, suspect arrested.
 - Battery – Domestic Violence Arrest, 7 Carriage Creek Way, suspect was taken into custody for threatening her husband with a knife and a bat.
- 1/14/2014
 - Warrant Arrest, 246 Laws Lane, suspect arrested.

- Warrant Arrest, 5 Sherrington Drive, suspect arrested.

Traffic Unit

- Traffic Crashes:
 - Crash w/o Injury: 58
 - Crash w/ Injury: 4
 - Crash SBI: 0
 - Crash Fatal: 0
- Traffic Enforcement:
 - DUI: 0
 - UTC: 58
 - Warnings: 0
 - Parking Citations:0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Granada ICW Bridge
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - Arroyo Parkway
 - South Kings Road
 - Enforced Complaints:
 - John Anderson Drive Detour
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue
 - Riverside Drive
 - Division Avenue Detour

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 0 Cases initiated
- 33 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and thirty-two (32) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Tymer Creek Phase I – A sanitary sewer forcemain valve was relocated away from the Tymer Creek/SR40 intersection to accommodate the road widening.
- John Anderson Drive – The new 16-inch force main from Dormont Drive to Amsden Drive has been installed and this section of road resurfaced. The section of John Anderson Drive from Plaza Drive to Dormont Drive has been resurfaced. N. Halifax Drive has been widened and resurfaced. The intersection remains closed as the contractor is waiting on delivery of supports for the intersection stormwater grates that were installed. The intersection should be opened sometime next week. A road closure notice has been issued for the intersection of John Anderson Drive and Neptune Avenue. Significant stormwater improvements in this intersection will require the closing of the intersection similar to N. Halifax Drive. Work continues in

installation of stormwater piping and structures at the south end of the project. 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 12th at The Casements.

- Hand Avenue – The contractor has completed the majority of punchlist items and will be working on submitting final closeout documents in order to receive final payment. It is anticipated that the project will be completed under the approved contract cost due to adjustment of final quantities that included a reduction of stormwater piping due to field modifications made during construction.
- 2-inch Water Main Replacement – Mainland – Crews are continuing work along Greenwood Ave on Cumberland Ave. Clearance applications for Mayfield Terrace, North/South Lucerne Circle and Mill Run Court are being prepared
- 2-Inch Waterline Replacement – North Peninsula - Water main installation is complete on Royal Dunes, bacteriological testing has been submitted to McKim and Creed for clearance; the contractor's surveyors completing these as-builts. Work is progressing on Fairway Drive, Oak Drive, and Driftwood Avenue. New meters have been set along Riverbreeze Drive; Mastercraft has called in utility locates and will complete the connection of those services requiring meter relocation beginning January 17, 2014.
- 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. Riverside Drive and Marvin Drive have been cleared by the Department of Health. Work continues on water main and reuse main installation on Magnolia Drive and Seton Trail.
- Central Park Lake Interconnects – Hammock Lane was paved and the roadway is open to traffic. Off-road work is nearly complete with sidewalk and restoration work being completed. The contractor has installed the curbing and guardrail on Division Avenue and is clearing the relocated raw water main for service. It is expected that the road will be paved within the next 2 weeks. Substantial completion should occur by the end of the month on this project.
- Cassen Fishing Pier and Guardrails Under Bridge – Cassen Fishing Pier is complete. The aluminum railing replacement is 40% complete.
- Wilmette Avenue Bypass Pump Station - The sluice gates for this project have been delivered; A kickoff meeting for this project is being scheduled for Friday January 17.
- Downtown Underground Utilities Conversion - A meeting is scheduled between the contractor (Carter Electric), FPL, and the City to discuss the process and timing of switching over service to individual buildings on Thursday, June 16, 2014. The contractor has completed installation of all conduit; shut down for the switch over of properties located at New Britain and Beach is scheduled for Saturday, January 18, 2014. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4.
- 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 – A meeting was conducted between the contractor and Volusia County Traffic Engineering to look at existing conduit on Friday, January 10. A clarification will go out the week of January 13 addressing contractor concerns; the contractor is finalizing preparatory activities associated with mobilization of the project.
- 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.
- Downtown Banner – Staff has instructed the contractor to prepare an installation schedule for the month of January and submit for a building permit.
- Traffic Signal Maintenance (Mast Arm Painting) - The contract for the painting of the mast arms, including the base bid plus alternates, has been finalized and was sent to the consultant for execution on December 16, 2013; it is anticipated that this project will commence in January 2014.

Design Projects:

- Environmental Learning Center – Staff was informed that the ECHO grant cycle for the-2012-2013 fiscal year will be postponed until the 2013-2014 fiscal year to allow Volusia County to review the grant process.
- Nova Community Park Skate Park Expansion – Staff is coordinating receiving a GMP from one of its continuing contract Construction Management firms.
- City Welcome Sign – ZCA is working up conceptual drawings that will comply with FDOT standards for staff review.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – Zev Cohen is continuing to modify plans based upon the survey information provided by Sliger and Associates.
- OBSC Roadway Improvements – Bids were received for the project. FAA is completing their review of the project and staff is working on the draft agreement for the wetland mitigation which is required for the impacts of the perimeter road. Prepared bid award memo. Bid award and conservation agreement for wetland impact mitigation will be presented at the same time to the City Commission for approval.
- 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- Contracts have been executed. A pre-construction conference was held on January 15th. The contractor anticipates starting the work on February 17th.
- Airport Business Park Overhead Utilities Conversion/Hardening - Staff has received a final installation agreement from FPL for the hardening project for the conversion of West Tower Circle. Staff is preparing an agenda item placing this agreement and final invoice for the January 21, 2013 City Commission meeting. Construction has been scheduled and is anticipated to commence Mid February / Early March.
- Granada Medians (West of I-95) – The plans have been submitted to the FDOT for permit. Staff will schedule a meeting with the HOA's to present the proposed design when plan review comments are received.
- 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 - Quotes were received for replacement of the bleachers; however, staff is looking into a lower cost option of removing and disposing the existing bleachers rather than have the bleacher manufacturers perform that task.
- City Hall Chiller Replacement – The work authorization for the design has been approved so a kick-off design meeting will be scheduled.
- 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 storage facilities that will be needed to manage the additional stormwater runoff resulting from the 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.
- 2-Inch Watermain Replacement Phase 2- Staff is negotiating a scope of work with engineering consultant for the Mainland area of the Phase 2, 2-inch watermain replacement project.
- Reforestation Street Tree Planting – The plans are being finalized for Commission review and bidding.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install medjool palms behind the existing sidewalk after the overhead utilities are removed. A landscape plan is being prepared for FDOT review.

- CDBG ADA Parking Improvements – Staff is preparing plans and bid packages for County review.

Department Activities

Administration/Meetings/Customer Service/Other:

- Magnolia Wall measurement (Weekly).
 - Residential SWMP Permits review and filing (Weekly).
 - Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (on going).
 - Reviewed plans and created work in the right-of-way permit for 4 N Perrot St per AT&T request.
 - Reviewed and created Wetland Protection Permit for 2306 John Anderson.
 - Updated plan set drawings for Audible Pedestrian Crossing Intersections.
 - Meeting with homeowner at 2032 John Anderson Dr regarding the installation of un-permitted pilings and boatlift.
 - Onsite meeting at 141 Melrose Ave for SWMP final inspection.
 - Researched existing conditions and began topographic survey at Nova Rec Park for the proposed dirt road paving project.
 - Continued creating standardized drawing template for AutoCAD 2014 platform.
 - Researched ownership and maintenance responsibility of the drainage swale between 500/550 W Granada per Planning Dept. request.
 - Researched and located historical City and DEP permits relating to the unpermitted installation of open mooring pilings and boatlifts at 2032 John Anderson.
 - Created plan drawing for proposed Handicap Parking Spaces at Sanchez Park.
 - Created maps for Athletic Field Maintenance.
 - Continued updating plans for the Street Tree Planting Project.
 - Roadway Resurfacing - Staff is working on inputting data into the pavement management software from the citywide pavement condition inventory, which was recently completed.
 - Roadway Inspection - After the TV inspection of the stormdrain was completed east of N. Halifax Drive along Amsden Rd; the stormdrain is showing signs of settlement and shifting which is causing some of the pipe joints to leak. Staff is looking into repair options for sealing off the leaking joints.
 - Laurel Oaks Ditch Piping - Staff had developed a stormdrain extension construction plan which would allow the ditch off of Fleming Ave to be eliminated and thus remedying a continuous erosion situation and maintenance needs. The cost of the project will require it to be budgeted as a CIP for the following year.
 - Reclaimed Water- The reclaimed water distribution system from Airport Road to Breakaway Trails was tested by staff under a variety of scenarios to determine system pressures and control responses. The system has been used successfully for approximately eight months since its completion; however, minor control calibrations are needed to maintain system automation and defaults.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired sidewalk at 500 block of S Atlantic Ave
 - Prepared forms for Horseshoe Trl and Saddle Creek Trl
 - Removed debris from Cardinal Dr and Riverside Dr
 - Assembled desks at Public Works Complex

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
- Removed leaves with blower by City Hall

- Removed leaves with blower at Public Works Complex
- Cleared debris around bus benches city-wide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleared brush at various ROW (Right-of-Way) locations
- Trimmed limbs on Andalusia Ave, Division Ave, Lorillard Pl, Nova Rd, and Lake Bridge Dr
- Trimmed palm fronds on N Center St.
- Removed tree on Shady Branch Trl
- Removed tree at 1500 block of N Beach St

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
- FDOT weed control in various locations
- Right-of-way trimming city-wide
- Assisted in road repair at the Airport Sports Complex
- Picked up road shell
- Removed debris at memorial Gardens

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
- Delivered reserved parking signs to South Ormond Neighborhood Center
- Fabricated various park signs
- Installed Airport sign on Airport Rd.
- Took inventory of signs and ordered what was required

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Responded to customer concern at 400 block of Cherrywood Dr.
- Attended training class (LEAPS)
- Repaired 36ft of pipe on Greenwood Ave and N Beach St
- Fabricated a fiberglass grate for Riverside Park to replace damaged one.

Vactor

- Basin cleaning – City-wide

Mowing

- Reachout Mowing – On US1
- Bush Hog mowing – On US1

Street Sweeping/Streetsweeper

- 142.3 miles of road cleaned (This is for 4.5 days)
- 28 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
26,130

PM Services completed for the week:

Emergency—Vehicles and Equipment
20

Non-Emergency Vehicles and Equipment
8

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 7,977 unleaded and 6,432 gallons of diesel fuel on hand.
- Fuel used in one week: 2,111 gallons of unleaded and 745 gallons of diesel.
- Fleet completed 55 work orders this week.

- Utilities

Projects Summary

- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Breakaway Trails Lift Station Control Panel Replacement – Sent a request for a proposal for electrical design services to John Searcy and Associates, Inc.
- Concentrate Piping Connection to Reuse Storage Tank – A Commission memo was prepared for contract award at the February 4, 2014 City Commission meeting.
- Division Avenue Well Field Raw Water Piping – Sixty percent plans and specifications were received from McKim & Creed for review. Estimated project construction cost based upon 60% plans is \$458,000. Items not included in the original design to serve the Environmental Learning Center will be shown as an alternate in the bid proposal.
- Cross Connection Control (CCC) Program Management Services – Agenda packet is being prepared for review of scope by CC scheduled for February 2014 meeting. Specifications revised to address staff comments.
- Dual Check Valve Assembly Installation and Procurement Services – Commission approved scope of work for advertisement January 8, 2014.
- Mainland, North & South Peninsula 2-inch Water Main Replacement –Mainland: Main installation is completed on Mayfield Terrance, North/South Lucerne Circle and Mill Run Court. Zone E and H clearances were received. North Peninsula: Water main installation is complete on Royal Dunes. South Peninsula: Water main is being installed on Magnolia Drive and Seton Trail. Water Distribution Crews performing meter installation and new service transitions upon receipt of FDOH clearance.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Executed work authorization sent to Quentin L. Hampton Associates (QLH).
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities delayed until controller in the VFD is replaced. Questions concerning the installation of Pump #3 were received from the manufacturer.
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – awaiting parts delivery.
- Ocean Breeze Circle – Use permit received from Volusia County.
- Pierside Drive – Use permit received from Volusia County.
- John Anderson Drive Project – Contractor located and tested the existing 10-inch valve on Lift Station 6P discharge line. Strategies for minimizing bypass pumping and reuse service disruptions discussed with engineer and contractor. Modified piping configuration proposed for future operational efficiencies determined acceptable by contractor and engineer **with no additional cost applied.**

- Rima Wells Auxiliary Power Generator – Electrical schematics for 75% design are being reviewed.
- Saddler's Run Lift Station Rehabilitation – Wet well coatings are being evaluated and design activities are ongoing.
- Sanitary Sewer Pipeline Repair – A preconstruction meeting was held on 1-15-14. Work is scheduled to begin on 2-17-14. Pertinent customer notice information discussed.
- SR40 from Tymber Creek Road to Perrot Resurfacing – Preconstruction meeting scheduled 2-18-14.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Information was sent to the contractor to submit electrical permits for the lift stations. Reviewed the schedule of values and a preliminary construction schedule. Lift station components are scheduled for delivery (stored materials) on Friday January 17.
- Tymber Creek Road Phase 1 Utility Relocation Project – Utility relocations on the east side of Tymber Creek Road remain to be performed.
- Water Storage Tank Cleaning and Inspection – Underwater Solutions, Inc. began cleaning and inspection activities on January 13, 2014.
- SPRC –Ormond Renaissance – A meeting was held with the engineer to discuss water and wastewater service to the development. SR Perrott– Legal Department is preparing necessary utilities easement. Ormond Assisted Living – Met to discuss conceptual plans for an assisted living facility proposed on Forest Court. Ormond Ocean Gardens – FDOT permit received.
- Attended VCARD 2014 Environmental Forum – Central Florida Water Resource Issues & Statewide Environmental/ Consumptive Use Issues.

Departmental Activities

- Water Distribution
 - Replaced 6 water services due to age of piping and low pressure
 - Repaired/replaced 13 meter boxes
 - Replaced 26 Broken/unreadable water meters
 - Responded to or repaired 20 water service leaks
 - Responded to 6 low water pressure complaints
 - Performed accuracy testing on 11 - 2" commercial water meters, all tested accurate.
 - Installed 4 new water service connections and an upgrade from ¾" to 1" water service at 736 Riverside Dr.
 - Assisted 15 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
 - Performed maintenance on 13 City owned fire hydrants.
 - Performed valve maintenance on 17 valves as scheduled to include unscheduled water main breaks.
 - Water Main Repairs: 8" water main at 65 John Anderson Dr due to construction activities and a 2" GSP water main on Tam-O-Shanter Dr.
 - Connected 21 new water services on Riverside Drive in conjunction with the 2" water main replacement project.
 - Performed water main shut down on Riverside Drive for McMahon Const. to construct new water main connection at Harvard Dr. Capped existing 2" water main during shutdown activities.
 - Investigate 2 possible cross connections at residential properties realized during consumption inquiry research.
 - Performed flushing on N. Beach St (color concerns) due to Hazen Const. flushing new water main on Greenwood Ave.
 - Assisted Thad Const. with the locations of 2" water main connections on Plaza Dr and Ocean Shore Blvd.
 - Shutdown 2" water main on St. Annes Cr for Thad Const. to disconnect existing water main.
 - Deliver water service and meter supplies to Thad Const for water service connections for Ann Rustin Dr area.
 - Rescinded boil water on Tam-O-Shanter Dr, Lucerne Cr, Riverside Dr.
 - Performed CL2 flushing activities at Oak Brook Dr, Park Place, Stratford Cir, Bryant St, Mainsail Cir, Aston Cir, S. Nova Rd, Fox Hollow subdivision, Fernery Dr, The Village Subdivision, Old Kings

- Rd, Reflections Village subdivision, Forest Hills subdivision, Woodlands Subdivision, Oak Ave, Riverside Dr, Peninsula Dr, and Tomoka Oaks (south).
- Utility locate service for Water/wastewater/reuse: received notice of 155 regular utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd widening, John Anderson Dr utility project, and 2" water main replacement projects located in the North Peninsula, south peninsula, and mainland areas.
 - Water Treatment
 - Delivered 34.178 million gallons - week ending Jan. 12, 2014 (4.88 MGD)
 - Backwashed 10 filters for a total of 388,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Sampled, cleared and rescinded one Precautionary Boil Water notices.
 - Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 25.76 Million Gallons.
 - Produced 15.71 Million Gallons of Reuse.
 - Produced 10.05 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.68 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 147.87 (14%-18% Solids).
 - Wastewater Collection – Reuse
 - Crews responded to seven trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Televised 10, cleaned 5 & root inhibitor applied on 8 sewer laterals.
 - Located 4 reuse main valves on Cambridge Trace.
 - Checked 25 manholes in 6M system.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 12 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 7 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 32/26 psi, Foxhunters Flat (2 inch) 28/24 psi & Shadow Creek Blvd. (4 inch) 18/4 psi.
 - Assisted contractor with various utilities related construction activities for John Anderson Drive Project.
 - Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - 7P L.S. – pumps not turning off at proper levels in wet well – tested all station components, cleaned and inspected vacuum pump system, adjusted controls as necessary – all ok.
 - All areas - covered all Back-Flow preventers at lift stations and crack open valves to allow for slight water flow to prevent freezing pipes from breaking – return to normal condition when weather permits
 - 8P – replaced damaged hinge at wet well door.
 - Plant Wide – checked all plumbing-valves-pumps-tanks-buildings for frozen/broken pipes and water leaks – repaired as needed
 - Il Villagio – supported Collections Division during Tymber Creek Road force main tie.
 - Operations Building – installed paver blocks around E-One tank to protect it from dirt & weed penetrations
 - Carrousel Tank #1 – installed tarps over diffusers and rinsed down tank
 - Chelsea Place #1 & #2 – painted RTU cabinets for weather protection
 - SCADA monitor/response: Breakaway Trails lift station – station is being visually inspected at regular intervals until control and monitoring can be restored – wire connection failures discovered and repaired during inspections – attempting to add alarm point to Reuse Guard It notification system; SCADA server not responding – rebooted server – operating normally; 8P – power failure – contacted FPL – power restored within about 1.5 hours – all OK; 12M – SCADA - #1 stuck on – cleaned and adjusted floats as needed – all OK; 7M1 – SCADA – high starts –

cleaned probe - all ok; Camelot – high run hours #1 – motor tested non operational – replaced with shop inventory – all ok; Saddlers Run – Phase Voltage Loss – power was cut for scheduled power outage by construction crew working on Tymber Creek Road Widening Project – no notification was given – responded to issue as a trouble call - set up generator to operate station – monitor during power outage – all OK; CP L.S. – no power on PLC – DC power supply and surge protector failed – replaced with shop inventory and tested – all ok; Troubleshooting SCADA reporting deficiencies with Water Treatment Plant Chief.

- 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;
- Lift station PM's: 14 monthly and 1 annual performed.
- Plant wide oil & grease route
- Monthly PM - Screw Pump #1; Quarterly PM - Screw Pump #3
- 37 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- BATRPS – Assisted Water Plant Chief with test of the Reuse pumping stations at Airport Rd. and Breakaway Trails.
 - HSP #8 – VFD fault – main breaker tripping – in contact with Rockwell automation to trouble shoot and repair.
 - MOV #5 – not reporting status to SCADA – valve is operational - scheduled for repair.
 - Claricone #2 - repaired manual handle and reinstalled on cone.
 - Wells 18SR, 19SR – installed pressure logging devices.
 - Shadow Crossing Reuse – install pressure release piping on Fire pump – installed pressure gauges on supply and discharge pipes.
 - Provide support to Water Plant Tank cleaning and inspection project.
 - Well 41R – no control voltage – replaced fuse – all ok.
 - Replaced light fixture near hydrofluosilicic acid feed system.
 - Chlorine storage tanks – fabricate support stands for the Rosemont meter.
 - Monthly PM's - Wells 35, 36, 37, 38, 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/procedures. Printer has prepared second draft print version for review by Utility staff.
 - Waste Water Treatment Facility Analysis Reduction: In accordance with the City's WWTF permit (FL0020532), the Utility requested a reduction in the frequency of the bioassay analysis from quarterly to semiannually as the City has achieved four consecutive quarters of compliant bioassay results. Staff is compiling the information to submit to the FDEP.
 - 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 disposal portion of the City's WWTP permit. The report was submitted to the regulatory agencies.
 - Industrial Pretreatment Program: In response to information received from the U.S. EPA and Florida DEP, the Utility is conducting an investigation into discharges to the City sewer collection system by a facility. Staff continued to keep the FDEP abreast of the analytical results of the samples collected by the City Water Quality Control Technician. Based on the results, staff has contacted the facility to conduct further comprehensive sampling.
 - 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.

- The Utility discovered an illicit cross connection at a residence within the water system. Staff is informing the customer of the dangers associated with such connections to the water supply and requiring correction be made immediately.
- Backflow Prevention Compliance: Staff is preparing a bid to secure the backflow prevention devices for installation on residential properties with reuse service which are lacking the device. Simultaneously, staff is preparing a bid to establish a contractor to both test and repair backflow devices on commercial accounts who have neglected to respond to compliance requests from the City. City Ordinance requires BF devices to be tested and certified annually.
- Breakaway Trails Irrigation Report: Staff is gathering the necessary documentation to develop the report as required by the City's Consumptive Use Permit to the St. Johns River WMD. The report will outline the progress made by the Utility employing reuse water in lieu of the groundwater for irrigation of the Breakaway Trails subdivision.

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
- Assistant City Clerk attended IIMC Conference, January 14 – 17, 2014
- Agenda packet preparation and creation for the January 21, 2014 City Commission Meeting
- Prepared and disposed of 181 cubic feet of records according to the General Records Schedule

Status of Department Projects

- Audience Polling System
 - Project Status: Web training completed; IT coordinating installation on user stations
- Municode republication of *Code of Ordinances*
 - Project Status: Received confirmation from Municode that project is in "Initial Organization" stage involving comprehensive review of code materials.