

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: December 6, 2013

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:

- Weekly staff meeting with directors
- One on one meetings with Economic Development Director, Planning Director, Fire Chief, IT Manager and HR Director
- Worked on state pension reform issue

Spoke to, attended and/or met with:

- As requested, agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary
- Memorial service for Betty Thomas
- D.A.R.E. graduation Pine Trail Elementary School
- City staff and I met with North Peninsula Utilities Corporation representatives, and County staff
- City staff and I met with John Wanamaker, incoming Team Volusia Board Chair, discussed Team Volusia 2014 goals and objectives
- Met with Mr. Kent their interest in setting up a display table with religious materials in the breezeway at City Hall. This is a free speech area and other folks regularly set up tables, no permission is required.
- Hosted the VLC Dinner
 - Discussed briefly with land use attorney Glenn Storch Glen Storch, regarding a possible change in land use designation for property located on West Granada Boulevard.

Community Development

- Planning Services
 - Planning Director met with Julia Truilo and Ryck Hundredmark of MainStreet to discuss issues of mutual concern regarding the Farmers' Market and the Building Improvement Grant Program.
 - The Planning Director, along with the City Manager, Assistant City Manager, City Attorney and Utilities Manager met with representatives of the North Peninsula Utilities Corporation and Volusia County to discuss expansion of NPUC's sewer lines into the City's service area.
 - Staff presented two cases to the Board of Adjustment – 51 Ocean Shore Boulevard (height and setback variances) and 31 Amsden Road (front yard setback variance). Both cases were approved.
 - The Planning Director walked the downtown with Leadership representatives to discuss the Planning Director's presentation which will have as a theme visioning the future for the City generally and the downtown in particular.

- Staff attended a workshop for credits towards retention of their Certified Floodplain Manager certification.
- The Planning Director and staff met with Glen Storch, representing a developer, regarding the possible change in land use for property located on West Granada Boulevard.
- The Permit Manager and a Permit Technician is on FMLA leave so the Joint Permit Counter is currently operating at 50% strength. The Planning Manager is being used to fill in the personnel voids during lunch, sick and vacation absences.

- Building Services
 - 50 permits issued with a valuation of \$2,566,978.00
 - 171 inspections performed.
 - 11 business tax receipts issued

- Development Services:
The following SPRC activities occurred:
 - Staff continues to work with Cogun, General Contractor for Tomoka Christian Church on Hand Avenue, to resolve punch list items prior to final inspection and issuance of a Certificate of Occupancy. Outstanding issues continue to be with the sanitary sewer main line that connects to the City's line. Excessive amounts of sand and water between MH-3 and the terminal manhole exists while the bottom portion of the outside drop at the terminal manhole is below the top of the flow channel. The pipe should terminate at the top of the flow channel as required by the City's Standard Detail Index. Finally, to resolve the visibility of the HVAC units on the roof at various points from the public rights-of-way, larger palm trees are being relocated to mask and camouflage the visibility of the units according to the approved plans.
 - The site plan for 550 West Granada Boulevard that includes 30 apartments, 4,400 square feet of office and 2,500 square feet of special retail space was received for comment by SPRC.

Economic Development

Ormond Crossings

- Staff has arranged a meeting with Tomoka Holdings engineering staff on December 12 to discuss the design and construction process for Crossings Boulevard.

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 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 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,
- 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 which is planned for mid-January.
- Staff is work 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.

Airport Operation and Development

- The GIS Division continued work at the airport this week 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.
- Austin Outdoor has requested to re-schedule the final clearing phase of their recent airport herbicide application for the first week in January.
- Staff attended a seminar presented by the National Transportation Safety Board (NTSB) this week at the Daytona Beach International Airport. NTSB personnel from Washington, D.C., conducted an in-depth, five module presentation on managing communications following a major aviation accident.
- Staff worked to finalize preparation of a consent to assignment agreement between Ormond Beach Aviation, Inc. and Hangar Seven, LLC for the fuel farm at the airport.
- Staff has received a proposal to lease and develop a parcel in the southeast quadrant of the airport. Staff has engaged ATS Land Surveying to create a new survey and legal description for the requested parcel, and is working to draft a lease for the parcel and coordinate efforts with the Planning Department and Engineering Division to facilitate this development.
- Staff participated in a meeting between the Chief Building Official and a general contractor employed by Sunrise Aviation to construct improvements to hangar facilities at the airport. Plans are underway to remodel the main hangar at 740 Airport Road and Hangar 25 at 770 Airport Road.
- Repairs to the Automated Weather Observation Station (AWOS) have been completed.
- Staff has issued a Notice to Airmen (NOTAM) that self-serve fuel is temporarily unavailable at the airport.
- An airport information sign is being created to be placed near the main entrance of the airport. The sign is expected to be in place before the end of the month, and 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.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 97 Journal Entry Batches (#5574-5608, #667-858).
 - Approved 19 Purchase Requisitions totaling \$147,003.33.
 - Issued 17 Purchase Orders totaling \$102,431.73.
 - BID#2014-02, Concentrate Monitoring and Disinfection Upgrades: Alternate Pipe Route, Pre-bid Meeting, December 4, 2013 at 2 PM.
 - Prepared 84 Accounts Payable checks totaling \$55,920.05 and 22 Accounts Payable EFT payments totaling \$181,363.29.
 - Processed 4,339 cash receipts totaling \$790,097.55.
 - Processed 1,377 utility bill payments through ACH totaling \$85,866.34.
 - Processed and issued 2,682 utility bills with billed consumption of water of 10,469.56k.
 - Issued 620 past due notices on utility accounts.
 - Auto-called 46 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - FPL Tree Trimming
 - Florida Licensing on Wheels (12/2)
 - Home for the Holidays Parade (12/14)
 - Division Avenue Road Closure
 - Holidays at The Casements (12/19)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - CodeRED notifications for North Peninsula Water Main Upgrades
 - Completed December 2013 Employee Newsletter
 - Attended Florida Department of Health webinar on Healthy Weight Community Champion Recognition Program and met with staff regarding this program.
 - Completed 2013 Countywide Food Drive
 - Attended City Commission meeting
 - CodeRED notifications for Riverside Drive Tree Trimming by FPL
 - Attended Volusia League of Cities quarterly dinner hosted by Ormond Beach
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Assistance to Firefighters Grant request for \$174,600 in SCBA equipment upgrades.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 4
- Hazardous: 0
- EMS: 72
- Motor Vehicle Accidents: 6
- Public Assists: 32

TOTAL CALLS: 117

- Aid provided to other agencies: 9 calls – Daytona Beach (2), Volusia County (7)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 21
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 60

Training Hours

- NFPA 472: Hazardous Materials 8
- NFPA 1001: Firefighting 4
- NFPA 1021: Officer Training 6
- NFPA 1500: Safety/Equipment 36
- NFPA 1620: Pre-Fire Plan Inspections 20
- EMT/Paramedic 16
- TOTAL TRAINING HOURS: 90

Station Activities

- Updated 20 pre-fire plans
- Conducted 47 fire hydrant inspections

Significant Incidents

- 11/27/13, 7:25 PM: 149 S. Atlantic Ave., Condominium Fire – Started when a book bag was placed on stove, accidentally turning on burner – sprinkler heads activated on floor of fire's origin – minor smoke damage with significant water damage – crews evacuated residents and controlled situation with no civilian injuries – condominium complex on fire watch until cleared by sprinkler company.

Operations

- Held a new hire training process at Volusia County Fire Service's Training Center. A physical agility test and emergency medical scenario test was performed by qualified candidates for the two open firefighter positions.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - 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.
- Screening/Interviews Scheduled
 - 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. Seven (7) applicants were invited to interview on 11-07-13 and 11-08-13. Decision pending from department.
- 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. Nineteen (19) applicants attended interviews on 11-21-13 and 11-22-13 and the top nine (9) candidates were interviewed by the Chief the week of 12/2/13 prior to conditional offers being made.
 - 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. Five (5) candidates moved on to the oral board interviews conducted on 12-02-13 and will complete a one on one interview with the Fire Chief on 12-09-13.
 - Leisure Services/Gymnastics – Part time Recreation Leader. Interview scheduled for early December.
- Background/Reference Checks
 - Public Works/Utilities Wastewater – A Maintenance Worker II candidate was selected and started the pre-employment processing.
 - Job Offers
 - Leisure Services/P.A.C. – A part time Recreation Leader/Theater Technician has been selected and began employment on 11-21-13.
 - Leisure Services/PAC – A part time Custodian candidate has been selected and began employment on 11-25-13.
 - Leisure Services/Community Events – A part time Community Events Technician candidate was selected and began employment 12-03-13.
 - Leisure Services/Special Populations – A part time Therapeutic Aide was selected and began employment on 12-03-13.
 - Leisure Services – A Recreation Program Specialist candidate has been selected and will begin employment on 12-16-13.
 - Promotions/Transfers
 - Police Department – Promotional processes for Corporal and Sergeant have been scheduled for 12-05-13 and 01-10-13.
 - Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 11-30-13: 1.84% (excluding retirements).

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program October 2013 monthly report reflects savings of \$91,005.48 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,359 residents have utilized the program during that time.

City Events/Employee Relations Update

- The next New Employee Orientation session is scheduled for 12-19-13. 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". 51% of our employees have attended training so far. Next scheduled training sessions will be held 12-11 and 12-12-13.

Risk Management Projects

- Mayor's Health & Fitness Challenge Team: Kick-off event planning.
- Leadership: Government Day planning.
- Attended webinar for HealthyWeightFlorida submission; meet with Grants Coordinator to prepare material.
- Attended Wellness Action Team meeting.

Information Technology (IT)

• Information Systems (IS)

- Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted.
 - Backup System Upgrade – Purchasing documents prepared and ready for the 12/03/2013 Commission Meeting agenda.
 - Domain upgrade to version 2008 – Further research being done to resolve remaining issues
 - WindowsXP to Windows7 implementation – test configurations are being developed with limited deployment for application testing

- iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 18 New work - 35 completed - 33 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,093	Inbound E-Mails Blocked	12,087
Delivered Inbound E-Mails	12,895	Quarantined Messages	111
Percentage Good Email	51.4%	Virus E-Mails Blocked	189

- Notable Events:
 - None.

- Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 0 Corrections: 0
- Map/Information Requests: 6
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 17,524 (78.5%) potable 17,151, Irrigation 522, Effluent 2
- Notable Events: None.

Leisure Services

• Administration

- Public Works Weekly Meeting
- City Manager Weekly Staff Meeting
- Facilities Maintenance/Parks Staff Meeting
- Assistant City Manager's Meeting
- Meeting with Leisure Services Coordinators

- Met with Landscape Contractor for Weekly Updates
- Weekly Professional Janitorial Meeting
- Park Visits
- City Commission Meeting
- Gymnastics Meeting
- Volusia League of Cities Dinner
- Centennial Christmas Celebration at The Casements

- 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.
 - Current Programs: Girl's Basketball League, Basketball Training League (5-7), OBYBA Boys Basketball Program.
 - Upcoming Programs: Men's Winter Softball League, Adult Kickball League
 - All fields are closed due to overseeding

- 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 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, one time a week
 - Continued mowing of the softball fields, one time a week
 - Continued mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers 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
 - Seabreeze and Riverbend High Schools have started practice and games on soccer 5-8. Painted weekly and prepped daily.
 - Fields 5-8 soccer, repainted weekly.
 - Hosted football tournament Thursday-Saturday. Painted and prepped for the week.
 - Overseeded the softball fields, 1-4. All closed for now.
 - Fertilized OBMS for rye overseeding
 - Trimmed palm trees at the softball and T-ball fields
 - Fixed well pipe at OBMS

- 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
 - Chinmaya Church was held 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 held regular classes. CMT held on stage rehearsal.

- Tuesday: Show Club held regular classes. CMT held on stage rehearsal
- Wednesday: Show Club held regular classes. CMT held on stage rehearsal.
- Thursday: Show Club held regular classes. CMT held school performances in PAC Auditorium.
- Friday: CMT held school performances in the PAC Auditorium.
- The Performing Arts Center is preparing to host the following events:
 - CMT presents "Legend of Polar Mountain" and "G2K Cinderella", Friday, 7:00pm to 10:30pm
 - CMT presents "Legend of Polar Mountain" and "G2KCinderella," Saturday, 7:00pm to 10:30pm
 - CMT presents "Legend of Polar Mountain" and "G2K Cinderella," Sunday, 1:00pm to 4:30pm
- South Ormond Neighborhood Center
 - Splash Pad closed December 1 thru March 14
 - Open playground sunrise-sunset
 - Basketball practice Monday/Wednesday/Friday
 - Youth football practice (Ormond Pride) Monday/Tuesday/Wednesday
 - Softball Tuesday
 - Jazzercise Monday/Wednesday 5:45-7:00pm
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended staff meeting
 - Assisted with tree decorating at City Hall with the girls from PACE
 - Processing Home for the Holidays Parade applications and sponsorships
 - Attended Home for the Holidays committee meeting
 - Assisted with the Volusia League of Cities dinner
 - Began training new employee for Community Events Technician position
 - Planning activities for the following upcoming events:
 - Holiday Concert
 - Santa on the Go, Letters to Santa, Santa Calling
 - Breakfast with Santa
- Gymnastics
 - The Gymnastics Center was closed Monday thru Wednesday this week due to staff injury.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Adult Jazzercise continues 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.

- Girls and Boys Basketball Youth Leagues continue to meet Monday through Friday from 6:00-9:00pm for practice.
- The Casements
 - Volusia League of Cities Dinner on Thursday, December 5th
 - Preparations for the upcoming December events at the Casements
 - Continued decoration of the inside and outside of the home
 - Casements Gala
 - Friday, 12/6 thru Sunday 12/8 \$5.00 Adults, Under 12 Free

 - Friday, Tree Lighting at 6pm
Ice Cream Social 6-8:30pm \$3.00

 - Saturday 10am-4pm
Wine 'n More 5-7pm \$15.00

 - Sunday 12-4pm
Anniversary Tea Party Two Seatings 1-2pm & 3-4pm \$15
- Parks Maintenance
 - Repaired broken support pole on river float at Rockefeller gardens
 - Relocated picnic table at Cassen park for tree removal
 - Reset river tree that moved due to high winds at Bailey Rverbridge Gardens
 - Removed graffiti from picnic table at Central Park II
 - Repaired soap dispenser at Andy Romano Beachfront Park
 - Repaired door closer at Andy Romano Beachfront Park
 - 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 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 eight air conditioning systems Citywide
 - Changed battery on weather stations at Police Station and City Hall
 - Participated in multi-section effort to erect river floats with lighted Christmas trees at Cassen Park
 - Assist contractor with #2 Roof top change out at PAC
 - Cut keys for D & A Building Services, new Streets Division key
 - Delivered US Flags to Fire Stations and Parks
 - Hung last pillion, head rail mirror and tampon disposal receptacles at SONC
 - Checked entry gate acting erratic at WWTP
 - Oversaw reseal gym floor SONC
 - Oversaw reseal gym floor at Nova
 - Removed bleachers from the gym at Nova
 - Repaired broken aluminum guide poles and relocated Christmas floats
 - Repaired lights in and around the copula at Fortunato Park
 - Hooked up electric to Christmas trees at Bailey Riverbridge and Cassen Park
 - Installed garbage disposal in the kitchen at Bailey Riverbridge

Police Department

Administrative Services

- Attended the D.A.R.E. graduation at Pine Trail Elementary school.
- Attended U.C.R. training in New Smyrna Beach.
- Held quarterly Citizen Law Enforcement Advisory Board meeting. Not enough members for a quorum were in attendance. Meeting was rescheduled for February 5, 2014.
- Staff conducted interviews with top nine (9) police officer candidates.
- Conducted annual corporal and sergeant promotional testing process to establish a current eligibility lists.

Community Outreach

- The last week of the Tutors R Us program was held November 18-20. A total of 25 youths participated in the program. Cpl. Gaden and Ofc. James participated in the program as reading mentors.
- Science on Patrol at Ormond Beach Elementary will hold the last class on December 5th. Ten students participated in the program.
- Members of the Ormond Beach Police Department attended the Margarita Ball on Friday November 22 and served as host and toy collectors. OBPAL received over 100 toys from the party. The toys will be given to families and children during the holiday season.
- Schedules were reviewed for the READ program at Ormond Beach Elementary.
- Toys were delivered to Ms. Debbie Albert to wrap for the annual Holiday Party to be held at the South Ormond Neighborhood Center December 18th from 5:30 – 8:00PM.

Community Services & Animal Control

- Animal calls: 45
- Animal Bites: 3
- Animal Reports: 6
- Animals to Halifax Humane: 4 (all cats)
- Kitten to be fostered: 1
- Injured Wildlife: 2
- Traps issued: 5
- Unaltered Animal Permit: 1
- CSO's assisted in the Gas Light Parade.
- CSO's received training on the Message Board.
- Assisting Holly Hill Animal Service with information on Trap Neuter Release (TNR) programs

Criminal Investigations

- Cases Assigned: 59
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 10
- Inactive: 5
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 8
- Larceny Car break: 13
- Grand Theft: 2
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 1

- Assaults: 1
- Police Information: 0
- Suspicious Incident: 1
- Vandalisms: 25
- Undetermined Death: 1

Comments:

- Four subjects were arrested by Port Orange Police for committing carbreaks. Investigation revealed that one subject admitted to ten (10) carbreaks in Ormond Beach over the weekend.
- Several vandalisms occurred over a four (4) day time frame in which windows were broken out of vehicles. Possible suspects identified.
- A suspect was identified through a latent finger print comparison from a car burglary case involving a marked Ormond Beach patrol car. The suspect was also linked to several other car burglary incidents in the city of Ormond. Arrest warrant was obtained for the suspect.

Records

- Walk - Ins / Window 82
- Phone Calls 108
- Arrest / NTA'S 20
- Citations Issued 129
- Citations Entered 8
- Reports Generated 171
- Reports Entered 165
- Mail / Faxes / Request 9

Patrol

- Total Calls 1,541
- Total Traffic Stops 167

Operations

Crime Opportunity Report Forms: 83

- 11/27/2013
 - Carbreak, 50 Rocky Bluff Drive. Entry made via an unlocked door. Garage door opener was taken.
 - Carbreak, 218 Blue Heron Lake Circle. Window was broken out and two firearms were taken. One was a black Taurus 9 mm semi-automatic. The other is a Berretta P22, semi-automatic.
 - Carbreak, 161 Deer Run Lake Drive. \$20 taken from unlocked vehicle.
 - Carbreak, 170 Deer Run Lake Drive. Vehicle window was broken and console gone through. Unknown what was taken
 - Carbreak, 172 Blue Heron Lake Drive. Unlocked door to vehicle. Nothing was taken.
 - Carbreak, 126 Deer Run Lake Drive. Entry made through unlocked door. Nothing of value taken.
 - Carbreak, 125 Deer Run Lake Drive. Unlocked vehicle. \$40 taken.
 - Burglary (Residential), 10 Princess Circle. Entry made to garage by unlocked/open exterior door. Change taken from vehicle in the garage.
 - Carbreak, 170 North Old Kings Road. Back left window broken out. Purse taken from vehicle.
 - Carbreak, 170 North Old Kings Road. Window broken out and purse taken from the vehicle.
 - Warrant Arrest, 294 South Yonge Street. Suspect arrested during a traffic stop.

- D.U.I. Arrest, South Nova Road and Fleming Avenue. Suspect arrested.
- 11/28/2013
 - Battery- Domestic Violence, 845 North Ridgewood Avenue. Suspect arrested.
 - Carbreak, 3 Watercliff Lane. Unlocked vehicle was entered. Suspect placed cheese slices all over the interior, cut a seatbelt and emptied the center console. Nothing believed missing.
- 11/29/2013
 - Burglary (Residential), 54 Cardinal Drive #A, someone tried to pry the garage door open. No entry gained.
 - Criminal Mischief Arrest, 155 S. Nova Road (AutoZone), customer got mad because they would not match a price from a competitive store so he kicked out some glass in the door. Subject was contacted nearby and arrested without incident.
 - Burglary (Residential), 854 Peninsula Drive, forced entry, house was ransacked and jewelry taken.
 - Traffic Arrest, Division Avenue and South Yonge Street, suspect arrested.
 - Traffic Arrest, Nova Road and Alabama Avenue. Suspect arrested.
 - Carbreak; 1110 West Granada Blvd (Hooligans), credit cards stolen and they have already been used at multiple locations in the city.
 - Carbreak; 220 N Nova Road (Publix) Smashed window, electronics taken.
 - Auto Theft, 11 Cliffview Lane, suspect had access to keys.
 - Warrant Arrest; 500 Sterthaus Avenue (YMCA) Suspect arrested.
- 11/30/2013
 - Auto Theft, 3 Red Bud Lane, vehicle stolen and recovered at 1510 Poplar Drive.
 - Carbreak, 19 North Yonge Street, \$450 and some pills taken out of the car.
 - Auto Theft (Recovered), 1521 West Granada Boulevard (Wal Mart), two suspects were arrested for being in a stolen vehicle.
 - Warrant Arrest, Fleming Avenue and Nova Road, suspect arrested.
 - Robbery; 707 South Atlantic Avenue (Makai Motel) Victim said a female invited him up to a room and when they went inside, there were three males in the room that wanted him to go buy them drugs. Victim told them that he would not buy them drugs and as he was leaving the motel property they beat him up and stole his wallet.
- 12/01/2013
 - Carbreak, 23 Rio Pinar Drive, forced entry, nothing taken.
 - Dating Violence Arrest, 5 Byron Ellinor Drive, suspect arrested.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), two suspects arrested.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
 - Robbery Arrest, 1521 West Granada Boulevard (Wal-Mart), shoplifter punched Loss Prevention Officer and fled on foot. She was located and arrested.
 - Warrant Arrest, 170 West Granada Boulevard, parole violator turned himself in.
- 12/02/2013
 - Burglary (Residential), 270 Military Boulevard. The victim walked to the rear of his property to retrieve something from his shed. When he returned he found someone took his new Dewalt drill from the garage.
 - Battery-Domestic Violence, 1521 West Granada Boulevard (Wal-Mart), a subject was arrested for battering his spouse.
 - Battery-Domestic Violence, 730 East Lindenwood Circle, suspect arrested.
 - Assault-Domestic Violence, 26 Charleston Square, suspect arrested.
- 12/03/2013
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject arrested.
 - Burglary (Residential), 1299 Fernway Drive. Large bag of power tools taken from the victim's open garage yesterday.

Traffic Unit

- Crash, 800 Block Lindenwood Circle. Motorists crashed into two parked vehicles while leaving her neighborhood. No injuries occurred. She was cited and recommended for re-exam.
- Crash with Police vehicle, SR 40 / Beach Street. Motorist violated the right-of-way of a police motorcycle. Officer swerved and successfully evaded with the exception of some scratches to the right side mirror, which is designed to fold in. No injuries. At-fault driver cited and recommended for re-exam.
- Motorcycle Crash w/Injuries, Beach Street / Wilmette Avenue. Motorist turned left in front of a motorcycle, forcing its operator to crash. He and his passenger were treated for non-life-threatening injuries. At-fault driver cited.
- Stealth Stat deployed in Winding Woods in response to a complaint. 5 days / less than 5 cars per hour / average speed 16 MPH.
- Variable Message Board deployed for Click it or Ticket seatbelt enforcement campaign.
- Working with Street Division for new sign installation on Hand Avenue. Heavy barricade enforcement throughout the area for worker safety. Also working on parade functions.
- Parking enforcement conducted at major holiday shopping areas. Five (5) disabled parking placards seized for fraudulent use. Ten (10) citations issued.
- Annual Gas Light Parade completed with no incidents.
- Traffic Citations 95
- Parking Citations 6
- Crash - No Injuries 10
- Crash - Injury 2
- Crash - Fatal 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: 14 Cases Initiated
- Zone 2: 3 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 1 Case initiated
- 14 signs have either been removed or sign cases created.
- 19 tree removal permit requests.
- Administrative staff assisted with one walk-in and fifty-eight (58) telephonic inquiries.

Zone 2

- 1) 9 King Edward Drive – Received a complaint regarding the overall conditions of this property. As of November 18th, the trailer and Jet Ski are no longer on site. Last week, two notices of violation were issued for the site maintenance and visible solid waste containers. NID is

waiting for good service on the notices. AS of this morning there was no outside storage observed. All issues have been resolved. Case closed.

Zone 3

- 1) 3 Dorado Beach Court – A complaint was filed with the city regarding the condition of the property. 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. Re-inspection reveals that the fence has been secured with a chain and lock. NID has no access to inspect. The owner has since mowed the back yard. Case closed.
- 2) 19 Iroquois Trail – Received a complaint that this property appears to be vacant and is extremely overgrown. This is a foreclosure property. Staff has not received cooperation from the bank to have the site cleaned. The property was to be sold at auction on November 27th. No new information is available to determine if the sale took place. The City will take action to have the site cleaned.

Public Works

- Engineering

- Construction Projects:

- Tymber Creek Phase I – Two fire hydrants were relocated. Approximately 95% of the City's utility relocation work has been completed on the project
- 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 12th at The Casements.
- Hand Avenue – The final asphalt lift was installed and the road is now open. The contractor will be completing minor punchlist items and as-builts prior to final acceptance of the project.
- 2-inch Water Main Replacement – Mainland – Potable watermain clearance permits were prepared for Buena Vista Ave, Cordova Ave, Plaza Grande and S. Beach St. and Forest Court. The new watermain along Mayfield Terrace is being pressure tested. Wet tap connections were made on the existing watermain at the intersection of Audubon Drive for Lucerne Circle North and South.
- 2-Inch Waterline Replacement – North Peninsula - Final walkthrough for the remainder of the streets outside City Limits is scheduled for this week. Riverbreeze Drive and Plaza Drive have been pressure tested, disinfected, and have successful bacteriological testing; clearance from the Department of Health is anticipated this week. The remainder of mainline work is anticipated to be completed by the end of the week of December 9, 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 –Hammock Lane was paved and the roadway is open to traffic. Off-road work is ongoing with sidewalk and restoration work. With both Hammock

- and Hand Avenue open, the contractor has closed Division Avenue to prepare for installation of the culvert crossing there.
- Cassen Fishing Pier and Guardrails Under Bridge – The work began on Monday, November 25th. Approximately 15% of the old decking has been removed and replaced.
 - 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 is scheduled for 12/11/2013. The contractor has completed the installation of conduit in Phase 2 and has progressed into Phase 3; Phase 2 as-builts were submitted to the City for review on December 2, 2013. The contractor has currently moved into Phase 4 for installation of primary conduit. The final shut down of power for power switch over for Phase 2 of the project was completed on Saturday, November 23, 2013; this converted power to City Hall and provided power for the median uplighting. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4.
 - Downtown Median Landscaping – The project is complete.
 - 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 executed transmitted to FDOT; the City is coordinating a pre-construction meeting with the contractor, CEI, FDOT, and City which is currently scheduled for December 10, 2013.
 - 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.
 - Oleander Bus Stop – Votran's contractor has poured the new sidewalk and installed the shelter and called in all final inspections.

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 – A revised layout plan is being finalized for discussion with Volusia County and potential design-build consultants
- 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 is scheduled to be executed the week of December 9, 2013.
- 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 – ZCA is working up conceptual drawings 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 working with the survey information provided by Sliger and Associates; they anticipate plans for review by the City for the week of December 16, 2013.
- OBSC Roadway Improvements – As the construction plans and bidding documents are being submitted for bidding disposition to be presented to the Commission on November 19, the environmental resource permit modification application to the St Johns River Water Management District is being processed simultaneously to compress the schedule by approximately six weeks, with anticipation to have contracts executed and ready for construction by March of 2014.

- Fiber Optic Network Expansion – The City has had preliminary discussions with FDOT regarding about 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 are being executed.
- 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 7, 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.
- 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 - Quotes have been obtained from several vendors to either remove and replace the bleachers or refurbish the existing bleachers. The existing bleachers have an excellent understructure and refurbishment, which would include refinishing of the wood and modernization of the hand rails and addition of walking aisles, would actually be less costly than direct replacement of the bleachers, thus leaving additional funding to install motorization of the telescoping bleachers. Staff is reviewing all the options to determine the best benefit to the SONC.
- City Hall Chiller Replacement – A scope of work and cost has been negotiated and a work authorization has been sent to the City Manager for approval.
- 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.
- 2-Inch Watermain Replacement Phase 2- 2-Inch Watermain Replacement Phase 2- Ongoing- scope of work is being prepared for continuing consultant contract proposals.
- 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.

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 (ongoing).

- Completed the sketch and legal description for proposed SJRWM Mitigation Area and submitted same for recording.
 - Reviewed and created Wetland Protection Permit for 1874 John Anderson Dr.
 - Reviewed plans and created multiple permits including utility exhibit drawings for work in the rights of way at 18 Brookside Cir, 9 Twelve Oaks Trl, 108 N Ridgewood, and 801 Division Ave requested by AT&T and FPL contractors.
 - Attended 2 days of AutoCAD 2014 for Surveyors training.
 - Meeting with homeowner, contractor, and engineer to discuss SWMP options for proposed residence at 674 Oceanshore Blvd.
 - Completed topographic survey at 1 St Marks Circle to identify existing conditions to aid in the construction of proposed road and driveway location options.
 - Continued researching and locating digital copies of floor plans for City owned facilities as requested by City Electrical Contractor.
 - Created existing site plan and profile drawing of St Marks Cir/N Halifax Intersection.
 - Created site plan drawing for proposed Laurel Creek Ditch piping project.
 - Provided requested as-builts for Pathways Elementary to Utilities Div per request.
 - Roadway Resurfacing- The field inventory of the city streets asphalt pavement condition has been completed and this data is now being entered into the City's pavement management software in order to generate roadway resurfacing candidates.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Concrete patch for the Water Department at 456 Old Tomoka Rd.
 - Poured a concrete sidewalk at SR40, west of I-95
 - Pulled forms, backfilled and made stress cut at SR40, west of I-95
 - Trimmed trees at various citywide locations
 - 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
 - Cleared brush at various ROW (Right-of-Way) locations
 - Trimmed trees on S. St. Andrews, on Main Trl at Stonehaven,, on S. Halifax, at the Airport, Gate #10, and locations on the parade route
 - Removed a tree at 46 Fairview Dr.
 - 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
 - Removed holiday flags on SR40
 - Picked up barricades from Gaslight Parade
 - Changed banners to "Happy Holidays" on SR40 (Streetscape)
 - 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
- Public Works Yard, stocked truck with needed materials
- Sign Shop, fabricated “No Parking” signs
- Various locations on Hand Ave., installed 25 MPH signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Various Locations – ditch & pond inspections with contractor
- Tomoka, Division, Hand Ave. – pre-inspections
- Citywide Locations – outfall inspections
- Jamestown at Peninsula – removed asphalt
- N. Nova Rd – sprayed ponds

Vactor

- Basin cleaning – Zone 1, on Hand Ave., Zone 3, Zone 4, at Jamestown & Peninsula, on Loyola Dr., at 4 Whispering Pines
- Maintenance on Vactor – Public Works Yard

Mowing

- Reachout Mowing – on US1
- Slope Mower – FDOT ponds on SR40
- Brush Hog – N. US1

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week
21,414

PM Services completed for the week:

Emergency—Vehicles and Equipment
8

Non-Emergency Vehicles and Equipment
23

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 10,225 unleaded and 10,874 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,144 gallons of unleaded and 737 gallons of diesel.
- Fleet completed 68 work orders this week.

- Utilities

- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Attended meeting with Volusia County and North Peninsula Utilities Corp. to discuss certificated area territory expansion related concerns.

- Carousel Grit Removal – Vendor scheduled to begin work December 9.
- Concentrate Piping Connection to Reuse Storage Tank – Pre-bid meeting & site tour conducted on December 5 with four contractors attending.
- 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 January 2014 meeting. Draft specifications were reviewed.
- Dual Check Valve Assembly Installation and Procurement Services – Draft bid documents were reviewed.
- 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 – Staff refined scope of work for Priority 2 project for receipt of proposals from selected design firms. Mainland: The new watermain along Mayfield Terrace is being pressure tested. Wet tap connections were made on the existing watermain at the intersection of Audubon Drive for Lucerne Circle North and South. North Peninsula: Final walk through for the remainder of the streets outside City Limits is scheduled for the week of December 2, 2013. South Peninsula: The contractor has installed all new service connections on, Ivanhoe Drive, Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue.
- Ormond Beach Wastewater Plant Operating Permit Renewal – consultant proposal is being reviewed. Requested consultant include proposal for preparation of an updated plant Operation and Maintenance manual.
- 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 repaired and scheduled to be installed on December 10th.
- Ormond Beach Wastewater Treatment Plant Expansion – Purchase order for installing valves compatible with existing actuator components was approved. Vendors were notified for preparing installation schedules.
- Ocean Breeze Circle – Preparing County ROW permit applications for a water service line replacement at #7.
- Pierside Drive - Preparing County ROW permit applications for a water service line replacement at #133.
- John Anderson Drive Project – The contractor has started work on the drainage system improvements at Halifax & John Anderson. Force main tie in at Amsden Drive is nearing completion.
- Rima Wells Auxiliary Power Generator – Project is under design. Electrical schematics for 75% design were received for review. A layout of the proposed floor plan was requested from the mechanical designer for exhaust considerations.
- Saddler's Run Lift Station Rehabilitation – Operational information for Pathways lift station sent to the consultant.
- Sanitary Sewer Pipeline Repair – Contract documents are being prepared and the preconstruction meeting will be scheduled.
- SR 40 from Tymber Creek Road to Perrott Resurfacing – A portion of the project is being redesigned for a sidewalk connection at Bermuda Estates.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Notice to proceed was issued for January 6, 2014.
- Tymber Creek Road Phase 1 Utility Relocation Project – Recent activities include relocation of fire hydrant, raising valve boxes to grade and installation of the irrigation piping. The force main connection was made at the SR40 and Tymber Creek Road intersection.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year. A purchase order is being prepared.
- Well 18SR Motor Replacement – Work is scheduled on 12/18/13.

- SPRC – Casa del Mar – Discussed revisions to the approved site plan. OBSC Field House – Obtained building plans for water and sewer connection to address inquiry regarding service to the field house. Granada Management LLC – Received revised plans for review. Ormond Ocean Gardens – FDEP Sanitary Sewer permit received. Reviewed revised plans. SR Perrott– Legal Department is preparing the easement. Jack and Bore was installed across US 1. Tomoka Christian Church – Staff visited site to verify manhole benches and pipe connections. DVDs for sanitary sewer installation were reviewed by staff. Additional cleaning and televising a portion of the sanitary sewer main is required. 1298 W. Granada – Obtaining force main as-built drawings and pressures for the designer. The Canopy – 940 Arroyo Parkway, Met with the design engineer to discuss sanitary sewer service and drainage issues.

- Water Distribution
 - Replaced 7 water services due to age of piping and low pressure
 - Repaired/replaced 15 meter boxes
 - Replaced 17 Broken/unreadable water meters
 - Responded to or repaired 28 water service leaks
 - Installed 12 new water service connections at residential properties
 - Responded to 4 low water pressure and 3 discolored water complaints
 - Performed testing on 6 city owned backflow preventers, installed freeze protection covers on multiple city owned backflow preventers.
 - Assisted 12 customers with misc. water issues (i.e. stiff valves, leaks in homes, etc.)
 - Performed 1 water service disconnect due to a building demolition.
 - Performed maintenance on 5 city owned fire hydrants, salvaged fire hydrant removed/replaced on Tymber Creek Rd for future parts use.
 - Performed scheduled valve maintenance/ exercise on 12 valves on Water Base Map Book - Area A3.
 - Water main Repairs: 2" GSP on Alamanda Dr and a 4" CI at 1155 Ocean Shore Blvd
 - Delivered removed water meter to scrap yard, 1 ton of water meters
 - Assisted Leisure Services by filling pool at Fortunato Park
 - Assisted plumber with 8" fire line shut down for repair at Lowes on W. Granada Blvd
 - Investigated a roadway depression at 241 Sanchez Ave (storm drain)
 - Rescinded the boil water notice on N. Halifax Dr, Riverbreeze Dr/ Plaza Dr, Moss Point Subdivision
 - Excavation repairs were completed at Alamanda Dr, Seacrest Dr, Nottingham dr, Anchor Dr, Oak Dr, Sunwood Dr
 - Utility locate service for Water/wastewater/reuse: received notice of 157 regular and 3 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" water main replacement projects.
 - Continued utility locate assistance with the burying of overhead utilities on Granada Blvd and adjacent areas.

- Water Treatment
 - Delivered to the City 35.690 million gallons for week ending Dec. 1, 2013 (5.098 MGD)
 - Backwashed 8 filters for a total of 383,000 gallons backwash water.
 - Sampled, tested and cleared three boiled water notices.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 26.24 Million Gallons.
 - Produced 14.98 Million Gallons of Reuse.
 - Produced 11.26 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.75 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 127.18 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and four in town.
 - Televised 5, cleaned 5 & root inhibitor applied on 4 sewer laterals.
 - Installed cleanout @ 1250 Scottsdale Dr.
 - Repaired 4 inch sewer service @ 25 Manderly Lane. Damage due to AKA Underground Company installing new cable for Brighthouse Inc.
 - Repaired air release valve vault at 1732 Ocean Shores Blvd.
 - Disconnected 4 inch sewer lateral at 75 N. Nova Rd.
 - Installed four new pep tanks at 21 Foxfield Look, 18 Black Hickory Way and 66 & 86 Westland Run.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 9 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 3/5 psi, Foxhunters Flat (2 inch) 4/6 psi & Shadow Creek Blvd. (4 inch) 4/3 psi.

- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - WWTP MCC – met with SQD rep Dave Aymar to review relay setting and adjust as necessary.
 - Breakaway Trails lift station – began diagnosis and repair of backup system for controller failure – ordered relays and level floats – will install and test upon part receipt – pump motor not shutting off – faulty output contact point – Xylem tech support requested.
 - BAT Reuse PS – troubleshoot tank #1 level transducer – PLC terminal points not reading – replaced PLC card – functioning properly.
 - Shadow Crossings Reuse station – downloaded pressure readings.
 - 8M L.S. replaced surge arrester.
 - Screw pump eyewash station – replaced faulty alarm solenoid.
 - Tea cups – blow down drain valves as needed – all ok.
 - Recycle room – cleaned, repaired and reassembled old Gantry for future use.
 - Towne Square – pump #1 not operating – replaced pump & breaker with shop stock – all ok.
 - Chlorine Building – tank #2 leaking at flange – repaired as needed – advised lead operator of possible tank replacement.
 - 8P – assist collections with contractor tie in.
 - MAC L.S. – PLC not reporting – rebooted – replaced burnt surge protector - pumps not turning off – APP controller lost start stop settings – reset controller and tested - will continue to monitor.
 - AYO, OM, 7M1, 8M lift stations – troubleshooting PLC's that are not responding.
 - SCADA monitor/response: 6M – high level alarm – controller not responding – Xylem Tech called to troubleshoot – controller needs replacement – ordered reconditioned controller and will be installed on 12/4/13; Walmart L.S. - no starts on pump #1 – pulled pump and deragged, still not operating properly – replaced with repaired inventory – pump not reporting start and run – replaced faulty contact block – all ok; Camelot L.S. – Power outage from storm – responded with generator – ran station manually until FPL restored power; Shadow crossings reuse – no level reading – replaced faulty level transducer – all ok.
 - 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: Grit Snail.
 - Semi Annual PM's: Carousel Blower #3.
 - Annual PM's: Clarifier #4.
 - Lift station PM's: 32 monthly and 3 annually performed.

- Plant PM's: 12 weekly performed.
- Plant wide oil & grease route
- 114 work orders completed and closed for this section for this week.
- 30 general plant maintenance tasks
- 3 unscheduled plant repairs
- 8 unscheduled lift station repairs

Water Plant - Well Fields - Booster Stations

- Well 40 – troubleshoot flow meter signal to WTP – replaced burnt fuse – found faulty isolator – bypassed – install new isolator when received.
 - Turbidity Meter finished water rack #1 – replaced ¼” water line.
 - Chlorine storage tank blower – disassembled @ vendor for sandblasting.
 - Sand Filters #2 & 4 - Rosemont pressure transmitter– cleared blockage in water line – installed 2 copper 90's on flushing line.
 - Finished water sample rack – install new pressure regulator
 - Anti scalant pump – completed pump installation
 - Cone #2 – clear blockage in baffle
 - Riverview Booster Station – repair sump pump – repair leak on curb stop valve – replaced packing flange bolt on bottom of pump #1 - all ok.
 - Well 37R – overloads tripped – reset and inspected – all ok.
 - Cone #1 polymer injection line – reconfigure piping -Plant Chiefs request.
 - #2 scrubber – reset level sensor.
 - Monthly PM's – Well #'s 29, 30, 31, 32, 35, 36, 37, 38, 39, 40, and 41; Tomoka State Park, Granada, and Riverview Booster Stations.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Pretreatment Effluent Pumping System (PEP) Brochures: Staff revising current PEP System brochure to reflect current policies and procedures. A contract printer is formulating a print version of the brochure for review by Utility staff.
 - Annual Reuse Report: Staff began gathering the necessary data to complete the report to the FDEP and St. Johns WMD. The report summarizes the reuse utilized to the City and its customers as well as the surface water discharge to the Halifax River.
 - Waste Water Treatment Facility Analysis Reduction: In accordance with the City's WWTF permit (FL0020532), the Utility is allowed to request a reduction in the frequency of the bioassay analysis from quarterly to semiannually. The only requirement is four consecutive compliant bioassay analyses, which the Utility has achieved. 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 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.
 - 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.

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, 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 staff meeting with City Manager
- Staff attended and provided support for the December 3, 2013, City Commission Meeting
- Agenda packet preparation and creation for December 11, 2013 Pension Boards Meetings
- Agenda packet preparation and creation for January 7, 2014 City Commission Meeting

Status of Department Projects

- Audience Polling System
 - Project Status: User training scheduled for December 10, 2013
- Records Management System Upgrade
 - Project Status:
 - Continuing to review file conversion and correct any defective file conversions