

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 11, 2017

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:

- Staff meeting
- General discussion meetings with IT Manager, HR Director, Economic Development Director and Finance Director

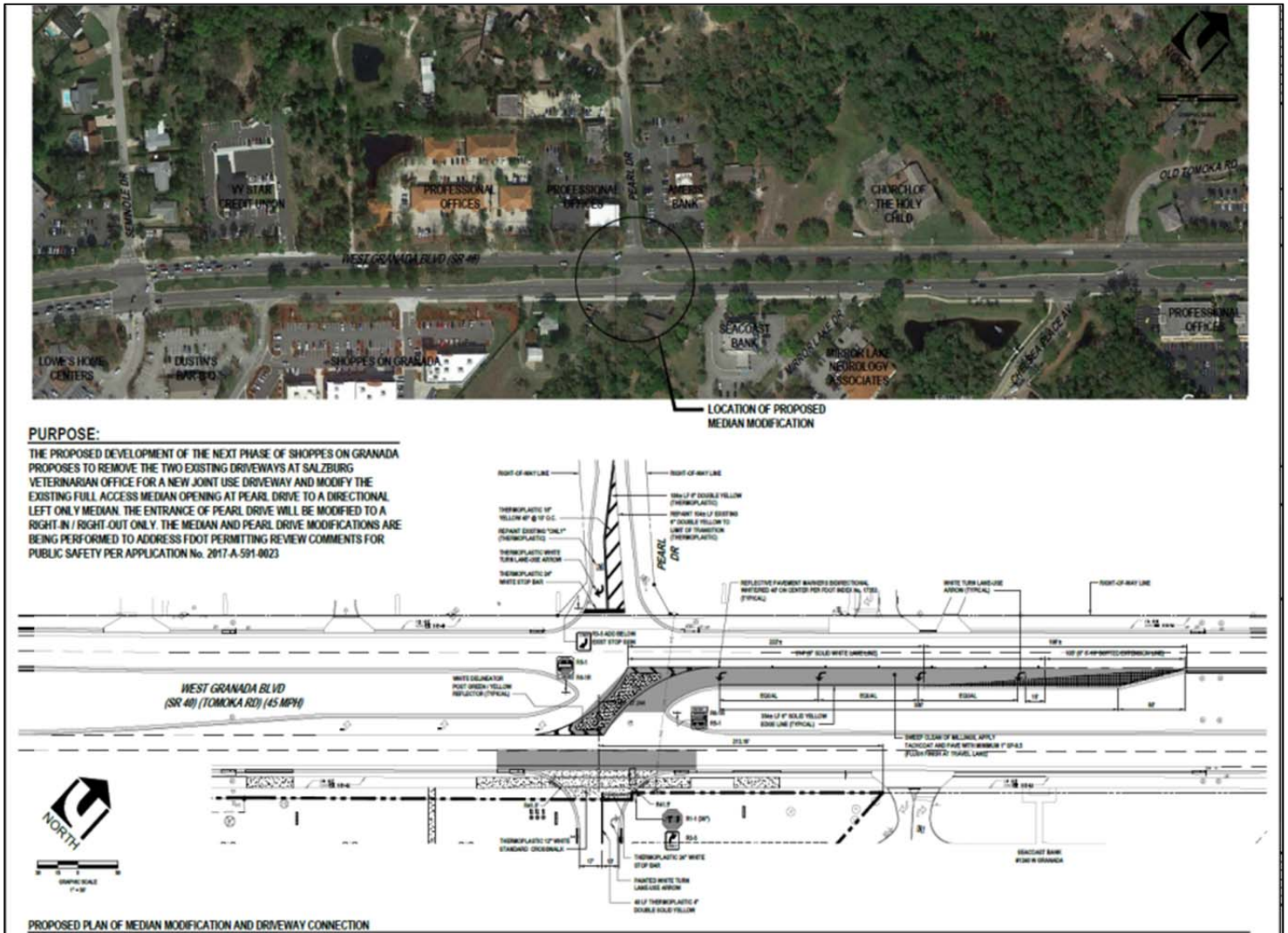
Spoke to, attended and/or met with:

- General discussion meeting with the Mayor
- Commissioner Selby, senior staff, and St. Johns River Water Management District staff regarding the north peninsula septic tanks
- HR Director, Cathy Curry regarding Oakridge Cemetery
- Crime View meeting at PD
- Eggs & Issues, Congressman DeSantis was the guest speaker
- South Daytona City Manager Joe Yarbrough, discussed various topics
- General discussion meeting with senior staff and Debbie Cotton, CEO/President Ormond Beach Chamber

Community Development

Planning

- Shoppes on Granada, Phase 2 has contacted the affected landowners by certified mail return receipt for the intersection modification (full median opening to be converted to a bi-directional median) at SR40 and Pearl Drive. This safety modification is required by FDOT due to the number of vehicle conflicts resulting from U-turns, left turns, and right turns at a 4-way stop controlled intersection. The project's driveway fails at Pearl for a stop control intersection due to the delay from the projected westbound left turn/thru/right turn volume exiting the project and the delay from southbound left turn volume exiting Pearl Drive. A copy of proposed sketch depicting the median modification is shown below:



Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued
- 382 inspections (25 by Private Provider)
- 129 permits valued at \$4,677,339.00

Development Services

- SPRC met with representatives for WaWa's to be located at the corner of West Granada Boulevard and Old Tomoka Road.
- Projects receiving Building Permits and percent completed are provided in the following table:

Project	% Complete	Comments
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	30%	
Antares of Ormond Beach	0%	
McDonald's, 1530 North US 1	98%	Construction completed. Waiting on As-built.

McDonald's, 105 Interchange Boulevard	98%	Construction completed. Waiting on As-built.
Pet Street Vet, 240 South Nova Road	20%	
Realty Pros	97%	
Specialty Surgery Center	95%	
Valiant Diners, Phase 2	30%	
Huntington Villas, Phase 1B	99%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	55%	

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. A discussion of the water distribution system was held with staff and representatives of Security First Managers and their engineering consultants prior to the formal submission of the site plan. SFM's objective is to begin construction in November of 2017.
 - Staff met with Volusia County officials to discuss the permitting for the enhancements to Broadway Avenue.
- Airport Business Park
 - Staff is working with Concentrated Aloe to resubmit the site plan for their new headquarters in the Airport Business Park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the economic development service providers on renewal of their service contracts for Fiscal Year 2018. The Chamber of Commerce is planning to update the joint City/Chamber Doing Business In Ormond Beach in 2017-2018.
 - Staff continues working with the videographer to complete this year's video for the upcoming State of the City Address scheduled for October 10.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff worked with Code Enforcement to get the owners of 101 East Granada Boulevard to step up their property maintenance.

Airport Operation and Development

- Staff completed work with Hoyle, Tanner and Associates to finalize a Runway Protection Zone (RPZ) Alternatives Analysis Report. This report is an additional aspect of the environmental assessment (EA) for the planned extension of Runway 8/26. The FAA will review the RPZ report and provide comments prior to proceeding with the next steps in the overall EA process.
- Staff met with representatives from Gale Associates, Inc. to review and discuss potential updates to the security systems currently in use at the airport.
- Staff worked with the Orlando Airports District Office (ADO) of the FAA to review and update the FAA's proposed Terminal Area Forecast for the airport. The TAF provides forecasts of aviation activity growth at the airport through 2045, such as the number of annual operations and the number of based aircraft.
- Gate 9 has been repaired. The gate had been experiencing periodic service interruptions due to an overgrowth of foliage.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement preparations are in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
 - Preparations for the 2018/19 fiscal year budget cycle are in process.
 - Submitted 2017/18 Executive Budget Summary for distribution in News Journal.
 - Prepared utility rate increase notice for distribution to customers during the month of August.

- Completed Projects - Weekly
 - Processed 47 Journal Entry Batches.
 - Approved 32 Purchase Requisitions totaling \$205,400.04.
 - Issued 19 Purchase Orders totaling \$108,820.20.
 - Prepared 151 Accounts Payable checks totaling \$115,756.10 and 39 Accounts Payable EFT payments totaling \$212,137.29.
 - Issued 559 past due notices on utility accounts.
 - Auto-called 19 utility customers regarding receipt of a past due notice.
 - Processed 290 payments through Interactive Voice Response System totaling \$25,124.85.

Grants/PIO

- Public Information
 - Press Releases
 - Legal Workshop (9/7/17)

 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended weekly staff meeting.
 - Completed weekly events calendar ad for Ormond Observer.
 - Work with the printing vendor for the State of the City 2017 publication continues.
 - Scheduled Budget Summary 2018 for the News-Journal of August 27 and provided the camera ready document to them for printing.
 - Scheduled Legal Workshop ads in the News-Journal and Ormond Observer.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - On August 3, received notification of the federal JAG Local Solicitation which is due September 5. Item has been placed on the August 15 City Commission agenda for consideration.

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 8
 - Hazardous: 2
 - EMS: 84
 - Motor Vehicle Accidents: 7
 - Public Assists: 40
 - TOTAL CALLS: 141

- Aid provided to other agencies: 6 Calls – Daytona Beach (1), Volusia County (5)

- Total staff hours provided to other agencies: 3
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 60
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 130

- Training Hours
 - NFPA 472: Hazmat 11
 - NFPA 1001: Firefighting 27
 - NFPA 1002: Driver 7
 - NFPA 1021: Officer 8
 - NFPA 1500: Safety/Equipment 15
 - NFPA 1620: Preplanning 7
 - EMT/Paramedic 22
 - TOTAL TRAINING HOURS: 97

- Station Activities
 - Updated 6 pre-fire plans
 - Provided a tour of Station 91 to group of residents for the Walk with City Manager event

Human Resources

- Staffing Update
 - Requisitions
 - Maintenance Worker II (Streets/Public Works)

- Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Foreman (Stormwater/Public Works) open 8-8-17 until 8-12-17. Advertised internally.
 - Maintenance Worker IV (Stormwater/Public Works) open 8-8-17 until 8-12-17. Advertised internally.
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services) re-advertised 7-26-17 until 9-1-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-advertised 6-6-17 until 9-1-17. Advertised on City web site, governmentjobs.com, and internally.

- Applications Under Review
 - Maintenance Foreman (Water Distribution/Public Works)
 - Neighborhood Improvement Officer (Police)
 - Maintenance Worker II (Streets)

- Interviews Scheduled
 - Police Officer (Police)

- Background/Reference Checks/Job Offers
 - Public Works Director (Public Works)
 - Police Officer (Police)
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Water Distribution/Public Works)

- Separations
 - Police Officer (Police)

- Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
 - A blood drive will be held at City Hall on August 14
- Risk Management Projects
 - Attend claim deposition
 - American Cancer Society Relay for Life event planning
 - Work on subrogation claims

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. Staff working on configuration parameters.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Files being copied and reorganized.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 21
 - Completed: 51
 - In progress: 47
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 46,308
 - Inbound E-Mails Blocked: 25,982
 - Delivered Inbound E-Mails: 20,326
 - Quarantined Messages: 182
 - Percentage Good Email: 43.9%
 - Virus E-Mails Blocked: 2
 - Notable Events: Assisted with the configuration of the Police Department's new phone system to deliver voicemail messages to email, eliminating the need to be at a physical phone to retrieve messages.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,368
 - Meters GPS Located this week: 0: Total in system = 23,459; 22,716 potable, 732 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Public Works Meeting
- City Managers Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- West Ormond Draft Feasibility Study Meeting

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conducted over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Environmental Discovery Center

- Social media updates
- City website updates
- City Calendar updates
- Community Garden updates
- Scheduled Volunteers for weekend hours
- Preparation for Saturday's Archaeology Works: Ceramics

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Lady Renegades Girls Softball 14's are having tryouts Tuesday and Thursday from 6 pm to around 8 pm at the Sports Complex, Softball Quads, for the upcoming fall season.
- Ormond Beach Girls Softball 12's, 14's & 16's are holding practice this week Monday-Thursday from 6 pm to around 8 pm at the Sports Complex, Kiwanis Fields and Wendelstedt #2 & #3

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Dragged infields/sprayed weeds/weed wacked at Osceola Elementary & South Ormond
- Blew out batting cages & dugouts at Wendelstedt & softball quad fields
- Continued to paint soccer corners so they are visible for fall field setup
- Repainted soccer parking lot
- Installed soccer goals on fields #4, #5, & #6 for OBSC Competitive Practices
- Installed new batter's eyes at Wendelstedt Field #3, & Kiwanis
- Painted soccer/football #11 for OB Pride Football Scrimmage & added 6 benches
- Prepped #11 & #12 soccer/football for installation of new nets behind goal posts

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 pm

- Granada Square Dance was held on Tuesday from 6:30 pm to 9:00 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes. Kopy Kats held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: CMT held regular classes.
 - Thursday: CMT held regular classes. Kopy Kats held regular classes.
 - Friday: CMT held regular classes.

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Basketball practice Tuesday/Thursday

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Attended Senior Games monthly board meeting
- Cleaning and organization of Community Events storage areas and equipment (ongoing)
- Planning of "Reel in the Fun" fishing tournament scheduled for Saturday, September 9th
- Assisted in the planning of 2017 Senior Games tasks
- Preliminary planning tasks and assignments for the "State of the City" Luncheon

Gymnastics

- August session in progress
- Registration is still open for August session
- Trial classes are being offered to attract new students

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Action classes continued at various times throughout the week.

The Casements

- Pilates Classes met Monday, Wednesday and Friday at The Casements.
- Zumba class met on Thursday at Bailey Riverbridge.
- Yoga Class met on Tuesday at The Casements.
- Our new "self-guided" audio tour continues to be working well for our visitors. They enjoy touring the home at their own pace; some will return for a docent guided tour to hear more personal notes on the home and Mr. Rockefeller.
- A birthday party was held at Bailey Riverbridge on Saturday from 3:00 p.m. to 7:00 p.m.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to noon.
- Docent training was held in the Preservation Room on Monday from 10:00 a.m. to noon.
- The Casements Guild crafters met on Monday from 11:30 a.m. to 3:30 p.m. in Room 203.
- Docents gave a special tour to Stuart Marchman residents on Monday at 1:00 p.m.
- A Hungarian Ambassador visited the Hungarian Room on Tuesday at 10:30 a.m.
- A meeting was held in Room 205 on Tuesday from 2:30 p.m. to 3:30 p.m.
- Lohman's Healing Path Workshop met in Room 205 on Wednesday from 2:00 p.m. to 5:00 p.m.
- A wedding party decorated the first floor on Friday and held their rehearsal at 2:00 p.m. – Wedding Reception held on Saturday.

Parks Maintenance

- Citywide inspections of parks
- Inspected and posted for reservations at pavilions
- EDC: installed new corkboard in kiosk and new lock
- Magic Forest: replaced loose fence pickets
- Andy Romano: repaired crack in table
- Fortunato Park: removed low hanging/dead limbs in tree over picnic table
- Cassen Pier: removed and power-washed 2 benches, re-installed both with engraved boards

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Inspection of DOT and facility lighting at various City locations
- Lighting inspection of airfield runways, taxiways and signage
- Checked/maintained a/c systems in facilities citywide
- Assisted contractor with exhaust fan repair at WTP
- Unclogged/repared men's toilet at Cassen Park
- Met various contractors for upcoming jobs
- Assisted contractor with gate repair at Fleet
- Repaired the gate photo eye at Fleet
- Unclogged women's toilet at Fortunato Park
- Cut keys for various locks
- Replaced the lights in the clarifier bldg. at WWTP
- Repaired wall damage at Fire Station 93
- Programmed gate transmitters for Fire 94
- Replaced bathroom door knob at Andy Romano Park
- Replaced a fan switch in Andy Romano
- Repaired air compressor line for Streets
- Repaired break room door at City Hall
- Replaced HR training room light switches at City Hall
- Removed and installed painted stair railings at The Casements
- Replaced water spigot at Fleet
- Checked splash pad for no water at Andy Romano

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff hosted a preliminary meeting on a Drone Program.
- Staff hosted a Cold Case meeting.
- Staff hosted a Meeting with Allison Miller with the Early Learning Coalition.
- Staff hosted training on TRACS, a new Motor Vehicle Crash Reporting system.

Community Outreach

- Tutors R Us for the fall season will resume the second week of September. We anticipate that 25 elementary and middle school youths will participate in the tutoring offered Monday through Thursday after school.
- Science on Patrol at Ormond Beach Elementary and Ormond Beach Middle School is tentatively scheduled to resume in mid-October. Dates will be determined after school starts.

Community Services & Animal Control

- Animal Calls responded to: 67
- Animal Bites: 2

- Animal Reports: 7
- Animals to Human Society: 3
- Trap Neuter Release:1

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 6
- Inactive: 6
- Fraud: 9
- Burglary Residential: 1
- Larceny Car Break: 11
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Assist Outside Agency: 1
- Found Child: 1
- Found Property: 1
- Police Information: 3

Records

- Walk - Ins / Window: 74
- Phone Calls: 103
- Arrest / NTA'S: 20
- Citations Issued: 43
- Citations Entered: 53
- Reports Generated: 137
- Reports Entered: 105
- Mail / Faxes / Request: 37

Patrol

- Total Calls: 1,231
- Total Traffic Stops: 122

Operations

Crime Opportunity Report Forms: 60

- 08/02/17
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was observed stealing items from the store.
 - Battery Arrest, 33 Oakbrook Drive. Subject was found to have battered the victim by attempted strangulation.
 - Battery, 170 North Yonge Street #48. Subject was contacted and found to have battered the victim. She was additionally charged with Disorderly Intoxication due to causing a disturbance within the community.
 - Aggravated Battery Arrest, 241 North United States Highway One. Subject choked a patron of the bar into unconsciousness and threw him to the ground.
- 08/03/17
 - Carbreak, 759 South Atlantic Avenue (Georgian Inn). Entry made via a key fob that was dropped in the parking lot.
 - Battery, Domestic Violence Arrest, 281 South Atlantic Avenue #221 (Days Inn Mainsail). Subject was arrested after striking her boyfriend with a broom.

- 08/04/17
 - Battery Domestic Violence Arrest, 17 Oak Avenue. Subject was taken into custody for battering the victim. It was also found that he was in violation of a pretrial release.
- 08/05/17
 - Aggravated Battery to Pregnant Victim, North Beach Street & Northbrook Drive. Subject battered his pregnant girlfriend.
 - Carbreak, 507 South Atlantic Avenue (Chateau Mar Resort). The victim said that his rear driver's side window was smashed out. A computer bag was missing; however, it was later located a short distance from the car.
 - Carbreak, 507 South Atlantic Avenue (Chateau Mar Resort). The victim said that his rear driver's side window was smashed out and that cash was taken.
- 08/06/17
 - Carbreak, 69 South Atlantic Avenue. The victim said that he left his car unlocked overnight and somebody went through it and took some credit cards and attempted to use them at Wal-Mart in Daytona.
 - Theft, 205 South Atlantic Avenue (Castillo Del Sol). The victim said that his iPhone was taken from the pool deck while he was swimming.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A subject was apprehended by Wal-Mart Loss Prevention for taking items from the store without paying for them.
 - Car Break, 521 South Yonge Street. Unlocked vehicle, a radio and cash were taken.
 - Narcotics Arrest, 1478 West Granada Boulevard. Officers contacted a subject who was found to be in possession of drug paraphernalia, scales, a large number of cell phones and all of the materials needed to manufacture methamphetamine. The Volusia County meth team was activated and responded to clean up the scene.
 - Child Abuse Arrest, 1118 Sherbourne Way. Investigation revealed that the suspect slapped his fiancé's son with enough force to knock the child to the ground.
 - Narcotics Arrest, 2 John Anderson Drive. Subject was located in Fortunato Park after a complaint of alcohol being consumed in the park was received.
- 08/07/17
 - Carbreak, 432 Idlewood Drive. Unlocked vehicle entered, a check was stolen from within the vehicle.
 - Narcotics Arrest, 700 Block West Granada Boulevard. Subject was stopped for a traffic infraction and found to be in possession of multiple narcotics.
 - Carbreak, 509 South Nova Road (All Aboard Storage). Suspicious circumstances. The victim is alleging that a white male in a blue Dodge pickup entered the compound, stole the victim's enclosed trailer containing landscaping equipment and later returned it with approximately \$3,000 in damages. A Stihl chainsaw also appears to be missing.
 - Carbreak, 1513 San Marco Drive #205 (San Marco Apartments). Forced entry made via a broken glass window, a Samsung tablet, miscellaneous tools, and a bag was taken.
 - Carbreak, 163 Ocean Terrace. Unlocked vehicle entered, nothing taken.
 - Theft, 4 Crossings Trail. Victims reported a theft of items at a garage sale they had on 8-04-17.
 - Violation of Pre-Trial Conditions Arrest, 1000 Block John Anderson Drive. Officers arrived on scene of a crash with injuries. Subject was found to be in violation of probation.
 - Solicitor, Warrant Arrest, 1500 Block West Granada Boulevard. Subject was observed holding a sign soliciting passing motorist for money.
 - Narcotic Arrest, 460 South Atlantic Avenue (Sunoco Gas Station). A suspicious person was contacted and found to be in possession of narcotics.
- 08/08/17
 - Trespassing Arrest, 205 East Granada Boulevard (Walgreens), Subject was contacted for trespassing after warning and transported to jail.
 - Warrant Arrest, 43 Forest View Way, Subject was contacted for an open felony warrant that was issued.
 - Burglary Residence, 19 North Yonge Street #17. Phone, food, and bags of unknown items stolen.

- Narcotics Arrest, 500 Block South Nova Road. During the course of a traffic stop a search of the vehicle revealed a misdemeanor amount of marijuana and paraphernalia.
- Warrant Arrest, 800 Block South Nova Road. Traffic stop initiated on a vehicle, the driver having 3 open warrants.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 17
 - Number of Uniform Traffic Citations Issued: 21
 - Number of Written Warnings Issued: 2
- Traffic Crash Reports
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 2 Cases initiated
- 0 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and seventy-six (76) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port – The Contractor will install additional spray foam insulation around the AC ducts and fire damper in an effort to stop the condensation from running down the wall. Work is scheduled to begin Friday afternoon.
 - Police Department Fence – Two combination lock boxes were installed. The perforated panels have been ordered and will be installed once they are delivered to the site.
 - 2017 Storm Drain Pipe Lining – The project is complete, final invoice is being processed.
 - Seawall Repair at Ames and Riviera Parks – The project is complete, final invoice is being processed.
 - Sanitary Sewer Inspection – The Contractor has moved to between Mayfield Terrace and Magnolia Avenue.
 - 2017 Roadway Resurfacing – The Contractor has completed Amsden Road and Bosarvey Drive. They will complete Lakebridge Avenue this week.
 - South Peninsula Reclaimed Expansion – The Contractor has completed installation of reclaimed water main on Riverside Drive south from Casements Drive to Fluhart Drive. They are currently pressure testing the work, and finalizing the connections from Riverside Drive to Willis Drive, Riverside Circle, and Ormond Parkway. The Contractor is preparing the area at the north end of Rockefeller Gardens for connection of the Riverside Drive main to the John Anderson Drive line previously extended under the Granada Bridge. Work is anticipated to commence on the remainder of the 16" reclaimed main on South Halifax.
 - CDBG 2017 Trail & Sidewalk – The Contractor is working in Central Park grading, forming, and pouring the concrete trail. The project is 45% complete.
 - Ph III 2-Inch Water Main Replacement – Peninsula – Contracts are fully executed, a pre-construction meeting was held on Wednesday, August 9.
 - Ph III 2-Inch Water Main Replacement – Mainland – A pre-construction meeting was held July 24. The project start date is being scheduled, and a Notice to Proceed will be issued.

- CDBG - Huguenot Park – Pre-construction meeting was held on June 21st. Awaiting final approval and Notice to Proceed from Volusia County to begin construction.
- Street Light Maintenance – Street light pole painting on Nova Road from Division Avenue to the southern City limit (30 lights) will be performed by one of our Construction Management firms under continuing contract. Work will commence in August and is scheduled to be completed by the end of the month.
- Design Projects:
 - Ormond Crossings Utility Extensions – CC approved a request for a Work Authorization for design services associated with extending utilities to serve the first development project of Ormond Crossings. A design kick-off meeting was held. Consultant is coordinating the FEC Railroad permit.
 - West Ormond Community Center – Staff has a meeting to review the first draft report with the Consultant. When the final draft is completed, it will be presented to the City Commission at an upcoming workshop.
 - Ormond Sports Complex Field 9/10 Lighting – In an attempt to have the fields ready for the fall season, staff requested a turn-key installation proposal from one of our Construction Management firms under continuing contract. However, the design has not been approved by the FAA and the project can't move forward without Federal approval because of the airport. The Leisure Services Director is looking into temporary lighting for several of the fields.
 - WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. Sixty percent plan submittal was received and is being reviewed. Staff has asked the engineer to look into the screw press design technology for sludge dewatering. Screw presses could save the City up to \$60,000 per year in operating costs in comparison with the continued use of centrifuges. Andritz has arrived on site to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge. Once the results are in staff can decide if this technology is preferred over the centrifuge technology.
 - Cassen Park Public Dock – Staff has received the FDEP permit and the ACOE permit. Staff submitted grant application to FIND and FFWC for grant funding for construction costs. Presentations to FIND occurred on June 16th. The FIND Commissioners expressed their support for the project and staff is hopeful that construction funding will be made available. Staff should know sometime in September if grant funding will be provided. The City received a ranking of 62 for the FWC FBIG grant application. Although no official notice has yet to be received, the grant guidelines state that applicants must score above 65 to be eligible for funding. In discussion with FWC personnel, day docks typically do not score high with their grant program. They prefer to fund transient docks that allow overnight docking. Staff is investigating whether ECHO may be a funding source.
 - WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design.
 - Effluent Outfall Replacement – The project was approved by the CC to advertise for bids on July 25th.
 - Forest Hills Connector Trail – FDOT has accepted the City's invoice for in-house design work completed to date, which will comprise the City's match of the federal funds for completion of the project.
 - CDBG (canoe kayak launches) – Staff is soliciting written installation proposals for both installations of the stored materials. The FDEP Permit has been received and construction can occur.
 - Downtown Stormwater Phase 2 – Staff met with representatives from Mainstreet at the office of Zev Cohen and Associates to discuss landscape and hardscape design of the modifications to New Britain Avenue.
 - Fleming Ave Stormdrain Improvements – Received an RFI from FEMA and staff's Consultant is preparing a response.

- Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant for this project as Tier 1 funding is available following the disaster declaration for Hurricane Matthew. The Volusia County Local Mitigation Strategy has included this project on their priority list for FEMA funding.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Improvements (Paving and Restroom Replacement) – All site survey work has been completed. The project Engineer and Architect are working on preliminary designs for staff approval.
- Rockefeller Gardens Stage Shade Cover - Conceptual design is being finalized for City Commission review.
- OBSC Improvements – Field 3 Lighting – Staff is working with the Consultant on final plans for bidding, grant submission, and FAA review of pole height and location.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission.
- North US1 Landscaping Ph II – The FDOT approved plans and bid documents will be reviewed by the Commission on August 15th.
- Sandpiper Lane Drainage Improvements – Bid award to JD Weber Construction is on the agenda for the August 15th City Commission meeting.
- Water Plant Upgrades – The Consultants are preparing 30% plans for review.
- Secondary Raw Water Main – Staff met with the Consultant on August 10th to discuss progress and resident notifications.
- Wastewater Plant Influent Pump Station – Staff is coordinating with FPL to implement the recommended corrective actions.
- Departmental Activities
 - Continued to Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans submitted by the GIS, and the Engineering Division As-Built files.
 - Reviewed weekly SWMP and fence permits.
 - Reviewed plans and created approved work in the right-of-way permits for multiple wood pole replacements along Forest Hills Blvd. and Hand Ave. per FPL request.
 - Researched and provided PDF copies of old FDOT plans of the SR 40/A1A intersection per Utilities Division request.
 - Completed topographic survey of storm water structures, ponds and swales along Sandy Oaks Blvd and Jeanette Dr to determine flow direction.
 - Aided several contractors with SWMP requirements and plan review.
 - Modified US1 Median Plans per project managers comments.
 - Created exhibit drawing of Granada Bridge for photometric analysis of the lighting.
 - Collected GPS locations of the downtown street lights.
 - Attended FEMA meeting regarding proposed City projects.
 - Began research for the sketch/legal description of 1175 N US 1 Annexation per Planning Department request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Cut stress and pour 6.5 yds. of driveway and sidewalk on Sanchez Ave
- Assisted Storm Water with sand bags at Public Works
- Concrete patch in driveway for Water Div. on 400 block N. Yonge St
- Asphalt section of roadway for Waste Water at Royal Dunes Cir.
- Overlay depression at 500 block McIntosh Rd
- Removed old, poured new curbing on Eileen Butts

Forestry

- Remove dead trees 100 block Hilldale Ave, Highland Oaks (Sawtooth Sub.), Wild Fern Ln

- Trimming around streetlights various locations
- Maintenance and tree inspection citywide
- Hauled debris to Nova/transfer station
- Ground stumps citywide
- Trimming in Ormond Lakes subdivision, Hammock Ln

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Blew debris off walks at City Hall complex
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Granada Bridge
- Weed control on streetscape and FDOT areas
- Break up Homeless Camp at Hand Ave
- Cleaned benches citywide
- Trimming on Ormond Lakes Blvd, Northbrook Dr & N Beach St
- DOT spraying on Granada bridge

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightened signs citywide
- Checking for installation of stop bars, crosswalks, and signs in school zone areas
- Checked all signs in school zones

Stormwater Maintenance

- Pond maintenance city wide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Checked depression in road on 100 block of Cottonseed Trl, Oak Forest outfall, Santa Ana & Johnson Dr
- Manhole cover replaced on Royal Palm Dr
- Sandbags set up in PW yard

Vactor

- South Forty
- 1200 block of W Granada Blvd

Mowing

- Reachout on SR40
- Bush Hog on SR40
- Slope Mower on SR40

Street Sweeping/Streetsweeper

- 125 miles of road cleaned
- 25 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 19,269

- PM Services completed for the week
 - Emergency Vehicles and Equipment: 5
 - Non-Emergency Vehicles and Equipment: 22
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 9,725 gallons unleaded, 10,565 gallons diesel
 - Fuel used in one week: 2,295 gallons of unleaded and 955 gallons of diesel.
 - Fleet completed 61 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Received the FPL invoice information and easement request for the 480 volt line and transformer. Plan and specification review was performed on 8/3/17. Bid plans and specifications are being prepared.
 - Water & Wastewater Chemical Purchases – Award recommendation memo was prepared for the September 5, 2017, City Commission meeting. Legal Department requests that low bidders submit insurance certificates. Comparing Hydrofluosilicic acid quotation submittals with specifications.
 - Fire Hydrant Replacement Program – FDOT permit was received for hydrant replacements on A-1-A.
 - Lift Station 8M1 – Legal Department is preparing a City Commission memo for vacating the existing easement and providing a replacement easement for the Lift Station 8M1 site. Final deductive change order was issued.
 - Lift Station 10M & 12M Rehabilitation: A work authorization for construction administration services from the consultant was prepared. Contract documents were sent to the contractor for execution.
 - Phase III 2-inch Water Main Replacement – Mainland – Project start date is being scheduled.
 - Phase III 2-inch Water Main Replacement – Peninsula – A preconstruction meeting was held August 9.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Televising 5M system along Misner's Branch.
 - Secondary Raw Water Main – Survey for proposed piping route is being performed and easement needs are being identified.
 - Shadow Crossings Force Main Improvements – As-built drawings were reviewed and comments sent to the contractor.
 - Sodium Bisulfite Tank Replacement – Obtaining bidder questions. An addendum will be issued to respond to questions.
 - Elevated Storage Tank Repairs & Maintenance – Contacted consultant to discuss monopole option for alternative consideration to demolish the water plant elevated tank. Met with Tnemec coatings representative at the Breakaway Trails elevated tank to discuss overcoating the finish instead of sandblasting and painting in order to reduce project costs. Met with Tom Donovan to visit the water plant, Breakaway Trails and Leeway tank sites and obtain recommendations for reducing costs for the tank rehabilitation project. Using power tools to remove rust was recommended.
 - South Peninsula Reclaimed Expansion Project – construction underway – Preparations are underway to connect Rockefeller Gardens to the reclaimed water line previously constructed under the Granada Bridge.
 - Water Plant Aerator Housing Rehabilitation (CIP) – Field Order 2 was prepared to sandblast and paint additional piping in the aerator vicinity that has corroded from contact with hydrogen sulfide gas. Pipe painting is completed.
 - Water & Wastewater Plant Sludge Dewatering Improvements – Flottweg representatives sent additional information on dewatering centrifuge equipment for review.

- Water Plant Upgrades (Lime Slaker & Chlorine Generator) – Thirty percent plans are being prepared for review.
- WWTP Influent Pump Station VFD Replacement – The power quality audit report was sent to FPL.
- WWTP Outfall Pipe Replacement – Permit application was sent to FDEP.
- Utilities SCADA Upgrades – The consultant is nearing completion of the software RFP.
- Volusia County Use Permits: received permit to replace a water service line at 3 Seafarers Drive.
- SPRC Projects (Utilities Review)
 - Celedine – Received revised Hunter’s Ridge Utility Master Plan calculations for review.
 - Edgewell Personal Care – Received revised plans for review.
 - Granada Point – Reviewed revised plans. Utilities Division had no comments.
 - Launch FCU Credit Union – Received plans for review.
 - Ormond Beach Dog Park – Reviewed plans and provided comments.
 - Ormond Beach Medical Office Building – Received revised plans for review.
 - Plantation Oaks – Received shop drawings for the Unit 2A lift station. Received as-built drawings for the water & force main constructed in Plantation Oaks Blvd. right of way.
 - Prince of Peace Additions – Received plans for review.
 - Realty Pro – Reviewed sanitary sewer line videos. Videos met utility standards.
 - Security First – Force main pressures at McDonald’s lift station were collected and sent to the designer to compute the pump requirements at the Security First Lift Station.
 - 3 Aviator Way – Received plans for review.
 - 40 Bella Vita Way, The Gardens at Addison Oaks – Reviewed plat. Utilities Division comments were addressed.
 - 692 S Yonge St – Received annexation request for review.

Water Treatment

- Delivered 38.06 million gallons for the week ending August 04, 2017 (5.44 MGD).
- Backwashed 13 filters for a total of 632,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 30, 2017 @ 6.441 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 54 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 28.64 million gallons.
- Influent flows average for week @ 4.09 MGD, plant designed for 8 MGD.
- Produced 21.74 million gallons of reuse.
- Produced 6.9 million gallons of surface water discharge.
- Completed quarterly bioassay sampling for surface water effluent.
- Annual average (July 01, 2016 – June 30, 2017) for surface water discharge 0.886 MGD.
- Hauled 166.56 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 14 water leaks.
- Large meter tester to be calibrated and repaired.
- Installed 10 new residential and 4 - 1½” commercial water meters.
- Replaced or repaired 9 water meter boxes.
- Replaced 13 water services or meter assemblies due to low flow or leaks. 2-2” casings were installed for water service replacements under Seafarers.
- Performed pressure testing of 8 City owned backflow preventers. Repaired 2 BFP devices that failed inspection.
- Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed maintenance on 8 fire hydrants in the Airport Business Park.

- Repaired a 6" water main leak at N. Yonge St.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 128 regular and 6 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area. Responded to 5 reuse trouble calls.
- Installed new pep systems at 77 Tomoka Ridge Way & 86 Tomoka Ridge Way.
- Rehabbed pep tank at 19 Coquina Ridge Way.
- Repaired broken reuse service at 148 Royal Dunes Cir. and at 644 N. Halifax Dr.
- Repaired reuse service on Amsden hit by contractor.
- Responded to 2 Request for Utility Verifications for residential and commercial properties.
- Locating sanitary services on Halifax/Riverside in conjunction with S. Peninsula reuse expansion project.
- Repaired broken sanitary lateral across from 131 Ormond Shores Dr.
- Made additional repairs to broken lateral in FDOT storm structure on E. Granada.
- Repaired broken ring & cover on manhole 6M-13271 (in FPL easement).
- Disconnected sewer at 838 John Anderson Dr.
- Disconnect for 702 Montana Terr. (not connected)
- Disconnect for 247 N. Yonge St. (not connected)
- Installed data recorders on force mains at McDonald's and Destination Daytona.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 28/28 psi, Ocean Mist Hotel @ 25/25 psi, Ormond Mall @ 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 18/3 psi, Westland Run 18/5 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.

Wastewater Plant – Lift Stations

- Peristaltic Pump #2, replaced failed tube with new inventory. Carrousel Blower #1, high vacuum readings noted at filter, service filter, ok.
- W.A.S. Pump #2, alarm noted, error code at controls. A non-operational circuit card at the controls was replaced.
- Dewatering Pump #1 tripped out. A high motor temp lamp was on at controls. The breaker panel was reset and the pump placed back into operation. The situation will be monitored.
- Dewatering Pump #2, starter locking out, motor checks good, will continue to troubleshoot.
- Effluent Transfer Pump #1 was not operating. A phase fault code at controls was observed along with blown fuses. Fuses were replaced and the pump is back in service.
- Tea Cup #1, the leaking blow down valve was removed for repair/replacement.
- Dug a trench to R.A.S. building to install a 2" conduit for power supply to temporary submersible aerator 25HP/480 volt. Aerator is needed to supplement the diffuser system until the tank can be drained to repair the line.
- SCADA technician activities: Friday end of shift Test of Win911 @ WWTP, started to create programming and database that will be used for the storage and operation; created general "equipment runtime" program in Control Wave Designer for the Control Wave PLCs for future use; created 3d printed DIN rail case for temperature logging devices.
- Lift Station 2M – Performed complete monthly PM at station to include application of odor control products to address odor concerns.
- Camelot and Creekside lift stations indicated higher than normal hours at local time clocks. Check valves were deragged at both lift stations to reduce the run times.
- Lift Station 4P, Pump #3 was not operating and troubleshooting indicated that an air lock at the riser stack prevented the pump from operating. The pump was primed and placed back into service but a bearing noise was observed. This pump will be monitored.
- Walmart Lift Station a high level alarm was received. Field investigation indicated recent signs of high level but the wet well was pumped down. Nothing wrong with pumps or controls was discovered. Staff monitored station pump down and cycle through alternation.

- Lift Station 7P had a high level alarm. The floats were cleaned and adjusted to operate the pumps within their normal range.
- Lift Station 8P motor #2 was not operating. The motor starter was reset and the pump placed back into service.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Quarterly Plant PM's: Screw Pump #3.
- Semi Annual Plant PM's: Sand Filters, #1, #2, #3.
- Lift Station PM's: 26 monthly performed and 3 annual.
- 63 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Aerator 1 - cleaned motor and adjusted drive belt tension.
- Aerator building - installed new control cable for upgraded pump control; created O&M manual for VFD control strategy and settings for Aerator VFD's.
- 12% chlorine pumps were not pumping. Calibration tubes were drained and valve settings were adjusted to restore pumping capability.
- Hypo-chlorite pump 4, leaking shaft seal noted, replacement gearbox is stocked.
- Filter #6 - assisted with replacement of the spray nozzle.
- B.A.T. well 4 was not working in automatic, two faulty 20 AMP breakers in the pump control; cabinet were replaced to restore normal operation.
- Shadow crossing Reuse pump #1 over pressures the distribution system during low demand and shuts off. Control wiring was connected from pump 2 VFD to control pump 1 to correct this operating condition. Parameters were adjusted on the pump VFD and wiring in control cabinet was cleaned up.
- Breakaway Trails and Shadow Crossings, replaced out of service RTU batteries.
- All wells and city interconnects inspected for operation and flooding after heavy storms.
- PM's: R.O feed pumps and filter trains 1, 2, 3, 4.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Groundwater Monitoring Report – Staff is preparing the quarterly GWM for the FDEP requirement to monitor any impact the City's reuse water is having on the local groundwater system.
- Monitoring Sewer Collection System – Staff is monitoring select locations throughout the collection system to ensure the industrial facilities are in compliance with Local Limits for the contaminants in the Sewer Use Ordinance. The limits help protect the WWTF and assist in the compliance of the effluent discharge from the WWTF to the Halifax.
- Quarterly FDEP Consent Order Report – Staff is preparing the quarterly report for the consent order due to the effluent exceedances of copper from the WWTF. The WWTF has maintained compliance not only with the consent order limit but also the more stringent WWTF permit limit for 9 consecutive months. The Utility will request to close out the consent order as all of the guidelines have been met.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Wetlands Monitoring Report – Staff is finalizing the Wetlands monitoring report for the submission to the SJRWMD. The report is required by the Consumptive Use Permit (CUP) issued by the District. The report summarizes the health of the wetlands adjacent to the City's potable water production wells in the Rima Ridge Wellfield.
- Consumer Confidence Report Compliance Cert – Staff is submitting the CCC (Water Quality Report) certification of delivery to the FDOH. The certification endorses that the City delivered on the CCC to its customers by the prescribed deadline.

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, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager staff meeting
- Agenda packet preparation, creation, and distribution for August 15, 2017, City Commission meeting
- Assistant City Clerk attended and provided support for August 11, 2017, Pension Board meeting