

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 8, 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.

Special Note – All departments have been preparing for Hurricane Irma. Items listed below are related to, or are in addition to, hurricane preparedness activities.

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Planning Director, and Police Chief
- State of the City video discussion with staff
- Preparations for Hurricane Irma, including staff meetings and conference calls.

Spoke to, attended and/or met with:

- Individual agenda discussions with Mayor Partington, Commissioner Boehm, Commissioner Selby and Commissioner Littleton
- City Commission meeting
- Doug Bell regarding legislative priorities
- Webinar on Effective Communication of Complex Issues to the Public
- PD swearing in ceremony

Community Development

Planning

- The Planning Director participated on a panel discussion at the Florida American Planning Conference held in Daytona Beach this week. The topic of discussion was multimodal plans and fees and how to design them for effectiveness. The Panel was formed from cities and counties that were featured in FDOT's publication entitled, "A Guidebook: Using Mobility fees to fund Transit Improvements."
- Staff attended day sessions or participated as volunteers in mobile workshops or receptions in support of the State APA Conference in Daytona Beach this week.
- The Director attended the webinar regarding Effective Communication of Complex Issues to the Public.
- Departmental staff attended a half day training session on sexual harassment & how to effectively communicate with customers.(This is part of Citywide Training)
- VGMC has issued a Request for Information regarding our proposed FAR amendment in the downtown area. This is interesting since both FDOT and the State DEO has expressed no issues regarding the amendment. The request for information is not from any city or the county. It is from the consultant to VGMC.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued
- 430 inspections (45 by Private Provider)
- 99 permits valued at \$1,492,736.00

Development Services

- SPRC met to discuss Security First and Ormond Gateway.
- 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%	
589 South Yonge Street	0%	
Antares of Ormond Beach	0%	
Bear Creek Bridge	20%	
McDonald's, 1530 North US 1	98%	Construction completed. Waiting on As-built drawings.
McDonald's, 105 Interchange Boulevard	98%	Construction completed. Waiting on As-built drawings.
Pet Street Vet, 240 South Nova Road	20%	
Realty Pros	98%	Construction completed. Waiting on As-built drawings.
Specialty Surgery Center	97%	
Valiant Diners, Phase 2	40%	
Huntington Villas, Phase 1B	99%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	60%	

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. SFM's objective is to begin construction in November of 2017.
 - Site Plan Review Committee met to review the plan submittal from Zev Cohen, consulting engineers for Security First Managers. A few minor revisions are recommended for the next submittal. The plat plans are expected to be submitted in the next few weeks.
- Airport Business Park
 - Prime Global Group, located at 3 Aviator Way, purchased the property in 2016 and submitted plans to expand the building by 13,000 square feet to facilitate their manufacturing operation.
 - Site plans have been submitted for Concentrated Aloe's 40,000 square foot manufacturing plant at 20 West Tower Circle, Lot #2, for SPRC for review. Staff will be submitting a new Concentrated Aloe Property Tax Reimbursement Agreement to the Commission in the next few months.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - 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 met with representatives of Super Petrel in the planning for their open house event scheduled for October 10 from 4:30-6:30pm. More detail will be provided in the next few weeks.
- Staff is providing updates to the various employers in the City regarding the approaching Hurricane Irma.

Airport Operation and Development

- Gate 13 at the airport has malfunctioned and is non-operational. The City's Building Maintenance staff is working with the gate vendor to replace the defective component. Hangar Way has been barricaded to prevent motorists from attempting to use the gate.
- Additional survey and site planning work for the Heliport Improvements Project was conducted this week.
- The Federal Aviation Administration (FAA) is currently reviewing the airport's Runway Protection Zone Alternatives Analysis Report, which is part of the Environmental Assessment phase of the project to extend Runway 8/26. The FAA has advised staff that they expect to complete their review by mid-September.
- Staff worked with the Orlando Airports District Office of the FAA to review the engineering services contract that will be employed for the project to design the rehabilitation of Runway 8/26. The purpose of this review is to confirm that the contract meets all Federal Procurement requirements and regulations as dictated by the FAA's Airport Improvement Program.
- Staff completed work to update the airport's information in the Florida Department of Transportation's online Disaster Preparedness Tool, which is part of the Florida Aviation Database. This tool is utilized by the State and County Emergency Operations Centers for disaster response and response planning.
- Staff is preparing the Airport for the impending hurricane and working with tenants and businesses.

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.
- Completed Projects - Weekly
 - Processed 67 Journal Entry Batches.
 - Approved 10 Purchase Requisitions totaling \$80,038.95.
 - Issued 28 Purchase Orders totaling \$1,666,683.32.
 - Prepared 161 Accounts Payable checks totaling \$448,283.37 and 38 Accounts Payable EFT payments totaling \$325,331.39.
 - Issued 617 past due notices on utility accounts.
 - Auto-called 84 utility customers regarding receipt of a past due notice.
 - Processed 308 payments through Interactive Voice Response System totaling \$26,303.65.
 - Grant money fiscal year-to-date total received, \$2.75 million dollars.

Grants/PIO

- Public Information
 - Ormond Beach: Best Small Town for Retirement (Southern Living Magazine article)
 - Sand Bag Distribution
 - Legal Workshop Cancelled (9/7)
- 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.
 - State of the City Video meetings.
 - Attended Webinar: Effective Communication of Complex Issues to the Public
 - Completed weekly events calendar ad for Ormond Observer.
 - Work with the printing vendor for the State of the City 2017 publication.
 - Attended Hurricane Irma staff meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 6
 - Hazardous: 6
 - EMS: 73
 - Motor Vehicle Accidents: 3
 - Public Assists: 31
 - TOTAL CALLS: 121
 - Aid provided to other agencies: 14 Calls – Daytona Beach (3), Volusia County (11)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 19
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
 - Total EMS patients treated: 56
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 49
- Training Hours
 - NFPA 1001: Firefighting 9
 - NFPA 1002: Driver 2
 - NFPA 1021: Officer 30
 - NFPA 1500: Safety/Equipment 13
 - NFPA 1620: Preplanning 10
 - EMT/Paramedic 18
 - TOTAL TRAINING HOURS: 82
- Station Activities
 - Updated 7 pre-fire plans
 - Conducted 4 fire inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.
- Applications Under Review
 - Part Time Community Events Technician (Leisure Services)
- Interviews Scheduled
 - Neighborhood Improvement Officer (Police)

- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Maintenance Worker II (Water Distribution/Public Works)
 - Maintenance Worker II (Streets/Public Works)
- Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
 - A representative from ICMA will be here to meet with employees September 26
 - Conducted citywide employee training on customer service and sexual harassment/discrimination
- Risk Management Projects
 - Mayor's Health and Fitness Challenge 2018 meetings/event planning
 - Attended City Commission meeting
 - Worked on subrogation claims
 - Attended American Cancer Society/Relay for Life planning meetings
 - Attended webinar
 - Attended motion hearing
 - Worked with City Clerk's office on tracking insurance certificates for contracts

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.
 - IT Strategic Plan – Draft documentation review.
 - TeleStaff Upgrade – Fire Department staff scheduling system upgrade. Staff is working thru the requirements document and designing the new virtual system environment.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 15
 - Completed: 52
 - In progress: 44
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 38,660
 - Inbound E-Mails Blocked: 18,507
 - Delivered Inbound E-Mails: 20,153
 - Quarantined Messages: 257
 - Percentage Good Email: 52.1%
 - Virus E-Mails Blocked: 0
 - Notable Events: Preparation for Hurricane Irma
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 9

- Changes: 0
- Corrections: 4
- Map/Information Requests: 12
- Information Requests from External Organizations:6
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 27: Total in system = 1,395
- Meters GPS Located this week: 1: Total in system = 23,460; 22,717 potable, 732 Irrigation, 11 Effluent
- Notable Events: Preparation for Hurricane Irma

Leisure Services

Administration

- Public Works Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits

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
- Conduct 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

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 practice Tuesday and Thursday from 6 pm to around 8 pm at the Sports Complex, Softball Quads.
- Ormond Beach Girls Softball 12's, 14's & 16's are holding practice Monday-Thursday from 6 pm to around 8 pm at the Sports Complex, Kiwanis Fields and Wendelstedt #2 or #3, as well as Nova #3-#5
- Seabreeze High School Fall Baseball Training Monday from 5:30-8:00 at Wendelstedt Field #3
- Ormond Beach Soccer Club Competitive practiced Monday, Tuesday, Wednesday & Thursday at 6 pm at the Sports Complex Soccer Fields.
- Seabreeze High School JV Football Game (Opened their season) Thursday from 6pm-10pm at the Sports Complex – Championship Field #7.
- Ormond Beach Pride Football practices Monday-Thursday from 6pm to around 8pm at the Sports Complex MP Fields #11 & #12
- USSSA Baseball Tournament, Saturday and Sunday, times TBA at Sports Complex – Softball Quad
- Ormond Beach Pop Warner Games were held Saturday from 9 pm-6 pm at the Sports Complex – Championship Field #7.

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
- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Picked-up and dropped off equipment to Fleet on "as need" basis
- Made fuel runs to fill gas cans
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased & Cleaned equipment
- Continued to paint soccer corners so they are visible for fall field setup
- Repainted soccer parking lot
- Installed soccer goals & finishing painting on all fields for OBSC fall season
- Painted Championship Field #7 for Seabreeze Football Game
- Roto-tilled Osceola fields
- Installed new nets on soccer goals
- Hauled clay & turface to Quad/Kiwanis/Tee Ball/Nova fields to be laser graded

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

- Ormond Church was held on Sunday from 8:30 am to 12:30 pm
- 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.

South Ormond Neighborhood Center

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

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Cleaning and organization of Community Events storage areas and equipment (ongoing)
- Assisted in the planning of 2017 Senior Games tasks
- Preliminary planning tasks and assignments for the "State of the City" Luncheon
- Preliminary planning tasks and assignments for the "Employee Appreciation Day"

Gymnastics

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

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.

- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continue to meet at various times throughout the week.

The Casements

- A memorial service was held at The Casements on Saturday from 9:00 a.m. to 11:30 a.m.
- The Casements was closed on Monday due to the Labor Day holiday. Normal operating hours resumed on Tuesday.
- Guild tours were given on the hour Tuesday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. No tours were given on Saturday or Monday.
- Pilates classes met Tuesday through Friday at The Casements.
- Yoga class met on Tuesday morning at The Casements.
- Docents gave a special tour to 8 people from Our Lady of Lourdes on Tuesday at 12:00 p.m.
- A family portrait session was held in Rockefeller Gardens and the North Lawn on Wednesday from 6:00 p.m. to 8:00 p.m.
- Staff attended customer service training on Thursday from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m.
- Zumba class met on Thursday at Bailey Riverbridge.
- A wedding rehearsal was held at Ormond Memorial Gardens on Thursday from 5:30 p.m. to 6:30 p.m.

Parks Maintenance

- Citywide Inspections of Parks
- Inspections of Pavilions for posted reservations
- Posted reservations at pavilions
- Waldo Berry Park: Fixed leaning sign
- Boardwalk Trail: Blocked off both ends for maintenance & trimmed back bushes/limbs on both sides of Boardwalk Trail
- Andy Romano Beach Park: Install New "spin wheel" on playground
- Ames Ponds: Ponds "Finished" picked up of sandbags and plywood with Storm Water Division and cleaned up area & installed bracket on BBQ Grills
- Brought box of old flags to V.F.W. for proper destruction

Building Maintenance

- Daily preventative maintenance of City owned vehicles
- Weekly lighting inspection of Airfield Runways, Taxiways and signage
- Weekly inspection of D.O.T. & Facility lighting at Various City Locations
- Monthly PM of City Owned Electronic Gates at Various (All) Locations
- Ice Machine not making ice, check up on repairs at SONC
- Assisted with soffit repair at FS 94
- Assisted with soffit repair at Nova Concessions
- Assisted with installation of new a/c system at Senior Center
- Assisted with solving 'the water in trough' mystery at Senior Center
- Removed and installed new wall mounted doorstops at PW Training Room
- Installed screening on windows in PW Training Room
- P/U or Order water filters for Ice Machines at Vendor outside City Limits
- Repaired walls in PW Admin Reception area
- Attended mandatory customer service training at Airport Sports Complex
- Repair cargo box inside Truck 403 at Build Maintenance
- Hurricane Irma preparations City Wide
- Inspection of the Water Wheel and sump pumps at the Casements
- Prepared Invoices and receipts for City Facilities

- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended Crime View with the Flagler County Sheriff's Office.
- Staff attended a meeting with Daytona State College Academy Staff.
- Staff attended a Recruiting event with Daytona State College.
- Chief Godfrey attended City Manager staff meeting.

Community Outreach

- *Tutors R Us* for the fall season begins Monday, September 11, 2017. We anticipate 25 elementary and middle school students will participate in the one-on-one tutoring offered Monday through Thursday after school at the South Ormond Neighborhood Center.
- *Science on Patrol* at Ormond Beach Elementary and Ormond Beach Middle School are tentatively scheduled to resume the week of October 9, 2017.
- Open gym and skills practice for youth on the OBPAL basketball teams was held at the South Ormond Neighborhood Center last week on Monday, Wednesday and Thursday evenings. Approximately 30 youths participated over the three days. OBPAL basketball program will resume scheduled team practices in December to prepare for 2018 basketball season.
- *Golfing for Youth* the Annual OBPAL golf tournament fundraiser will be held November 4th at Riverbend Golf and Country Club. Participant applications and sponsorship requests are ongoing. The last date to register for participation in the tournament is Tuesday, October 27th. This is the 20th year of the OBPAL Golf Tournament.

Community Services & Animal Control

- Animal Calls responded to: 45
- Animal Reports: 2
- Animals to Human Society: 2
- Animal Bites: 1
- Trap Neuter Release: 1

Criminal Investigations

- Cases Assigned: 12
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 0
- Inactive: 8
- Fraud: 3
- Burglary Residential: 2
- Larceny Carbreak: 2
- Grand Theft: 2
- Auto Theft: 1
- Robbery: 1
- Police Information: 1

Records

- Walk - Ins / Window: 72
- Phone Calls: 99
- Arrest / NTA'S: 13
- Citations Issued: 67
- Citations Entered: 0
- Reports Generated: 108
- Reports Entered: 90
- Mail / Faxes / Request: 13

Patrol

- Total Calls: 1,211
- Total Traffic Stops: 125

Operations

Crime Opportunity Report Forms: 102

- 08/30/17
 - Carbreak, 725 West Granada Boulevard (Ormond Pediatrics.) Unlocked vehicle was entered and a wallet was taken.
 - Battery Domestic Violence Arrest, 90 Sylvania Place. Two adult brothers were in a physical altercation.
- 08/31/17
 - Theft, 888 Willow Run. Check stolen from bedroom, possibly by a person that had access.
 - Robbery, 208 South Nova Road (Friends Bank.) Firearm was implied, suspect left on foot.
 - Grand Theft, 55 North Nova Road (Alliance Church). Victim reported her Samsung Galaxy cell phone stolen.
 - Warrant Arrest, 300 Block South Atlantic Avenue. Officers made contact with a subject who was found to have an open warrant.
- 09/01/17
 - Narcotics Arrest, 460 South Atlantic Avenue (Sunoco). Traffic stop was conducted for unlawful speed and narcotics were located in the vehicle.
 - Stolen Vehicle, 600 South Atlantic Avenue. The victim left his vehicle and trailer behind the business with a set of keys to the vehicle in the center console.
 - Carbreak, 910 South Atlantic Avenue (Planet Fitness). Forced entry to rear passenger window, a purse and contents stolen.
 - Theft of Bicycle, 380 West Granada Boulevard (Arby's). Victim's purple Roadmaster mountain bicycle was stolen from this location.
 - Theft of Bicycle, 501 Morning Sun Drive #714 (Crown Apartments). Victim's vintage 1976 Trek road bicycle was chained up at this location. The chain was cut and the bicycle was stolen.
 - Stolen Vehicle Arrest, 205 South Atlantic Avenue (Best Western). Victim advised that a known subject stole his vehicle. Contact was made with the subject and the vehicle was returned.
 - Warrant Arrest, 530 South Atlantic Avenue. Subject was contacted and found to have a warrant for Failure to Appear.
- 09/02/17
 - Burglary Residence, 69 Misty Falls Drive (The Falls). Forced entry into front screened in porch, but nothing appeared to be missing.
 - Warrant Arrest, 1530 North United States Highway One. Subject contacted Central Dispatch to turn himself in on an outstanding warrant for failure to appear.
- 09/03/17
 - Battery Domestic Violence Arrest, 1608 North United States Highway One #233 (Days Inn). Two subjects were in a physical altercation.
 - Narcotics Arrest, West Granada Boulevard/South Ridgewood Avenue. Subject was stopped for speeding and during the traffic stop narcotics were located.
 - Driving Under the Influence Arrest, South Yonge Street/Tomoka Avenue. Vehicle was observed travelling westbound on East Granada Blvd with no lights on and at a high rate of speed while weaving in and out of traffic. A traffic stop was initiated and the driver was found to be impaired.
 - Burglary Residence, 25 Hummingbird Lane. Entry made through rear sliding door, home was ransacked and three bags of U.S. currency and jewelry were taken.
 - Battery Domestic Violence Arrest, 155 Interchange Boulevard #311 (Hampton Inn). Subject was arrested for slapping and pushing his girlfriend.

- 09/04/17
 - Warrant Arrest, 41 North Saint Andrews Drive. Subject was arrested on a Felony Warrant out of Volusia County.
 - Disorderly Conduct Arrest, 253 Washington Place. Subject was intoxicated and tried to start a physical fight with other persons at the residence and was asked to leave. The subject continued to be disorderly while officers were on scene and was arrested for Disorderly Conduct.
 - Grand Theft, 390 Muddy Creek Lane. Victim reported that her ex-boyfriend took a .22 revolver without consent when he moved out of the residence.
- 09/05/17
 - Theft, 124 East Lindenwood Circle. An edger was stolen from the yard while victim went inside to use the restroom.
 - Grand Theft, 180 Seton Trail. Suspect took the victim's safe which contained over \$10,000 in currency and jewelry.
 - Traffic Arrest, 100 Block of South Nova Road. A traffic stop was initiated for two subjects racing on the roadway, both were detained.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 44
 - Number of Uniform Traffic Citations Issued: 37
 - Number of Written Warnings Issued: 7
- Traffic Crash Reports
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated
- 39 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and fifty-nine (59) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port – The Contractor is working to install additional insulation, re-frame, drywall and paint to complete the project.
 - Police Department Fence – The perforated panels were installed and the project is complete.
 - Sanitary Sewer Inspection – The Contractor is on-site this week working in the 5M sub-system (South Misner Branch).
 - 2017 Roadway Resurfacing – The Contractor will be striping Amsden Road, Bosarvey Drive, and Lake Bridge Drive over the next 2 weeks.
 - South Peninsula Reclaimed Expansion – The Contractor continues with installation of 16" reclaimed main on South Halifax north of Seminole Drive. Work has begun with side street main installation starting at the south end of the project and proceeding northerly from Ormond Shores Drive. The Contractor continues to work installing check valves on potable services ahead of the main installation.
 - CDBG 2017 Trail & Sidewalk – The Contractor is working in Central Park grading, forming, and pouring the concrete trail. The project is 65% complete.

- Ph III 2-Inch Water Main Replacement – Peninsula – The Contractor has requested the Notice to Proceed be issued with a date of September 12. Contractor has completed taking pre-construction video and photographs. Shop drawings and materials specifications are being reviewed.
- Ph III 2-Inch Water Main Replacement – Mainland – A Notice to Proceed was issued with an effective date of September 18th.
- CDBG - Huguenot Park – The layout was approved and the Contractor will begin work after Labor Day.
- Street Light Maintenance – The project is complete.
- Sandpiper Lane Drainage Improvements – Contracts have been sent to the Contractor for execution and bonding.

- 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 has submitted permits to FEC RR and Volusia County,
 - West Ormond Community Center – Staff had a meeting to review the first draft report with the Consultant. A revised draft has been submitted which will be reviewed by staff.
 - 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. They have completed their bidding of the project and have submitted a Guaranteed Maximum price proposal. The project is scheduled for CC approval at the September 19th meeting.
 - WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. 60% 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 has received the ACOE permit. City received notice from FIND that the City's application has made the funding list. FIND will meet on September 27 to determine funding award amounts for the various projects that submitted. 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 met with Julia Trulio to discuss if Mainstreet would approve of an additional \$400,000 coming from the CRA Fund Reserves be used to support project construction. Assuming FIND funds the full amount that was requested. Julia indicated she was in favor of doing this but also was wondering if Mainstreet might be able to apply to the Racing District for a grant. She said she would look into this and get back with staff.
 - WWTP Sludge Dewatering Improvements – Staff received a preliminary design report that compared centrifuge technology to screw press technology for dewatering sludge at the WWTP. Based on the report it was decided that centrifuges provided more flow and were best suited for operation at the WWTP. The consultant is proceeding with final design.
 - Effluent Outfall Replacement – One bid was received for the project. Staff and the engineer will be reviewing it to determine if a bid award recommendation will be made.
 - Forest Hills Connector Trail – 100% plans and estimates have been submitted to FDOT along with required LAP forms. Bid documents are being completed for review by FDOT.

- CDBG (canoe kayak launches) – Staff is reviewing written proposals for the installation of the stored materials.
 - Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
 - Fleming Ave Stormdrain Improvements – FEMA is reviewing the HMGP grant application.
 - 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 plans and bid documents were approved at the August 15th City Commission meeting, and the project has been advertised for bidding. Bids are due on September 20.
 - Water Plant Upgrades – The Consultants are preparing 30% plans for review.
 - Secondary Raw Water Main – The Consultants are preparing 30% plans for review.
 - Wastewater Plant Influent Pump Station – FPL has completed their power quality study and is coordinating with our Consultants on potential fixes.
- Departmental Activities
 - Reviewed weekly SWMP and Fence Permits through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Hull Road and Harmony Road multiple new pole installations and replacements, per FPL request.
 - Researched old as-built files of available utilities along Wilmette Avenue and provided PDF copies to FPL Consultant, per request.
 - On-site meeting with homeowner at 6 Riverbluff Drive to discuss storm drainage concerns regarding the new residence being constructed adjacent to his property.
 - Completed additional topo survey of Sandy Oaks Drainage structures, modified the Drainage Map based on added field data, and created a Stormwater Profile exhibit.
 - Began sketch and legal description for 2 Sea Harbor annexation, per Planning Department request.
 - Completed layout of sidewalks and parking lot for Huguenot Park improvements.
 - Created plan set for Clyde Morris Manhole Rehabilitation.
 - Updated Forest Hills Connector construction drawing set to reflect 100% plans.
 - Completed elevation shots at 4 Riverbluff Drive to verify proposed Finished Floor Elevation (FFE).

Environmental Management

Street Maintenance - Asphalt/Concrete

- Remove depression of asphalt and pave on St Mark Cir
- Filled small pothole in road on Northbrook Ln
- FDOT sidewalk inspections Citywide
- Begin removal of Ames Park
- Assisted in distributing sandbags

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed Palm on S Washington St
- Trimming in Ormond Lakes
- Assisted in distributing sandbags

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Blow 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
- Assisted in distributing sandbags

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
- Ordered Sign Shop materials
- Straighten signs Citywide
- Checking signs in various areas Citywide
- Installed (2) new residential Speed Limit signs at South Forty & Clyde Morris & SR40
- Assisted in distributing sandbags

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
- Spray weeds Citywide
- Ditch maintenance on 600 block of Division Ave
- Manhole repair on Spiveys Ct
- Basin inspected on 100 block of Horseshoe Trl
- Sinkhole investigation Citywide
- Assisted in distributing sandbags

Vactor

- 1000 block of JAD/Havenwood Trl
- The Trails

Mowing

- Reachout on Pineland Trl

Fleet

- Mileage traveled by all departments for the week: 27,655
- PM Services completed for the week

- Emergency Vehicles and Equipment: 2
- Non-Emergency Vehicles and Equipment: 20
- Road Calls for the week: 4
- Quick Fleet Facts:
 - Fuel on hand: 9,142 gallons unleaded 8,291 gallons diesel
 - Fuel used in one week: 2,022 gallons of unleaded and 1,620 gallons of diesel.
 - Fleet completed 33 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. A request for additional services was received from the consultant. This request for additional services was reviewed and discussed with the engineer and a revised scope was received. A work authorization memo is being prepared. Bid plans and specifications are being prepared. A bid request approval form is being processed.
 - Clyde Morris Boulevard Manhole 10999 Rehabilitation – Permit plans and the application were prepared and forwarded via e-mail to Volusia County. Work is delayed due to Hurricane Irma. Exact Schedule to TBD.
 - Water & Wastewater Chemical Purchases – Award recommendation memo was rescheduled for the September 19, 2017 City Commission meeting.
 - Fire Hydrant Replacement – FDOT permit received for hydrant replacements on A-1-A. Contractor work schedule TBD.
 - 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.
 - Lift Station 10M & 12M Rehabilitation: Contract documents were executed by the contractor. A preconstruction meeting is scheduled on September 13, 2017.
 - Phase III 2-inch Water Main Replacement – Mainland – Project start date is TBD.
 - Phase III 2-inch Water Main Replacement – Peninsula – Contractor completed pre-construction videos and photographs of existing conditions.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Contractor resumed work in the 5M system.
 - Secondary Raw Water Main – Survey for proposed piping route is being performed and easement needs are being identified.
 - Shadow Crossings Force Main Improvements – Received disc of as-built drawings from the contractor.
 - Sodium Bisulfite Tank Replacement – Bids were received. Two bidders were below the project's estimated budget.
 - 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 over-coating the finish instead of sandblasting and painting in order to reduce project costs. Met with tank repair vendor to visit the Water Plant, Breakaway Trails and Leeway Tank sites and obtain recommendations for reducing costs for the tank rehabilitation project.
 - South Peninsula Reclaimed Expansion Project – construction underway on the 16" main on South Halifax.
 - Water Plant Aerator Housing Rehabilitation (CIP) – The vendor is scheduling a site visit to inspect the locations where water is dripping on the outside of the enclosure to determine the best method for stopping the leaks. Staff provided a punch list to the contractor.
 - Water & Wastewater Plant Sludge Dewatering Improvements – Staff feedback regarding the dewatering equipment evaluation study is under review by the Consulting Engineer.
 - Water Plant Upgrades (Lime Slaker & Chlorine Generator) – Thirty percent plans are being prepared for review.

- WWTP Influent Pump Station VFD Replacement – FPL reviewed the power quality study and is coordinating with the consultant on potential options.
- WWTP Outfall Pipe Repair – One bid was received and is being evaluated.
- Utilities SCADA Upgrades – A meeting was held to discuss the revised software RFP.
- Preparatory activities underway for approaching storm Irma.
- SPRC Projects (Utilities Review)
 - Celedine – Received revised plans for review.
 - Launch FCU Credit Union – Reviewed missing plan sheet. Discussed easement request for the new raw water main. The developer prefers south property line for the easement.
 - Ormond Gateway – Met to discuss the phasing of the project.
 - Security First – Received plans for review. Met to discuss the project.
 - YMCA Parking (over ROW) – 500 Sterthaus Drive: Reviewed plans. Utility Department comments were addressed.
 - 100 N. Halifax – Received revised plans for review.
 - 589 S Yonge St – Water main broke while contractor was excavating to pour a concrete driveway. The main was about 1 foot deep. Met with design engineer and contractor to resolve the issue.
 - 692 S Yonge St – Received annexation request for review.
- Water Treatment
 - Delivered 36.66 million gallons for the week ending September 1, 2017 (5.24 MGD).
 - Backwashed 9 filters for a total of 416,000 gallons backwash water.
 - Raw water average daily withdrawal rate from all wells through August 31, 2017 @ 6.335 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
 - Produced & hauled 27 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 33.59 Million Gallons.
 - Influent flows average for week @ 4.80 MGD, plant designed for 8 MGD.
 - Produced 21.35 Million Gallons of Reuse.
 - Produced 12.24 Million Gallons of Surface Water Discharge.
 - Annual Average (August 01, 2016 – July 31, 2017) for Surface Water Discharge 0.980 MGD.
 - Hauled 97.90 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 13 water leaks.
 - Installed 2 new residential water meters.
 - Replaced or repaired 13 water meter boxes.
 - Replaced 6 water services or meter assemblies due to low flow or leaks.
 - Performed pressure testing of 7 City owned backflow preventers. Repaired 1 and installed 1 BFP on City Irrigation services.
 - Responded to 18 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Performed maintenance on 7 fire hydrants Airport Rd.
 - Removed an abandon 2" WM connection on Mayfield Terrace due to a continuous leak identified through leak detection equipment.
 - Repaired a 1" automatic flushing device on Alexander Ct.
 - Rescinded all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 111 regular and 5 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 17 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 0 reuse trouble call.

- Recorded 2.2 inches of rain at BAT over the weekend
- Responded to 8 Request for Utility Verifications for residential and commercial properties.
- Continuing to locate sanitary services for boring contractor.
- Locating FM valves for manhole rehab on Clyde Morris
- Replaced broken tank at 3 Bent Stream.
- Assisted PPS in pigging of A1A force main.
- Assisted Streets in repaving at 850 John Anderson Dr.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 0/*psi, Ocean Mist Hotel @ 0/* psi, Ormond Mall @ 0/0psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 6/6 psi, Westland Run 8/8 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
- Wastewater Plant – Lift Stations
 - 1P, Called by Answering Service, noisy station operation, found noisy operations at #2 pump, noise is intermittent and cleared while test running pump, will isolate and repair during normal business hours, ok.
 - Ormond Lakes #1 – high run hours at local hour meters, deragg both check valves, ok.
 - 8P, follow up from call out, problem determined to be corroded connection at terminal block leading to pump controller, corrected wiring and replaced controller, also replaced pump #1 thermal overloads, ok.
 - 2P, assist Collections as needed with line cleaning due to Contractors hitting and breaking underground lines causing sand and debris to infiltrate collection system, ok.
 - Shop, refurbish removed check valves from Smith & Loveless stations for future inventory & use as needed.
 - Clarifier #1, support rod broken at sweep arm, remove damaged section of rod and secured arm, ok.
 - Effluent Transfer Pump #1, phase fault, replace fuse at control panel, ok.
 - 7P, FPL scheduled outage, support as needed with GenSet, ok.
 - 11M, RTU check, replaced corroded battery terminals, ok.
 - Conductivity Meter stopped reporting in SCADA, cleaned probe and cycled power, ok.
 - 8M connect generator status at RTU to report through WIN911, ok.
 - Shop/Office, clean all areas.
 - Influent Room, oversee transfer of pump positioning status, ok.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: 8P, high level, found wet well high, pump 1 starter tripped, pump 2 not being called as lag pump, pump station down in hand operation, reset pump 1 and place pump 2 into lead until follow up during business hours; McDonalds, uneven starts, clean probe, ok; 1P, uneven starts, deragg transducer, clean back up floats, repair leaks in vacuum system, ok.
 - SCADA monitor/response: 1M, high starts, clean probe, ok; San Marco, no starts #2, reset motor starter, ok; Shadow Crossings, Ormond Lakes #4, high starts, clean and degrease probe, ok; McDonalds, uneven starts, clean probe, ok; 1P, uneven starts, deragg transducer, clean back up floats, repair leaks in vacuum system, ok.
 - SCADA technician activities: Friday end of shift Test of Win911 @ WWTP, Lift station/Reuse SCADA server locked up, returned to full operation after several reboots; Win911 text modem not initializing with server reboot, Changed USB port configuration for Win911 text modem, ok; Developed learning objectives and created schedule of projects for Intern; Prepared for SCADA Progress meeting with M&C, final meeting for software RFP.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Monthly Plant PM's: Sand Filters, #1, #2, #3.
 - Lift Station PM's: 20 monthly performed and 0 annual.
 - 50 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System

- South Plant MCC, loss of FPL power, Generator started and ran as designed, contacted FPL for repairs, South transformer was replaced by FPL and service restored.
- Bird Centrifuge, Motor not responding, VFD has failed, replacement VFD will be ordered.
- High Service pump #5, complete pump reassembly, test and return to operations for use.
- High Service pump #7, install flex conduit and wiring, make connections at VFD and motor, test run, ok.
- RO Clear well, transfer pump 2 VFD not-functional after FPL power transformer failure, replace VFD with shop stock and program, return to service, ok.
- Monthly PM's: all Rima wells.
- Laurel Creek Storm Water, while rebooting SCADA server, noticed VFD#2 failure alarm, cleared alarm at station and returned to service, station level was 2.7 ft with Opti set point of 3.0 ft. No pumps were running and they did not seem to be cycling, ok.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Monitoring Sewer Collection System – Staff is evaluating the latest laboratory results in the continuing effort to reduce the copper being received by the WWTF. The sampling compositors have been removed in anticipation of the hurricane.
 - Quarterly FDEP Consent Order Report – Staff submitted the 3rd quarterly report for the consent order for previous year effluent exceedances of copper at 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 Department is currently reviewing the City's request for closure of the order.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Total Coliform Sampling Plan – Staff is updating the current sampling plan at the request of the FDOH to ensure compliance with Revised Total Coliform Rule. Over 60 total coliform samples are collected monthly throughout the service area.
 - Cross Connection Control – Staff is contacting commercial customers which are missing a backflow (BF) prevention device on their potable water line. The BF device is required by Ordinance and prevents water from reversing flow into the City's water supply.
 - Backflow Prevention Device Compliance – The City's Cross Connection Control program relies heavily on the City's commercial potable water customers to certify their BF devices. Currently, the City's commercial device management program has achieved 86% compliance rate. This represents continued improvement from year to year.

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
- Staff attended Customer Service Training Seminar
- Assistant City Clerk attended and provided support for September 8, 2017 Police Officers' Pension Board Meeting
- Staff attended and provided support for September 5, 2017, City Commission meeting
- Agenda packet preparation for September 19, 2017, City Commission meeting
- Hurricane Irma preparation