

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 22, 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:

- General discussion meetings with Police Chief, Fire Chief, Planning Director and HR Director
- Prepped for speaking engagement, Rotary Ormond Beach
- Agenda review

Spoke to, attended and/or met with:

- Assisted Mayor Partington with Tomoka Elementary third grade students' visit to City Hall
- Team Volusia meetings
- Beachside Redevelopment Committee meeting
- Senior staff and citizens Mr. Calamis and Mr. Herzog regarding Stratford Place drainage
- Senior staff and Mr. Beckman regarding PAL programs

Community Development

Planning

- No activity of note to report

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued
- 470 inspections performed within the City (25 by Private Provider)
- 108 permits issued within the City with a valuation of \$2,827,747.00

Development Services

- The SPRC met with representatives to review: 1) redevelopment plans for a mix use 5-story commercial ground floor with 22 residential units on the upper floors (100-116 East Granada Blvd); and 2) development plans for a storage building at 906 North US 1.
- The following projects and percent of completion is as follows:

	Project	% Complete
1.	146 North Orchard Street	95%
2.	783 North US 1	35%
3.	589 South Yonge Street	60%
4.	Antares of Ormond Beach	0%
5.	Bear Creek Bridge Work	98%
6.	For Our Parents ALF	10%
7.	Granada Oaks	75%

8.	Hull's Seafood expansion	5%
9.	Launch FCU	15%
10.	Lot 2, Airport Business Park	0%
11.	McDonald's (100 S. Nova Road)	90%
12.	Pet Street Veterinary Care center	40%
13.	Thomas & Betts parking improvements (phase 1)	30%
14.	Valiant Diner Expansion	85%
15.	YMCA Dog Park	5%
16.	YMCA Parking Expansion	5%
17.	Zaxby's	0%
18.	5500 Ocean Shore, utility connection	93%
19.	Plantation Oaks, utility connection	82%
20.	2450 Ocean Shore, utility connection	60%
21.	Cypress Trails subdivision	0%
22.	Ormond Renaissance Condo-clubhouse	100%

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. The site plan was approved by the SPRC and land clearing is expected to begin in January of 2018. This week the plat has been resubmitted to SPRC and will be scheduled for a hearing with Planning Board in January. Once approved, the plat will be submitted to the City Commission for approval. A conference call with FDOT was conducted to discuss proposed roadway improvements to US 1, which will require a traffic study in determining mitigation measures.
- Airport Business Park
 - Staff has prepared a new Growth Assistance Program application for Concentrated Aloe as the company was delayed in the construction of their manufacturing plant on Lot 2 in the Business Park and has requested staff to process its formerly approved Property Tax Reimbursement application. The GAP Agreement is scheduled for review by the Commission at the January 16 meeting.
 - Staff is preparing 2 applications to the Florida Department of Economic Opportunity's Florida Job Growth Grant Fund. One will be for the construction of Business Park Way, which will connect the northerly section of the Airport Business Park to Pineland Trail. This grant application also covers construction cost for proposed roadways within the Southwest Quad at the Airport. A second grant application is being prepared for the water line extensions for the north US 1 area of the City, which will benefit Ormond Crossings and other development projects in the US 1 corridor.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff has updated the City's Economic Development marketing packet. Copies were distributed to the Mayor and Commissioners.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- Repairs commenced this week on the large hangar near Gate 9. The hangar, owned by Sunrise Aviation, suffered significant damage from hurricanes Matthew and Irma. Repairs on this hangar were delayed due to the limited availability of materials and qualified contractors in the aftermath of these storms.
- Staff requested and received five proposals from qualified firms to perform survey work related to the Airport Access Road project. McMillen Surveying, Inc. provided the most competitive quote and will be engaged to perform this work.
- Staff scheduled cleaning and maintenance of the large mylar sunscreens that protect personnel on duty in the cab of the air traffic control tower.
- The completed Environmental Assessment (EA) Report for the projects to extend Runway 8 and Taxiway Alpha was advertised in the Daytona Beach News-Journal on Sunday, December 17, per federal requirements. The EA report is available for review at City Hall and also via the airport page of the City's website, www.ormondbeach.org. Upon completion of the 30 day advertisement period, final FAA review and the required National Environmental Policy Act process, the FAA will issue a Finding of No Significant Impact (FONSI). Issuance of the FONSI is needed before the design phase for the runway and taxiway extension projects may commence.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City has been obligated by FEMA for four of the City project worksheets; due to City is \$6.1 million. Project assessment and reimbursement submission will continue.
 - FEMA assessment and project planning for Hurricane Irma is in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
- Completed Projects - Weekly
 - Processed 57 Journal Entry Batches.
 - Approved 34 Purchase Requisitions totaling \$214,665.16.
 - Issued 41 Purchase Orders totaling \$963,053.08.
 - Prepared 142 Accounts Payable checks totaling \$608,920.78 and 41 Accounts Payable EFT payments totaling \$594,356.70.
 - Prepared 8 Payroll checks totaling \$5,268.12 and 342 Direct Deposits totaling \$446,073.06.
 - Transferred IRS 941 payment of \$160,693.75.
 - Issued 403 past due notices on utility accounts.
 - Auto-called 21 utility customers regarding receipt of a past due notice.
 - Processed 626 payments through Interactive Voice Response System totaling \$61,270.92.
 - Grant money fiscal year-to-date total received, \$209,867 dollars.

Grants/PIO

- Public Information releases
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed Tomoka Elementary School Field Trip to City Hall.
 - Attended meeting for Racing District presentation in January 2018.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 11
 - Hazardous: 6
 - EMS: 100
 - Motor Vehicle Accidents: 12
 - Public Assists: 47
 - TOTAL CALLS: 180

 - Aid provided to other agencies: 10 Calls – Daytona Beach (3), Volusia County (7)
 - Total staff hours provided to other agencies: 7
 - # of overlapping calls: 42
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
 - Total EMS patients treated: 84
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 201
- Training Hours
 - NFPA 1001: Firefighting 12
 - NFPA 1002: Driver 2
 - NFPA 1500: Safety/Equipment 7
 - EMT/Paramedic 15
 - TOTAL TRAINING HOURS: 36
- Station Activities
 - Updated 7 pre-fire plans
 - Inspected 101 fire hydrants
 - Participated in the Hanukkah Event at Esformes Chabad Lubavitch Jewish Center
 - Visited Tomoka Elementary children at City Hall for their field trip
- Significant Incidents
 - 12/15/17, 7:24 PM: 733 W. Granada Blvd. – Motor Vehicle Accident – Upon arrival found a pedestrian in roadway after being struck by vehicle – two firefighters assisted EVAC during transport of trauma alert patient.

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.
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) open 12-5-17 until 12-22-17. Advertised on City web site, governmentjobs.com, and internally.
 - Utilities Engineer (Water Production/Public Works) open 12-5-17 until 1-5-18. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Wastewater Collection/Reuse/Public Works) re-advertised 12-15-17 until 1-5-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Events Technician (Leisure Services) re-advertised 9-18-17 until 12-22-17. Advertised on City web site, governmentjobs.com, and internally.

- Applications Under Review
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)

- Interviews Scheduled

- Planning Director (Planning)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Office Assistant II (Records/Police)
 - Firefighter/EMT (Fire)
 - Part Time Maintenance Worker II (Parks/ Leisure Services)
 - Recreation Center Coordinator - Environmental Discovery Center (Leisure Services)
 - Office Manager (Leisure Services)
- Separations
 - Planning Director (Planning)
 - Assistant City Clerk (Support Services)
- Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
- Risk Management Projects
 - American Cancer Society/Relay For Life event planning

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 – Human Resources/Payroll. Onsite training for Finance, HR and IT.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 19
 - Completed: 39
 - In progress: 58
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,439
 - Inbound E-Mails Blocked: 11,283
 - Delivered Inbound E-Mails: 22,156
 - Quarantined Messages: 271
 - Percentage Good Email: 66.3%
 - Virus E-Mails Blocked: 31
 - Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 1
 - Corrections: 1
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,456

- Meters GPS Located this week: 44: total in system = 23,639; 22,854 potable, 774 irrigation, 11 effluent
- Notable Events: None

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works Staff meeting
- Janitorial Services meeting
- Met with Landscape Contractor for weekly updates
- Park visits
- Santa's Breakfast
- Met with Legal Department regarding rental agreements
- Meeting regarding Brazilian pepper trees

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
- Update flyers for upcoming programs
- Prepare items for new EDC Coordinator
- EDC Coordinator meeting
- Update rental forms

Athletics

- Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 p.m.
- SHS girls' soccer team continued practices Wednesday on Soccer Field 5 at the Sports Complex and had a home varsity game on Tuesday this week at 5 p.m. The boys used Championship Field 7 for games on Monday and Tuesday at 5:30 p.m., 7 p.m. and 7:30 p.m. Practice was Wednesday at 6:30 p.m.

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
- Cleaned all sports parks daily of debris/trash from the events during the week
- Dragged Osceola and South Ormond infields
- Painted/prepped for SHS soccer games
- Hauled clay, turface, etc. for laser grading South Ormond and Nova Fields 1 and 2
- Installed batter's eyes at Wendelstedt Field 2 and 3
- Sprayed weeds at shuffleboard courts
- Removed goals, benches, toters, corner flags and portable lights from Soccer Fields 6 and 8, as well as Championship Field 7
- Started prep work at Wendelstedt fields for upcoming umpire school

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 a.m. to 4:00 p.m.

Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Wednesday.
 - Follies held regular classes Monday through Thursday
 - Ormond Church held services Sunday.
- The Performing Arts Center hosted the following events throughout the week:
 - WyoTech Graduation Ceremony, Tuesday, 11am to 12pm
 - Little Feet Academy Christmas Pageant, Thursday, 4pm to 8pm

South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11 p.m. daily
- Open gym
- Jazzercise Monday
- Basketball games Monday and Wednesday

Community Events

- Weekly administrative tasks, office work, and activities
- Transporting Santa and Mrs. Claus to various locations for Santa on the Go
- Letters to Santa – responding to letters to be mailed
- Setup, work and strike for Santa's Breakfast
- Cleanup and organizing of all equipment and supplies from December holiday events
- Preliminary planning of 2018 events January-April

Gymnastics

- December session in progress
- Registration is open for December session
- Trial classes are being offered to attract new students
- Competitive students are preparing for their first competition in January

Nova Community Center and Special Populations

- FitGyms conducted their person 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 acting classes continued at various times throughout the week.
- Youth Basketball League continued to hold games this week.
- The Lunch Bunch Club and Explore the Arts met on Wednesday.
- Challenger Basketball ended their session on Tuesday.
- Calvary Christian basketball teams rented the gym to practice for their games.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m.
- The Department of Leisure Services hosted Breakfast with Santa on Saturday at The Casements from 8:00 a.m. to 11:00 a.m.
- Seaside Herb Society held their monthly meeting on Saturday at Bailey Riverbridge from 9:00 a.m. to 12:30 p.m.
- Salty Church hosted their Christmas Celebration on Saturday in Rockefeller Gardens from 3:00 p.m. to 8:00 p.m.
- Pilates classes met Monday, Wednesday, and Friday at The Casements.

- Yoga class met on Tuesday morning at The Casements.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Central Park I: Install two posts and chain at new opening to park to allow access for City trucks, and repair cracked sidewalk with assistance from Streets and contractor
- Huguenot Park: Cleaned up debris
- Andy Romano Beachfront Park: Repaired coquina barbeque grill to seal small crack

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
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Checked for roof leak at Nova Gym
- Run new circuit for concessions at SONC
- Replaced three roof panels on Field 2 third base dugout at Wendelstedt
- Hung photos and patches at the Police Department
- Replaced four fountain lamps at the PAC
- Checked grid snail guardrail at the WWTP
- Replaced the breaker for the dimmer rack at the PAC
- Installed two bathroom sink faucets at Andy Romano
- Repaired the wall under the A/C in the press box at Sports Complex
- Repaired two lights in the gym at Nova
- Replaced restroom exit button at Andy Romano
- WTP – removed broken concrete wall sections and met contractor for temporary fence
- Repaired the field house men's room toilet at Sports Complex

Police Department

Administrative Services

- Hosted the weekly staff meeting.
- Staff attended the graduation ceremony at Daytona State College.
- Staff hosted a meeting with the City Attorney.
- Staff attended the Crime View meeting with the Volusia County Sheriff's office.

Community Outreach

- Santa on Patrol, giving out toys to area children.
- Last week, Ormond Beach Middle School students enrolled in the Science on Patrol program toured the police department. The program concluded on December 19 with a parent night.
- The Annual OBPAL holiday was held at the South Ormond Neighborhood Center on Wednesday, December 13 from 5:30 p.m. to 7:30 p.m.

Community Services & Animal Control

- Animal Calls responded to: 39
- Animal Reports: 3
- Animals to Humane Society: 1
- Animal Bites: 1

Criminal Investigations

- Cases Assigned:29
- Cases Cleared by Arrest/Complaint Affidavit:11
- Cases Exceptionally Cleared:7
- Inactive:3
- Fraud:7

- Burglary Business:5
- Burglary Residential:1
- Larceny Car break:4
- Grand Theft:3
- Recovered Missing Persons:1
- Police Information:1

Records

- Walk - Ins / Window:93
- Phone Calls: 99
- Arrest / NTA'S:25
- Citations Issued:45
- Citations Entered:20
- Reports Generated: 146
- Reports Entered:124
- Mail/Faxes/Requests:28

Patrol

- Total Calls: 1,178
- Total Traffic Stops: 117

Operations

Crime Opportunity Report Forms: 62

- 12/13/17
 - Stolen Vehicle, 6 Springwood Trail. Vehicle taken from the driveway overnight.
 - Stolen Vehicle, 40 Lake Walden Trail. Vehicle taken from the driveway overnight, may have had a spare key located somewhere on the vehicle.
 - Larceny, 12 Cameo Circle. Bicycle taken from the yard of the residence.
 - Warrant Arrest, 1119 Parkside Drive. Subject contacted and found to have an open warrant.
 - Battery Domestic Violence Arrest, 19 Wild Cat Lane. Subject battered her husband.
- 12/14/17
 - Larceny Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed items in his pockets and left the store without attempting to pay for the items.
 - Larceny Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed multiple items into her shopping cart and attempted to leave the store without paying for the items.
 - Traffic Arrest, 1500 Block North Beach Street. Subject contacted during a traffic stop where narcotics were located.
 - Theft of Utilities (electricity), 465 Bryant Street. Officer responded to a call of theft of electricity.
 - Narcotics Arrest, West Granada Boulevard/North Beach Street. Traffic stop was conducted where narcotics were located.
 - Warrant Arrest, West Granada Boulevard/North Washington Street. A traffic stop was conducted where a subject was found to have an open warrant.
- 12/15/17
 - Stolen Vehicle, 280 Destination Daytona Lane. A trailer was taken from the parking lot.
 - Aggravated Battery Arrest, 55 North Nova Road. Victim was struck several times with a wooden stick.
 - Battery Domestic Violence Arrest, 300 Block West Granada. Subject struck her boyfriend in the head.
 - Carbreak, 200 Rio Pinar Drive. Unlocked vehicle where a firearm was taken.
- 12/16/17
 - Theft, 707 South Atlantic Avenue #124. Cash stolen from a motel room.
 - Warrant Arrest, Bovard Avenue and Vining Court. Subject contacted and found to have an open warrant.
 - Battery Domestic Violence Arrest, 150 North Nova Road. Subject contacted after a disturbance.

- Battery Domestic Violence Arrest, 475 Grandview Avenue. Subject contacted after a disturbance.
- 12/17/17
 - Battery Domestic Violence Arrest, 1651 North United States Highway One. Subject contacted after a disturbance.
 - Traffic Arrest, 24 Glen Arbor Park. A traffic stop was conducted where a subject was found to be driving while license suspended.
 - Driving Under the Influence Arrest, 690 South Nova Road (7-11.) Vehicle was witnessed driving through the bushes and striking the sign at the business.
 - Battery Domestic Violence Arrest, 324 Park Place. Subject contacted after a disturbance involving herself and her brother.
 - Battery Domestic Violence Arrest, 205 Oak Grove Street. Subject contacted after a disturbance.
 - Stolen Vehicle, 1614 North United States Highway One (Econo Lodge.) Known subject left the area with the victim's vehicle and did not return.
 - Stolen Vehicle, 2100 Block Old Dixie Highway. Subject left his vehicle on the side of the roadway while fishing and it was taken.
 - Burglary Business (Attempted), 197 North Yonge Street. Officers responding to an alarm gained information regarding a suspect vehicle that was later apprehended.
 - Narcotics Arrest, 600 Block South Nova Road. Traffic stop was conducted where narcotics were located.
- 12/18/17
 - Stolen Vehicle, 1530 Crown Ormond Lane #521 (Reserve at Ormond Apartments.) Unlocked vehicle was taken over the weekend and recovered by Daytona Beach Police Department.
 - Burglary Business, 144 South Nova Road #116 (Peggy's Whole Foods.) Rear door of the business was pried open, cash drawers and a laptop was taken.
 - Burglary Business, 1035 North United States Highway One. Forced entry, multiple cases of seafood and meat were taken.
 - Larceny Carbreak, 70 Oakmont Circle. Unlocked vehicle was entered, sunglasses were taken.
 - Larceny Carbreak, 110 Papaya Drive. Unlocked vehicle was entered, envelope containing cash was taken.
 - Battery Domestic Violence Arrest, 547 Collins Street. Subject contacted after a physical confrontation.
- 12/19/17
 - Burglary Business, 281 South Atlantic Avenue (Days Inn Mainsail). Known subject took a television from the business and pawned it in another jurisdiction.
 - Shoplifting Arrest, 795 West Granada Boulevard (CVS). Subject exited this location with merchandise that he did not pay for.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops:32
 - Number of Uniform Traffic Citations Issued:13
 - Number of Written Warnings Issued:18
- Traffic Crash Reports
 - Number of Crashes without Injuries:5
 - Number of Crashes with Injuries:6
 - Number of Fatal Crashes:1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 3 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 10 Cases initiated

- 10 signs have either been removed or sign cases created.
- 7 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and fifty-seven (57) telephonic inquiries.

Public Works

Engineering

- Project Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The Contractor is addressing punch-list comments from the walk through of Zone 1 last week, work has progressed to Valencia Drive for installation of the reclaimed water main.
 - CDBG 2017 Trail & Sidewalk – The contractor is 85% complete pouring new concrete and restoring the project sites.
 - Ph III 2-Inch Water Main Replacement – Peninsula – The Contractor continues to install mains and services on the South Peninsula while clearances are being finalized for the North Peninsula.
 - Ph III 2-Inch Water Main Replacement – Mainland – Contractor is pressure testing and clearing the line for service on Wildwood Trail. Work continues on East River Oak, Fir, and Pine Streets.
 - CDBG - Huguenot Park – The project is 95% complete.
 - Sandpiper Lane Drainage Improvements – Construction is complete.
 - Ormond Sports Complex Field 4-10 Lighting – The Contractor ordered all project materials and is working on-site to install required electrical system. The project is 25% complete.
 - CDBG (canoe kayak launches) – Both installations are scheduled to begin in January 2018.
 - ARBFP Ramp Repair – The project is complete.
 - Traffic Signal Maintenance – The work is complete.
 - Bailey Riverbridge Fishing Pier & Cassen Park Finger Piers – Staff issued Purchase Orders and the Contractor is scheduled to begin work on both projects in January 2018.
 - Ormond Elementary Parking Lot Lighting Upgrade – The materials have been ordered by the Contractor.
 - Memorial Gardens Parking Lot Improvements – Contractor is scheduled to begin work in January 2018.
 - North US1 Landscaping Ph II – Bid was awarded at the November 21 Commission meeting, contracts are being executed.
 - Design Projects:
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends along north US1 to the City Limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings which will provide a redundant loop for US1 along the length, and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. Phase 2 will extend a new 12-inch water main from Airport Road South along US1 to “Double Barrel” the existing single 12-inch water main. Staff is applying to the State for an Economic Development Grant that, if approved, will pay for the construction cost for the water main improvements (\$2.05 million).
 - Ormond Crossings Utility Extensions – The Engineer has submitted a proposal to staff for adding the design of the looped water main described in the North US1 Water Main Improvements above. FEC Railroad permits for extending the water main/sewer force main under the railroad on Broadway Avenue have been approved.
 - West Ormond Community Center – Staff had a meeting to review the first draft report with the Consultant. A revised draft has been submitted which is being reviewed by staff.
 - WTP Sludge Residuals Facility Improvements – Received 60% plans for review.

- Cassen Park Public Dock – Staff received notice of FIND's grant awards for this year. The City had requested \$422,439 from FIND and was awarded \$200,000. This leaves \$644,878 of the construction cost estimate of \$844,878 needing funding. Staff will be placing the FIND Agreement on the January 2 CC meeting for approval.
- 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 – A pre-construction meeting is being scheduled.
- Forest Hills Connector Trail – FDOT has provided comments on the bid documents; design plans have been finalized for final submittal.
- Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
- Fleming Ave Stormdrain Improvements – FEMA has approved the HMGP grant application and has sent an agreement that staff will schedule for CC approval.
- 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 – OptiRTC has provided a proposal to the City for additional stream level monitoring. Staff is reviewing this proposal that would allow the OPTI desktop to monitor these additional level gauges alongside the level at the Bennett Lane pump station.
- 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. It was discussed to consider constructing a new bait shop adjacent to the bathroom and raising the floor elevations to comply with the 100 year floodplain requirements. Staff intends to apply for an HMGP grant which would pay 75% of the cost. Staff is preparing a Work Authorization to the Design Consultant to apply for FEMA grant assistance to construct new restrooms.
- Rockefeller Gardens Stage Shade Cover - Structural engineering is in process to determine installation costs.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Staff will submit an ECHO grant application to help offset the cost to construct the project.
- OBSC Improvements – Championship Field 7 – Staff will submit a Daytona Beach Racing and Recreational Facilities grant application to help offset the cost to construct the project.
- Downtown Light Replacement – Staff is reviewing the bids that were opened on December 13.
- Water Plant Upgrades – The Consultant is incorporating staff comments into final design memo/bid documents.
- Secondary Raw Water Main – Staff is working with Consultant to set up a meeting with residents in proposed project area.
- Wastewater Plant Influent Pump Station – Staff is moving forward with the implementations recommended by the Engineer for this project.
- Tomoka Elementary Connector Sidewalk – Staff continues to work with FDOT to finalize this RFP.
- Williamson Blvd Pedestrian Improvements Staff continues to work with FDOT to finalize this RFP.
- Storm and Sewer Lining – This project is out to bid. A Pre-Bid meeting was held on December 21, and bid opening is scheduled for January 9, 2018. Addendum #1 will be issued December 22.
- Nova Community Park Electrical Undergrounding – FPL is preparing a proposal to underground their existing infrastructure. Staff is reviewing a proposal to underground our existing infrastructure.

- Police Department Roof – Working with Construction Manager to determine the final scope for proposals.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map has been prepared and staff is finalizing conceptual planting plan for design Consultant.
- CDBG – Streetlight Replacement – Staff is preparing the bid package for Volusia County approval.
- CDBG – Cassen Park Fire Hydrant – Staff is preparing the bid package for Volusia County approval.
- Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.
- A1A Manhole Repair – Staff is preparing bid documents for the repair of several manholes, predominantly north of Granada Blvd.
- Police Department Access Control – Staff is meeting with the Consultant to discuss comments on the 90% plan set.
- City Hall/SONC HVAC Repairs – A work authorization was issued to the City's Continuing Contract Mechanical Engineer TLC and 100% plans were submitted and are being reviewed.
- A1A Force Main Repair – Staff met with Consultant to discuss the scope of the project and request a proposal for design services.
- Departmental Activities
 - Reviewed weekly SWMP, Fence, Engineering Permits through the ProjectDOX system.
 - Reviewed plans and created Work-in-the-Right-of-Way permits for 925-929 Northbrook Drive directional bore, and 90 Knollwood Estates Drive, per Brighthouse request.
 - On-site meeting with Contractor for OBSC Sports Lighting project.
 - Modified CMP Lining maps, per Project Manager's comments.
 - Created table for OBSC Sports Lighting modified locations, and applied for FAA permits for OBSC Sports Lighting project.
 - Modified 2018 Road Resurfacing project maps, per Project Manager's comments.
 - Continued updating the Forest Hills Multi-Use Trail construction plan set, per FDOT comments.
 - Completed Tree-in-the-Right-of-Way locate at Hand Avenue/US1 intersection, per Neighborhood Improvement Division request.
 - Researched old drawing files for information on Tomoka Meadows and 3M Liftstations, per Utilities Division request.
 - Researched and provided additional right-of-way maintenance for Arroyo Parkway and Southland Road, per GIS request.
 - Researched as-built drawing files and provided PDF copies of the Ashford Lakes Lift Station, per Utilities Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Sidewalk installation on 400 block of South Beach St.
- Backfill and dirt in Huntington Woods subdivision
- Asphalt work on John Anderson & Jill Alison; filled depression on John Anderson

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
- Picked up tree in Memorial Gardens
- Removed banner on SR40 & Washington
- Removed tree and storm debris at US1 & Kenilworth
- Removed (3) trees on 400 block of Cherrywood St; (3) sycamores at west end of Cumberland Ave.

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- 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 Tomoka River bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- Trimming in various areas citywide
- Assisted concreted truck on S Beach St

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
- Replaced and straightened signs citywide
- Fabricated and delivered 6 signs for PD

Stormwater Maintenance

- Outfall repairs on Oak Forest Dr
- Locates citywide
- Checked for depression in road on Princess Cir & Mayfield Cir
- Inspection of gates & pumps citywide
- Debris pick up on Northbrook Dr.
- Cut tree and remove from ditch, dig out ditch on Selden Ave
- Dry wells maintenance citywide
- Basins inspected & cleaned citywide
- Well repair at Water Plant

Vector

- Timberline Trl; The Trails (Pine Cone); wet/dry well maintenance

Mowing

- Reachout on Wilmette Ave; Hull Rd; Northbrook Dr; US1
- Mowed pond & pump station at WW Plant & Bennett Ln
- Ditch mowing at RR tracks

Street Sweeping/Streetsweeper (sweeper down)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,348
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 10
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 12,007 gallons unleaded, 11,341 gallons diesel
 - Fuel used in one week: 2,074 gallons of unleaded and 832 gallons of diesel.
 - Fleet completed 29 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Yard Electrical and Pump Upgrades – Received a proposal for engineering design services to prepare a set of plans and specifications for electrical upgrades for lift station components only to include cost estimate for revised scope of work. Set up a meeting to discuss funding for the project.
 - Ground Storage Tank Repairs – Reviewed a revised proposal from CECS for tank repairs to address Legal Department terms, conditions and insurance concerns. The sentence pertaining to sovereign immunity needs to be removed. Contacted vendor to request that provision.
 - Lift Station Improvements 2018 – Met with consultant to discuss improvements needed at lift stations TM and 3M. No drawings are available. A field visit was performed on 12/18 to observe the work needed at the lift stations. Ashford Lakes lift station was added to the design proposal to include it in the bid documents as an additive alternate.
 - Lift Station 10M & 12M Improvements – Responded to contractor questions pertaining to the lift station control panel configuration.
 - Pretreatment Effluent Pump (PEP) Purchase – No bids were received. Plan holders are being contacted to determine why they did not bid.
 - Sodium Bisulfite Tank Replacement – Waiting for contractor to return an executed copy of the contract.
 - Utility Location Services – A draft bid document was distributed for review.
 - Water Plant Elevated Tank Demolition and Breakaway Trails Elevated Tank Recoating – Sent comments to OM Engineering for incorporation into their final proposal to prepare plans and specifications for recoating the Breakaway Trails elevated tank and demolish the Water Plant elevated tank. Awaiting a bid proposal for design of a monopole at the wastewater plant from Mead and Hunt.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Three (3) vendor proposals received. Selection Committee met on 12/13 to review and rank proposals received.
 - 1564 Poplar Drive – Reviewed request to release a utility easement. Utilities aren't affected.
 - 2271 John Anderson Drive – Permit applications are being executed.
 - SPRC Projects (Utilities Review)
 - Edgewell Fire Protection System – 1190 N US1: Reviewed submittals. Fire pump and the suction control valve were as discussed in previous meetings.
 - Kingston Shores Condo (5500 N. Ocean Shore Blvd.) Water Main Extension/Connection – Reviewed as-built plans.
 - Plantation Oaks – Received plats for Unit 1, 2B, 2C and 2D for review.
 - Security First – Permit application for off-site wastewater collection system improvements was received by FDEP.
 - Seven Eleven – 1204 Oceanshore Blvd: Received revised plans for review.

Water Treatment

- Delivered 34.67 million gallons for the week ending December 15, 2017 (4.95 MGD).
- Backwashed 9 filters for a total of 418,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 30, 2017 @ 6.011 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 81 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 34.11 Million Gallons.
- Influent flows average for week @ 4.87 MGD, plant designed for 8 MGD.
- Produced 21.38 Million Gallons of Reuse.
- Produced 12.73 Million Gallons of Surface Water Discharge.
- Annual Average (Nov 1, 2016 – Oct 31, 2017) for Surface Water Discharge 1.35 MGD.
- Hauled 124.43 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 21 water service leaks.
- Installed 4 new residential water services.
- Replaced or repaired 21 water meter boxes.
- Replaced 4 water services or yoke assemblies due to low flow or leaks.
- Responded to 26 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Repaired two 6" water main leaks on S. Beach St and John Anderson Dr.
- Performed valve exercising on 16 valves.
- Completed fire hydrant maintenance activities in Hunters Ridge subdivision.
- Performed two disconnections, one for a demolition and the other was a Finance Dept. request due to misuse of a water service connection.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 123 regular and 5 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 2 reuse trouble calls.
- Cleaned known trouble areas.
- Replaced broken PEP tank at 12 Coquina Ridge Way.
- Excavated & replaced broken back lid at 7 Spanish Pine Way.
- Repaired chamber and replaced pump at 30 Winding Creek Way.
- Cleared line at 131 Ormond Shores Dr. stoppage caused by boring contractor.
- Participated in walk-through for phase 1 of S. Peninsula reuse project.
- Investigated lateral hit at 52 Byron Ellinor by boring contractor, contractor will repair.
- Cleared line at 497 Riverside Dr. stoppage caused by boring contractor.
- Adjusted j-box & rewired 2 Canterbury Woods PEP system.
- Traced lateral for 1 Old Kings Rd. for demolition disconnect.
- Repaired broken lateral at 80 Pergola.
- Cleaned line at 27 Indian Trail.
- Cleaned gravity mains at Clyde Morris & Granada Blvd.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 7/8 psi, Ocean Mist Hotel 4/6 psi, Ormond Mall 2/2 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 13/13 psi, Westland Run 13/11 psi & Shadow Crossing Blvd. (4 inch) 7/7 psi.

Wastewater Plant – Lift Stations

- 6M – follow up from weekend call out, checked generator, reported fuel readings to Fleet.
- SCADA terminal, possible UPS failure at radio control cabinet, will monitor and test, ok.
- Sludge Feed Pump #1, motor speed varies intermittently from programmed speed, tagged out of service, scheduled for troubleshooting and repair.
- Alum Tanks, repaired overflow tank and plumbing.
- Influent Pump #2, would not start after generator test, gateway communication module not operational, replaced with one from #3 which is out of service, ok. Ordered replacement unit.
- Lift station SCADA server stopped reporting on Wednesday @ 2350, restarted Thursday morning, cleared full cache memory, ok.
- Effluent pump #1, cleaned and prep work in pump control panel.
- Influent Room, oversee transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: Towne Square, high level, dirty probe, cleaned probe, tested, ok;
- SCADA monitor/response: CP Foods, no starts #2, non-operational motor starter #2, additional troubleshooting scheduled; 12M, uneven run hours, checked station, reset motor starter #1, cleaned floats, ok; 1P, uneven starts, during recent repair vacuum pumps not connected correctly, corrected, station operating normally, ok.
- SCADA technician activities: Shipped non-operational GE MDS radio to factory for repair.

- 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: Grit Snail; Poly Blends, #1, #2; Screw Pumps, #1, #2, #3; Swing Zone Blowers, #1, #2. Carrousel Surface Aerators, #1N, #1S, #2N, #2S; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Sand Filters, #1, #2, #3; Influent Odor Control Unit.
- Quarterly Plant PM's: Influent Odor Control; Screw Pump #2, #3.
- Semiannual Plant PM's: Carrousel Surface Aerator, #1N.
- Annual Plant PM's: Clarifier #1. Fermentation Submersible Mixer #7, #9.
- Lift Station PM's: 18 monthly performed and 7 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 40, adjusted phase monitor.
- Well 41, installed surge suppressor for phase A on TVSS.
- Hypochlorite containment areas, replaced non-functional sump pump, repaired leak at brine filter.
- Inventory precast fence components to begin in house repairs of damaged sections.
- Sodium hypochlorite tank #2, leaking at flex coupling, repaired.
- Operational checks, Shadow Crossings reuse; Hudson wells; Leeway tower.
- PM's: All Division wells; wells SR 18, 19, 21

Water & Wastewater Treatment/ Supply/ Distribution/ Collection Systems Regulatory Activities

- Industrial Pretreatment Program (IPP) – Staff continues to sample & inspect four permitted industries contributing to the City's sewer collection system. The City's sampling activity provides quality assurance of each industry's permit compliance status. The inspection also provides an avenue for communication of program updates.
- Local Limits Evaluation – The City received confirmation from the FDEP regarding approach for analyzing and reporting one remaining analyte (Hg) on the Local Limits listing. The City is awaiting confirmation from FDEP that the Consent Order conditions have been met.
- Annual Reuse Report – Staff is preparing the Annual Reuse report to the FDEP for reporting reuse consumption and production for 2016-17 fiscal 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 meeting with Acting Assistant City Manager
- Agenda packet preparation for January 2, 2018, City Commission Meeting