

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: October 14, 2016

---

### **Due to the preparation for and recovery efforts after Hurricane Matthew, various departments have an abbreviated version of their activities.**

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:

- EOC activated for Hurricane Matthew, which was staffed from Thursday, October 6 through the afternoon of Saturday, October 8.
- Reviewed agenda
- General discussion meetings with City Attorney, and IT Manager

Spoke to, attended and/or met with:

- Participated in countywide daily conference calls with City Managers regarding Hurricane Matthew
- Finance Director and Caroline Riviere, Housing Authority, various topics
- Discussed Ormond Crossings project with senior staff and Tomoka Holdings and Investor
- Tiger Bay meeting, County Council District 4 debate

#### **Community Development**

##### Planning

- Brownfield Advisory Board: The Brownfield Advisory Board met to discuss and eventually approved the Civic Engagement Plan. This plan will be forwarded to the Atlanta Regional EPA office. The Department continues to wait on EPA to forward the three year funding agreement for execution which technically begins October 1, 2016, and ends December 31, 2019.
- Planning Board: A public hearing on a land use plan amendment related to 100 N. Halifax was held. A neighborhood meeting which was reported on in a previous weekly report was held. The amendment is from Institutional to Medium Density Residential.
- Ormond Crossings: The Planning Director attended a meeting with the City Manager and other senior staff and Tomoka Holdings and Investor.
- Permitting Hurricane Matthew Damage: The Building Division has coded all damage related to the hurricane as Priority 1 in ProjectDox. Priority 1 coded permits will be reviewed first ahead of other permits not related to damage. Permits that do not require professionally sealed drawings will in many cases be issued same day.

##### Building Inspections, Permitting & Licensing

- 198 inspections performed
- 6 new business tax receipts issued.
- 43 permits issued with a valuation of \$552,217.00

##### Development Services

- The SPRC held another pre-construction meeting with MacDonald's at Interchange Boulevard due to a change in contractors.

- Approved projects under construction (percentage completed):

Project	% Complete
30 Lincoln Avenue	5%
146 North Orchard Street	92%
783 North US 1	5%
Children's Workshop Expansion	95%
Dollar General	30%
McDonald's at 1520 N US Highway 1	0%
McNamara warehouse	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	45%
Chelsea Place, Phase 3	65%
Ormond Renaissance Condo	2%

### **Economic Development/Airport**

#### Ormond Crossings

- Staff and Tomoka Holdings and others to discuss the costs of extending the utilities along north US1 to the project. Conceptual plans are underway for two prospective office development projects. This is an ongoing process and staff will provide updates to the Commission.

#### Airport Business Park

- A prospective manufacturer is interested in the purchase of 11 Aviator Way in the Airport Business Park, which was vacated by Germ Free Labs upon the relocation of their headquarters to 4 Sunshine Blvd. Staff has provided a Growth Assistance Program funding application for the projected job creation and capital investment.

#### Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff participated in the Business Retention and Expansion Workshop for Volusia County economic development professionals. It was well attended and offered best practices in programs to better serve the local businesses. Staff is working with County economic development staff to craft a BRE process between the County and City.

#### Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company is planning to relocate to 3 Aviator Way and is expected to expand the building. The City Commission approved the Growth Assistance Program economic development incentive and the resolution was transmitted to the Florida Department of Economic Opportunity in preparation of a formal state incentive agreement. As the calendar year end is approaching, DEO and Prime Global agreed to modify the QTI Application and extend the first year job creation period so it encompasses all of 2017, which was completed and agreed to by staff.
- Staff conducted the Strategic Economic Development workshop on Saturday, August 27. A follow up work session was conducted with the Main Street Economic Restructuring Committee to discuss the downtown development strategies. The SEDP will be presented to the City Commission on November 1.
- Staff is working with two existing Ormond Beach businesses to facilitate their retention and expansion needs. These companies have out grown their current space and may need to build new structures to accommodate growth. Conceptual plans are underway.

#### Airport Operation and Development

- The airport is open and fully operational following the impact of Hurricane Matthew. One large hangar and several T hangars were damaged. The control tower suffered damage to the roof top anemometer, which measures wind speed. A directional sign for Taxiway Delta was also damaged during the storm.
- Work continued on the construction phase of the Taxiway Golf project. Paving of the main taxiway surface has been completed. Installation of remaining signage and airfield electrical components has been completed. The systems and control interfaces in the new electrical vault and the new airfield lighting control panel in the air traffic control tower are now in regular service and functioning properly.
- Staff has received from the FAA the approved Airport Layout Plan sets that were created during the recent Airport Master Plan Update process.
- Staff participated in a webinar hosted by the FDOT Aviation and Spaceports Office (ASO). The purpose of the webinar was to inform zoning authorities of the requirements and possible impacts of the changes to F.S. 333 on airport zoning regulations and processes. F.S. 333 requires that every political subdivision having an airport hazard area (any area where an airport hazard/obstruction might be established) within its territorial limits shall adopt, administer, and enforce in the manner and conditions prescribed in F.S. 333, airport zoning regulations.
- The remaining elements of the airfield marking project were completed. Crews applied black contrast lines to the blast pad chevrons on Runway 17/35, and also the lead-in lines for all runways.
- Staff is working with Tomlinson Aviation and Hoyle, Tanner and Associates on a proposed expansion of Tomlinson Aviation's facilities at the airport. A survey of the proposed expansion area has been completed, which will be used to prepare a lease agreement for approval by the City Commission.
- Staff continues to work with Nextower, LLC to participate in the necessary site plan review and permitting process for a wireless communications tower facility at the airport.

#### Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
  - Processed 62 Journal Entry Batches (#6406 – 6530) (1-95).
  - Approved 39 Purchase Requisitions totaling \$429,454,379.87.
  - Issued 28 Purchase Orders totaling \$429,406,145.02.
  - Processed 2,954 cash receipts totaling \$451,661.24.
  - Prepared 95 Accounts Payable checks totaling \$116,699.42 and 27 Accounts Payable EFT payments totaling \$427,193.14.
  - Prepared 20 Payroll checks totaling \$20,976.81 and 331 Direct Deposits totaling \$424,408.64.
  - Processed and issued 8,106 utility bills with billed consumption of water of 31,184K.
  - Processed 966 utility bill payments through ACH totaling \$108,544.35.
  - Issued 1,620 past due notices on utility accounts.
  - Auto-called 177 utility customers regarding receipt of a past due notice.
  - Processed 196 payments through Interactive Voice Response System totaling \$16,376.18.

#### Grants/PIO

- Public Information
  - Press Releases
    - Movies on the Halifax – Cancelled
    - Walking with the Manager – Cancelled
    - Sandbag Distribution
    - The Casements Closure
    - Leisure Services Facilities Closed Until Further Notice
    - Recovery Effort Update(s)
    - Water Outage Update
    - No Trash Pickup October 7
    - Citizens Needing Assistance
    - Leisure Service Programs Cancelled
    - Residential Structure Fire (115 Banyan Drive)
    - Residential Structure Fire (19 N. Yonge Street)

- Registering for Disaster Assistance
- Intersections with Inoperable Traffic Signals
- State of the City Event Cancelled
- Florida Licensing on Wheels (10/25)
- Kopy Kats (10/21-23)
- OBYBA Youth Coed Basketball Registration (Thru 10/31)
- Open Gym Cancellations (10/14 and 10/21)
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly ad for Ormond Observer - providing recovery information.
  - Worked at EOC
  - CodeRED notifications
  - Radio show meeting summaries.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Responding to CDBG programmatic monitoring letter.

### **Fire Department**

#### Weekly Statistics

- Fires: 22
- Fire Alarms: 51
- Hazardous: 93
- EMS: 140
- Motor Vehicle Accidents: 18
- Public Assists: 86
- TOTAL CALLS: 410
- Aid provided to other agencies: 48 Calls: Daytona Beach (18), Holly Hill (4), Volusia County (26)
- Total staff hours provided to other agencies: 64
- # of overlapping calls: 148
- Total EMS patients treated: 110
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 50

#### Training Hours

- NFPA 1500: Safety/Equipment 8
- EMT/Paramedic 7
- TOTAL TRAINING HOURS: 15

#### Station Activities

- Updated 4 pre-fire plans
- Visited children at Global Montessori School
- Provided a tour of Station 93 to children of Riverbend Academy

#### Significant Incidents

- 10/7/16, 8:48 AM: N. Yonge St. – Structure Fire – Responded to a mobile home fire during Hurricane Matthew – upon arrival found fire fully involved – 100% smoke damage to bedroom – fire out at 9:05 AM – resident not home due to approaching hurricane.
- 10/9/16, 3:09 PM: North I-95, Mile Marker 275 – Motor Vehicle Accident Responded to a single vehicle rollover – two patients with one extricated and one fatality.

- 10/10/16, 7:26 AM: S. Old Kings Rd. – Structure Fire – Responded to a single story home with smoke and flames visible – rear porch nearly consumed by fire that extended up soffit and into attic – cause due to malfunction of generator.

## **Human Resources**

### **Staffing Update**

#### **Requisitions**

- Police Lieutenant (Police)
- Part Time Evidence/Crime Scene Technician (Police)
- Landscape Architect (Engineering)

#### **Approved/Active Recruitment**

- Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, Craigslist, and internally.
- Accounting Technician (Finance) open 9-22-16 through 10-14-16. Advertised on City web site, governmentjobs.com, and internally.
- Treatment Plant Operator C, B, or A (Wastewater/Public Works) open 9-23-16 through 10-14-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Community Events Leader (Leisure Services) open 9-21-16 through 10-14-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Therapeutic Aide (Leisure Services) open 9-21-16 through 10-21-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Recreation Leader (Nova/Leisure Services) open 9-22-16 through 10-21-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Maintenance Worker II – Parks (Leisure Services) open 10-2-16 through 10-21-16. Advertised on City web site, governmentjobs.com, and internally.

#### **Applications Under Review**

- Neighborhood Improvement Officer (Police)
- Utility Sludge Hauling Technician (Public Works)
- Maintenance Worker III – Water Distribution (Public Works)
- Part Time Community Events Technician (Leisure Services)
- Seasonal Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services)

#### **Background/Reference Checks/Job Offers**

- Police Officer (Police)
- Firefighter/EMT (Fire)

#### **Employee Events**

- Employee Appreciation Day will be held on October 19
- Open Enrollment meetings for employee benefits will be held November 16 – 18
- Blood Drive at City Hall will be held on November 21

#### **Risk Management Projects**

- Attended deposition
- Assisted in Employee Appreciation Day preparation

## **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations.
    - Finance – Interactive Voice Response System – System went live Wednesday evening of 8/3/2016 and has been successful. No major issues week 10.

- Clerk's Office – Email Archive system replacement – Operational testing continues with no major issues. Rollout of the workstation clients continues system wide.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 0 New work - 0 completed - 0 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	33,596	Inbound E-Mails Blocked	18,576
Delivered Inbound E-Mails	14,777	Quarantined Messages	236
Percentage Good Email	44.0%	Virus E-Mails Blocked	397

- Notable Events:
  - Manned EOC for entire duration of full activation.
  - Critical EOC related networks resources operated normally the entire time.
  - Communications was maintained to buildings and resources that had power during the storm.
  - City Hall power was restored Sunday 6 p.m., IT staff made sure that all networking resources were operational and verified well in advance of open for business Monday morning.
  - The IT Team thanks ALL City employees who helped power down and cover all computers, printers, and other electronics in advance of the storm. No water damage to equipment was noted as a result of this cooperative effort.
- Geographical Information Systems (GIS)
  - Addressing Additions: 3 Changes: 0 Corrections: 0
  - Map/Information Requests: 83
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 127: Total in system = 949
  - Meters GPS Located this week: 0: Total in system = 23,262; 22,560 potable, 691 Irrigation, 11 Effluent
  - Notable Events:
    - Updated EOC Information on laptop.
    - Manned EOC from 10/6 @ 21:00 through 10/7 @ 20:30.

## Leisure Services

- Administration
  - Assessment of Leisure Services facilities/parks post hurricane
  - Assisted with water distribution and coordination of food distribution
  - Prioritized hurricane recovery efforts and action plan
  - Assistant City Manager's meeting
  - Public Works meeting
  - Men's Softball meeting
- Contract Manager – Grounds and Athletic Maintenance
  - Assisted with water and food distribution
  - Assessment of Leisure Services grounds post hurricane
  - Prioritized hurricane recovery efforts and action plan
- Athletics
  - Sports Complex closed due to storm damage
  - Staff assisted with water distribution
  - Staff assisting with hurricane recovery efforts

- Athletic Fields Maintenance
  - All fields closed due to hurricane
  - Staff assisted with water distribution
  - Staff assisting with hurricane recovery efforts
- Senior Center
  - Senior Center closed due to hurricane
  - Staff assisted with water distribution
- Performing Arts Center
  - PAC closed the public Monday through Wednesday due to hurricane
  - PAC was the site for water distribution for City residents
  - PAC was the site for food distribution for peacetime emergency workers
  - Staff assisting with hurricane recovery efforts
- South Ormond Neighborhood Center
  - Center closed due to Hurricane
  - Coordinator assisted with water distribution
  - Coordinator assisting with hurricane recovery efforts
- Community Events
  - Coordinator assisted with water distribution
  - Coordinator assisted with food distribution for City workers during Peacetime Emergency
  - Coordinator assisting with hurricane recovery efforts
  - Focusing on Employee Appreciation Day and Senior Games tasks this week
- Gymnastics
  - Gymnastics Center closed due to hurricane damage
  - Coordinator assisted with water distribution
  - Coordinator assisting with hurricane recovery efforts
- Nova Community Center and Special Populations
  - Nova Community Center closed due to hurricane damage
  - Coordinator assisted with water distribution
  - Coordinator assisting with hurricane recovery efforts
- The Casements
  - The Casements was closed through Tuesday due to the hurricane and resumed normal operating hours on Wednesday.
  - Staff assisted with water distribution.
  - Staff assisting with hurricane recovery efforts.
  - Guild tours were given on the hour Wednesday through Friday from 10:00 a.m. to 3:00 p.m.
  - The Casements' exterior awnings were replaced Wednesday through Friday.
  - Pilates classes met Wednesday through Friday at The Casements.
  - The Casements Guild Crafters met on Thursday from 11:30 p.m. to 3:30 p.m. in Room 203.
- Parks Maintenance
  - All parks closed due to hurricane
  - Staff assisted with water distribution
  - Staff assisting with hurricane recovery efforts
- Building Maintenance
  - All Leisure Services facilities closed due to hurricane
  - Staff assisting with hurricane recovery efforts

## **Police Department**

### Administrative Services

- Attended Weekly Staff Meeting
- Attended prep meetings for Hurricane Matthew
- Worked Emergency Operations Center reference to Hurricane Matthew.

### Community Outreach

- OBPAL basketball tournament practice will begin for all teams in late December for the 2017 season.
- Tutors R Us, and Science on Patrol programs were not offered during the recent Volusia County School closures.
- The OBPAL annual Golfing for Youth Tournament will be held at the Riverbend Golf Club November 5, 2016. Tournament teams, sponsors and door prizes are still needed for the tournament. The last day to register to play in the tournament is Tuesday, October 25, 2016.
- OBPAL staff assisted with water distribution and at the Performing Arts Center.
- Held D.A.R.E. at Riverbend Academy, Tomoka Elementary, Osceola Elementary, and Pine Trail Elementary.
- Schedule and planning for upcoming "Coffee with a Cop" this week to include a bicycle giveaway. "Coffee with a Cop" was held Thursday October 13<sup>th</sup> at the State Farm office located at 325 South Yonge Street.

### Community Services & Animal Control

- Animal Calls responded to: 28
- Animal Bites: 5
- Animal Reports: 5
- Assisted residents with sandbags, water distribution, security at water check points, power lines down, and road blockages for the hurricane.

### Criminal Investigations

- Cases Assigned: 65
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Inactive: 2
- Fraud: 4
- Burglary Business: 45
- Burglary Residential: 6
- Larceny Carbreak: 2
- Grand Theft: 1
- Auto Theft: 1
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 1

### Records

- Walk - Ins / Window: 55
- Phone Calls: 836 (including during the hurricane)
- Arrest / NTA's: 21
- Citations Issued: 62
- Citations Entered: 117
- Reports Generated: 104
- Reports Entered: 80
- Mail / Faxes / Request: 20

### Patrol

- Total Calls: 1,852

- Total Traffic Stops: 200

#### Operations

#### Crime Opportunity Report Forms: 31

- 10/05/16
  - Narcotics Arrest, 1085 West Granada Boulevard. Victim and suspect went to the hospital reference to victim being pushed through a glass table. Suspect was also in possession of narcotics. Suspect arrested for battery and narcotics.
  - Warrant Arrest, 175 Interchange Boulevard. Suspect arrested for an open Volusia County warrant.
  - Burglary Residence, 30 Saddlers Run. Entry made into the garage. Items taken out of boxes stored in the garage.
- 10/06/16
  - Burglary Residence, 429 Division Avenue. Pressure washer taken from the residence. Victim left the machine at the residence, upon return the hose was cut and the machine was missing.
  - Stolen Vehicle, 3 Willow Court. Victim left her vehicle in the driveway with the keys inside while unloading items into the home. Vehicle was left unattended and when the victim returned the vehicle was missing.
  - Warrant Arrest, 890 South Atlantic Avenue (Black Sheep Restaurant). Suspect was contacted during an alarm call. Suspect had an open writ of bodily attachment for failure to pay child support.
  - Carbreak, 697 Buena Vista Avenue. Two unsecured vehicle left in the driveway. One of the vehicles had cash taken from the vehicle.
  - Burglary Residence, 7 Magnolia Avenue. Front door of the residence left unlocked. Electronics stolen from the residence.
- 10/07/16
  - DUI Arrest, Subject stopped for traffic violations and erratic driving. After further investigation subject was arrested for DUI.
  - Burglary Residence, 271 Pine Street. Forced entry to the front door, garage door, and interior door to gain entry. Electronics, jewelry, and an antique weapon stolen.
  - Burglary Business, 321 Hand Avenue (All Aboard Storage). Several storage units burglarized. Grinder was used to cut the locks off the units.
  - Burglary Business, 685 South Yonge Street (Wholesale Furniture). Forced entry to the rear door of the business. Witness observed two possible suspects. Check of the business revealed the safe left open and currency stolen.
- 10/08/16
  - DUI Arrest, South Orchard and Tomoka Avenue. Suspect fled the scene of a traffic crash. Witness was able to get the suspect to stop. After further investigation the driver was arrested for DUI.
  - Warrant Arrest, 1500 Block West Granada Boulevard. Suspect pulled over for a traffic violation. Suspect had an open warrant for failure to appear. Suspect was also in possession of narcotics.
- 10/09/16
  - Aggravated Assault Arrest, 274 Palm Place. Two persons got into an argument. One person armed themselves with a knife and threatened the other. The suspect left prior to police arrival but was quickly found and arrested.
  - Battery Domestic Violence Arrest, 250 South Atlantic Avenue (Dunkin Donuts). Suspect got into an argument with the victim. During the argument the suspect pushed the victim down and refused to allow them to leave. Suspect left prior to police arrival; but was located at their residence and was arrested.
  - Battery Arrest, 863 Loyola Drive. Suspect battered their roommate.
  - Traffic Arrest, 24 Oceanshore Boulevard (TGI Fridays). Suspect backed into a parked vehicle. Suspect was followed home by a witness. Police contacted suspect at their residence. Suspect arrested for driving on a revoked license and leaving the scene of a crash.

- 10/10/16
  - Battery Domestic Violence Arrest, 87 Bosarvey Drive. Suspect battered a family member by grabbing and twisting their arm.
  - Burglary Residence, 203 Melrose Avenue. Victim returned home after being gone for two days and found several items including electronics and tools missing from the residence.
  - Battery Domestic Violence Arrest, 156 Seminole Avenue. Suspect battered an adult family member by hitting them in the face.
- 10/11/16
  - Drunk Person Arrest, 1478 West Granada Boulevard. An intoxicated suspect was sleeping on the bench with an open container of alcohol. Suspect was verbally belligerent and was arrested.
  - Burglary Residence, 621 Santa Ana Avenue. Entry made into the back room of the residence. Two chainsaws were stolen from the residence.
  - Stolen Vehicle, 170 North Yonge Street (Ridgecrest Mobile Home Park). Vehicle parked in the visitor parking area. Victim returned and the vehicle was missing.
  - Burglary Residence, 731 West River Oak Drive. Entry through the unlocked front door. Several electronic items taken from the residence.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 17
  - Number of Uniform Traffic Citations Issued: 30
  - Number of Written Warnings Issued: 2
- Traffic Crash Reports
  - Number of Crashes without Injuries: 12
  - Number of Crashes with Injuries: 3

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
  - Zone 2: 3 Cases initiated
  - Zone 3: 1 Case initiated
  - Zone 4: 2 Cases initiated
  - 2 signs have either been removed or sign cases created.
  - 8 tree removal permit requests.  
Administrative staff assisted with three (3) walk-ins and forty-six (46) telephonic inquiries.
- Engineering  
Project Summary  
Construction Projects:
    - 2-Inch Watermain Replacement Phase 2 – Mainland – Completed the tie-in for the west end of Willow. Completed tie-in both ends of Fairview. Placed meters on Grove and Willow.
    - Downtown Stormwater – All sidewalks have been installed on the Lincoln Avenue Park site. Grading of planting beds has been completed in preparation for landscaping and irrigation.
    - WWTP Sludge Thickener Improvements – The project is substantially complete. Final contract closeout is in process.
    - 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Milled and paved Capen Street. Limited work due to shut down for weather.
    - Lincoln Avenue Parking Lot – The project is complete except for the lighting - fixtures are scheduled for delivery in October.
    - Water Treatment Plant Lime Silo Dust Arrestor – The metal building was delivered September 12, a pre-construction meeting was held on October 13; the vendor has updated the delivery schedule and anticipates delivery of the dust arrestor late October.

- Water Treatment Plant Controls and Pump Upgrade – A Notice to Proceed will be issued for October 17. A conference call was held September 30 to discuss necessary modifications to the proposed electric plans.
- Laurel Creek Stormwater Pump Station Improvements – A pre-construction conference was held August 8<sup>th</sup>. Contractor has submitted equipment shop drawings for approval. Permit application were submitted to the Building Division. Contractor waiting on delivery of control panels.

#### Design Projects:

- South Peninsula Reclaimed Expansion – Delivery of 90% design plans are anticipated by early next week. Meetings are being scheduled with large end-users (Gardens of New Britain, Ocean Village Villas, County Parking lot at Cardinal Drive) to discuss connection of these master irrigation systems to reclaimed water. A community meeting will be scheduled for later in October.
- West Ormond Community Center – Staff is coordinating with its consultant on a scope of work for the next phase – Feasibility Study.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being finalized. Construction funding is available in FY 16/17, therefore the project will be bid in the new fiscal year.
- WTP Sludge Residuals Facility Improvements – Met with consultant to kick-off the design phase of the project.
- Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. Staff received a Request for additional information from FDEP for the permit application that was submitted. Staff's consultant will prepare a response.
- Sanitary Sewer Inflow/Infiltration – Completed Bid Documents for project and uploaded to MinuteTraq for disposition prior to bid advertisement.
- Effluent Outfall Replacement – Consultant is finalizing design plans. The ERP Permit has been issued. The State is reviewing the request for the submerged land easement.
- Forest Hills Connector Trail – Staff is working on the trail alignment and preliminary plans.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – Purchase Authorization approved by City Commission. Staff is soliciting installation quotes.
- Ph III 2-Inch Water Main Replacement – Mainland – Revised 60% plans have been received from the consultant; City staff is reviewing.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Delivery of 90% design plans are anticipated by early next week. A community meeting will be scheduled for late in October.
- Downtown Stormwater Phase 2 – Staff is currently in the process of reaching out to property owners along New Britain Avenue to discuss the project and their Right-of-Way needs.
- Fleming Ave Stormdrain Improvements - A kick-off meeting was held and various solution alternatives discussed consultant will proceed with modeling the alternative solutions to determine the best solution.
- Wilmette Avenue Pumping – City staff has provided comments on the 60% plans to the Consultant.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Continued adding proposed sidewalk to the Forest Hills sidewalk construction plan set.
- Provided May 2009 Storm Study files to consultant (Mckim & Creed), per request.
- Completed Tree-in-the-Right-of-Way locate at 69 Cumberland Avenue, per Neighborhood Improvement Division request.
- Completed video recording of the major streets and City properties/facilities in preparation for Hurricane Matthew.
- Performed damage assessment throughout the city after Hurricane Matthew passed.

- Environmental Management

Crews have been cleaning up the city after Hurricane Matthew. Duties include, but are not limited to:

- Assisting contractors coordinating after hurricane clean-up and debris removal
- Cleaning the streets and sidewalks throughout the city of fallen trees and debris
- Cleaning basins – citywide
- Fueling generators for all major intersections
- Ditch maintenance – Bennett Ln
- Tree removal/trimming of downed trees in public parks, on city streets and public rights-of-way

- Fleet

Mileage Traveled by all City Departments for the week

31,853

PM Services completed for the week:

Emergency—Vehicles and Equipment

\*0

Non-Emergency Vehicles and Equipment

\*0

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 7,211 gallons of unleaded and 5,357 gallons of diesel fuel on hand.
- Fuel Used in one week: \*\*3,876 gallons of unleaded and \*\*6,181 gallons of diesel.
- Fleet completed 5 work orders this week.

\*Staff focus was on hurricane prep and clean up.

\*\*Large quantities of fuel used for generators and equipment during power outage and clean up from Hurricane Matthew.

- Utilities

Projects Summary (No project management updates this week)

- Breakaway Utilities Yard Electrical & Pump Upgrades – Plans were received for review.
- FDOT ITS Event Managing – Received plans to install dynamic messaging signs for review.
- Fire Hydrant Replacement Program – Contractor is underway with the second annual period scope of work. FDOT permit plans are completed for the hydrants at 400 S Atlantic and 621 S. Atlantic.
- Lift Station 10M & 12M Rehabilitation – A new wetwell is proposed by team as a result of constructability and bypass considerations. Additional survey information is required to determine appropriate location. Common areas have blanket easements for utilities. Pump information for upstream LS 9M reviewed for Lift Station 10M design considerations.
- Lift Station 8M1 – A pre-construction meeting was held on 9/19/16. The notice to proceed date will be 10/3/16. A project disclosure notice was provided to owner and realtor as property containing the lift station easement is for sale.
- Rima Wells Auxiliary Power Generator – SCADA items are being resolved. The final inspection is scheduled on 9/29/16.
- Sanitary Sewer Inflow Infiltration Project – to include revised Site Work specifications and Lane Closure Restrictions on SR40 per FDOT requirements.
- Shadow Crossings Force Main Improvements – Preconstruction meeting minutes were distributed and additional requested plans sent to the contractor.
- Solar Salt Procurement – The procurement is advertised for bids.
- EST Tank Repairs & Maintenance – Logos were sent to the consultant for sketches to be prepared for City Commission review.

- Water Plant Aerator Housing Rehabilitation (CIP) – Revised schedule of values received from contractor was reviewed and comments were satisfactorily addressed.
- Water Plant Lime Silo Dust Arrestor Project – The metal building was delivered. A preconstruction meeting will be scheduled on 10/13/16. Dust arrestor should be delivered to the site in late October.
- Water Plant Pump & Control Upgrades – A preconstruction meeting was held on 9/16/16. Shop drawings are being submitted. The Notice to Proceed date will be 10/17/16.
- WWTP Outfall Pipe Replacement – WWTP Outfall Pipe Replacement – The consultant is finalizing the design plans. A video of the outfall pipe at the wastewater plant was sent to Engineering to show additional locations of the pipe that need to be addressed.
- WWTP Sludge Digester Aeration – Start up for the aerator and mixer in tank #1 was completed. The influent lift station wetwell bypass commenced on 9/26/16. Removal of rags and grit from the influent pump station is began on 9/27/16 and debris removal completed on 9/29/16.
- Utilities SCADA Upgrades – Progress meeting scheduled for October 5. Awaiting radio survey report and draft RFP documents for software selection.
- SPRC Projects: Chelsea Place Phase 3 – A letter was received from the developer that addressed staff concerns. Dunkin Donuts – 1190 Oceanshore Blvd. – Approved revised plans. Kingston Shores – Design engineer is preparing a response to the comments. Minto – A draft utility capacity letter was prepared in response to developer request for capacity within bulk wholesale service area with Daytona Beach. RaceTrac – 1521 US1 – Design engineer is preparing a response to the comments. 589 N Yonge Street – Reviewed concept plan. 680-686 John Anderson Lot Split – Contractor is preparing a response to the comments. 1368 N Ocean Shore Blvd – Awaiting completion of force main connection.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered 37.265 million gallons for the week ending Oct. 7, 2016 (5.323 MGD)
  - Backwashed 11 filters for a total of 510,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - We had three (3) Precautionary Boil Water notices this week.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 40.82 Million Gallons.
  - Produced 16.08 Million Gallons of Reuse.
  - Produced 24.74 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 5.83 MGD, plant designed for 8 MGD.
  - Hauled 91.52 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Crews responded to or repaired 10 significant water main breaks caused by toppled trees – Hurricane Mathew. Repaired approximately 50 services breaks and/or shut offs.
- Wastewater Collection – Reuse
  - Crews responded to numerous calls for sewer backups and assisted Equipment Maintenance work group with leap frogging lift stations to pump out with portable generator sets or portable diesel pumping units to avoid sewer system overflows caused by widespread power outages caused by Hurricane Mathew. Breakaway/Hunters Ridge PEP System service area pumped out frequently until power was restored.
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
  - Primary task of wastewater plant and lift station, Equipment Maintenance work group was leap frogging lift stations to pump out with portable generator sets or portable diesel pumping units to avoid sewer system overflows caused by widespread power outages caused by Hurricane

- Mathew. Breakaway/Hunters Ridge PEP System service area pumped out frequently until power was restored.
- SCADA monitor/response was lost to most lift stations due to widespread power outage and loss of SCADA radio function due to damage.
  - All plant operations are on FPL power.
  - Auxiliary power remains in force on four lift stations: 7M, 12M, 8M3 & 4P. FPL worked diligently to communicate with City to coordinate outstanding power needs.
- Water Plant – Well Fields – Booster Stations – Reuse System
    - Industrial Pretreatment Program – Staff retrieved and secured the sampling devices which were located through the sewer system in preparation of Hurricane Matthew's arrival. The sampling for the high copper levels will resume next week.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - City Wide Precautionary Boiled Water – Staff was in constant communication with the FDOH concerning the BW due to Hurricane Matthew. As well as, organizing and conducting the required sampling events which allowed for the recanting of the PBWN.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, transcribing minutes, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, and providing research projects for citizens and staff, the following projects are underway or have been completed:

- Staff attended and provided support for October 11, 2016 Brownfield Advisory Board Meeting (fill-in for Planning staff)
- Staff attended and provided support for October 13, 2016 Planning Board Meeting (fill-in for Planning staff)
- Agenda packet preparation, creation, and distribution for October 18, 2016, City Commission Telecommunications Workshop and City Commission Meeting

#### **Status of Department Projects**

- Municode republication of *Code of Ordinances*
  - Project Status: Currently reviewing proof sent from Municode.