

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: September 15, 2017

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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 – Due to the recovery efforts after Hurricane Irma, various departments have an abbreviated version of their activities.**

**City Manager**

Reviewed and prepared with staff as follows:

- EOC activated and staffed for Hurricane Irma
- Reviewed agenda
- Staff meeting
- General discussion meetings with Fire Chief, HR Director, IT Manager, and Public Works Director

Spoke to, attended and/or met with:

- Participated in conference calls with various government officials regarding Hurricane Irma

**Community Development**

Planning

- The Planning Board met this week to conduct two public hearings on 100 North Halifax (PRD for 12 multifamily units) and Walmart's building addition for a liquor store (PBD amendment).

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued
- 250 inspections (1 by Private Provider)
- 51 permits valued at \$1,772,011.00
- Damage assessment for private property was completed and forwarded to the Property Appraiser.

Development Services

- SPRC met for a pre-construction meeting for Zaxby's.
- 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%	
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. Due to the storm this week's meeting was cancelled.
  - Site Plan Review Committee met last week to review the plan submittal from Zev Cohen, consulting engineers for Security First Managers. A few minor revisions are recommended for the next submittal. A formal review is planned for next week. The plat plans are expected to be submitted in the next few weeks.
- Airport Business Park
  - There was only minor storm damage at the Business Park. A few trees fell across roadways and power was restored to a large part of the Business Park.
- 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 4:30-6:30 p.m. More details will be provided in the few next weeks.
  - Staff is providing updates to the various employers in the City regarding the aftermath of Hurricane Irma.

Airport Operation and Development

- The **airport suffered no apparent damage due to the impact of Hurricane Irma**. Air traffic control and airfield lighting systems were fully operational on emergency backup power until commercial power was restored following passage of the storm. The airport is open for normal operations.
- Gate 13 at the airport remains 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.
- The City's Building Maintenance staff is working to coordinate minor repairs to the swing gate at the air traffic control tower. Staff is also coordinating repairs and adjustments to the locking mechanisms that control access to the tower building and the tower cab.
- Staff is investigating a possible malfunction of the air conditioning unit in the equipment room at the control tower. This unit maintains the proper temperature for the computers and equipment

that support air traffic monitoring and communications. Indications are that the malfunction may be due to power fluctuations during Hurricane Irma.

### **Finance/Budget/Utility Billing Services/Grants/PIO**

#### **Finance**

- On-going Projects
  - FEMA reimbursement preparations are in progress for Hurricane Matthew.
  - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
  
- Completed Projects - Weekly
  - Processed 104 Journal Entry Batches.
  - Approved 25 Purchase Requisitions totaling \$237,047.51.
  - Issued 15 Purchase Orders totaling \$50,542.22.
  - Prepared 99 Accounts Payable checks totaling \$283,275.06 and 32 Accounts Payable EFT payments totaling \$489,419.85.
  - Prepared 14 Payroll checks totaling \$12,052.02 and 345 Direct Deposits totaling \$434,582.87.
  - Transferred IRS 941 payment of \$163,208.27.
  - Issued 442 past due notices on utility accounts.
  - Auto-called 15 utility customers regarding receipt of a past due notice.
  - Processed 224 payments through Interactive Voice Response System totaling \$26,164.83.
  - Grant money fiscal year-to-date total received, \$2.75 million dollars.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Miscellaneous press releases in connection with Hurricane Irma
  
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### **Fire Department**

- Weekly Statistics
  - Fires: 15
  - Fire Alarms: 33
  - Hazardous: 53
  - EMS: 126
  - Motor Vehicle Accidents: 9
  - Public Assists: 27
  - TOTAL CALLS: 263
  
- The countywide record management system is currently down from the storm. Staff has limited access to data until the system has fully been restored.
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 17
  
- Training Hours
  - NFPA 1500: Safety/Equipment 9

- EMT/Paramedic 7
- TOTAL TRAINING HOURS: 16

### **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
  - Risk Management Projects
    - Mayor's Health and Fitness Challenge 2018 meetings/event planning
    - Work on subrogation claims
    - Begin tracking hurricane damage for possible property claim

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 2 – Human Resources/Payroll.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Kick off meetings with the Clerk's office.
    - IT Strategic Plan – Draft documentation review.
    - TeleStaff Upgrade – Fire Department staff scheduling system upgrade. Staff is working through 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: 5
    - Completed: 25
    - In progress: 38
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 38,389
    - Inbound E-Mails Blocked: 19,732
    - Delivered Inbound E-Mails: 18,657
    - Quarantined Messages: 199
    - Percentage Good Email: 48.6%

- Virus E-Mails Blocked: 2
- Notable Events: EOC activated for Hurricane Irma. IT setup EOC on Friday 9/8 with the necessary technological equipment for operations staffing. Staff also manned the EOC 24x7 while the EOC was activated.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 0
    - Changes: 1
    - Corrections: 1
  - Map/Information Requests: 16
  - Information Requests from External Organizations: 0
  - 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: EOC activated for Hurricane IRMA

### **Leisure Services**

Leisure Services staff assisted with food distribution for City peacetime emergency workers for the storm event and is working on post-storm recovery efforts of parks and facilities.

Below is a status of City Parks and Recreational facilities:

- **Parks – Open for Use:**
  - Ames Park
  - Andy Romano Park & Playground (Splash Pad closed until further notice)
  - Bailey River Garden Park
  - Birthplace of Speed
  - Central Park I & Playground
  - Fire Station 91 Playground
  - Milton Pepper Park & Playground
  - Riviera Park & Playground
  - South Ormond Neighborhood Park & Playground
- **Parks – Closed until Further Notice:**
  - Raised Boardwalk Trail Central Park
  - Cassen Park
  - Fortunato Park
  - Magic Forest Park/Playground
  - Nova Community Park
  - Sanchez Park
- **Recreation Facilities – Open for Use:**
  - The Casements
  - South Ormond Neighborhood Center (Splash Pad closed until further notice.)
  - Environmental Discovery Center
- **Recreation Facilities – Currently Closed:**
  - Ormond Beach Sports Complex
  - Performing Arts Center
  - Nova Community Center
  - Gymnastics Center
  - Ormond Beach Tennis Center

- MacDonald House
- Ormond Beach Senior Center

### Police Department

**The countywide record management system is currently down from the storm. We have limited access to our data until the system has fully been restored.**

### Administrative Services

- Weekly staff meeting
- Staff met with two citizens regarding their concerns on Bosarvey Drive.
- Staff attended the Crime View meeting hosted at the police department.
- Staff made preparations for Hurricane Irma and attended meetings and discussions for planning
- Staff attended the Ormond Beach Main Street merchant meeting
- Emergency Operations Center was operated out of the Police Building during Hurricane Irma

### Community Outreach

- Staff operated under emergency scheduling for Hurricane Irma and several days following the storm.

### Criminal Investigations

- Cases Assigned: 8
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 5
- Inactive: 7
- Fraud: 2
- Burglary Residential: 1
- Burglary Business: 0
- Larceny Carbreak: 4
- Grand Theft: 4
- Death Undetermined: 1

### Records

- Arrest / NTA'S: 20

### Operations

#### Crime Opportunity Report Forms: 16

- 09/06/17
  - Burglary Business, 790 South Atlantic Avenue (Dimitri's Bar and Grill). Subject made entry to the upper deck of this location, drank out of a liquor bottle behind the bar and vandalized other items.
  - Theft, 790 South Atlantic Avenue (Dimitri's Bar and Grill). A former employee stole two bottles of liquor.
  - Battery Domestic Violence Arrest, 300 Airport Drive (Pine Trail Elementary School). Subject struck the mother of his child in the stomach and across her face during an argument.
  - Traffic Arrest, Main Trail/Iroquois Trail. Subject was involved in a single car crash and was later contacted after leaving the scene.
  - Theft, 769 West Granada Boulevard. Victim came home and found a delivery box at her front door that had been opened.
  - Carbreak, 24 Ocean Shore Boulevard. Window smashed, purse taken from the vehicle.
- 09/07/17
  - Burglary Residential, Stolen Vehicle, 955 South Nova Road #3 (Oasis Mobile Home Park). Subject entered an open window to retrieve car keys and then stole a vehicle from the driveway.

- Shoplifting, 72 South Yonge Street (Crown Jewelers & Pawnbrokers). One subject distracted workers while another concealed items before leaving the business.
- Child Abuse Arrest, 17 Oak Avenue. Subject was placed under arrest for Child Neglect and Driving Under the Influence. Two year old child was wandering outside the residence unsupervised and a nine month old baby was unattended.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was observed by the Loss Prevention Officer leaving the store with grocery items without paying for them.
- 09/08/17
  - Carbreak, 703 Fleming Avenue. Unlocked vehicle entered, sunglasses taken.
  - Occupied Burglary/Carbreak, 723 Fleming Avenue. Unlocked vehicle entered, sunglasses taken and the garage opener inside the vehicle was used to open the garage door.
  - Burglary/Grand Theft, 165 North Yonge Street. 10 pieces of plywood stolen.
  - Trespassing Arrest, 1 South Beach Street (Cassen Park). Contact made with a subject known to be trespassed from the park.
- 09/09/17
  - Driving Under the Influence Arrest, 700 Airport Road. Subject drove his vehicle into a downed tree that officers were directing traffic around.
  - Battery Domestic Violence Arrest, 24 Oak Village Drive. When responding to a disturbance, officers witnessed a subject throw a vase and strike another person through an open door.
  - Narcotics Arrest, North United States Highway One and Wilmette. Vehicle with 5 occupants was stopped for traffic violation where narcotics were located.
  - Narcotics - Arrest, 30 Block Cypress Circle. A vehicle was stopped for traffic violation where narcotics were located.
- 09/10/17
  - Carbreak, 84 Ponce De Leon Drive, Unlocked vehicle, over \$300 worth of property was stolen.
  - Warrant Arrest, 151 Domicilio Avenue (Ormond Beach Middle School). Contact was made with a subject who was found to have an open warrant.
  - Violation of Probation Arrest, 749 South Nova Road (Bamboo Garden.) Subject was contacted and found to be in violation of his probation.
- 09/11/17
  - Narcotics Arrest, 1400 West Granada Boulevard. Vehicle stopped for traffic violation where narcotics were located.
  - Narcotics Arrest, 21 Indian Trail. Traffic stop was conducted on suspicious vehicles where narcotics were located. Three arrests were made.
  - Business Burglary, 72 South Yonge Street (Crown Pawn & Jewelry). Suspects made entry through a window and then left with several laptop computers.
  - Narcotics Arrest, 600 Block West Granada Boulevard. Vehicle stopped for traffic violation where narcotics were located.
  - Carbreak, 235 Ponce De Leon Drive. Unlocked vehicle was entered and a watch and sunglasses were taken.
  - Prowler Arrest, 169 Ponce De Leon Drive. Officers responded to a call where the resident reported someone crawling through their living room window, subject was located nearby.
  - Battery Domestic Violence Arrest, 169 Ponce De Leon Drive. Physical disturbance between father and daughter.
- 09/12/17
  - Burglary Residence, 213 Standish Drive. Entry was made to the residence through an unlocked window. Interior of the residence was ransacked, unknown what is missing at this time.
  - Burglary, 685 Buena Vista Avenue. Forced entry through rear garage service door and then forced open an interior door. Two bedrooms ransacked, a safe, jewelry and digital camera were taken.
  - Narcotics & Driving Under the Influence Arrest, 236 Grove Street. Contact was made with a subject who was found to be driving under the influence and in possession of narcotics.

- Narcotics Arrest, South Halifax Drive/East Granada Boulevard. Subject was contacted during a traffic stop where narcotics were located.
- Warrant Arrest, 500 block of Bryant Street. Subject was observed walking in the area and was known to have an outstanding warrant for her arrest.

### Neighborhood Improvement

#### Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 0 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated
- 10 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and seventy-three (73) 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.
    - Sanitary Sewer Inspection – The inspection work is nearly complete. Contractor finalizing reports over next 3-4 weeks.
    - 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 continued installation of 16” main on South Halifax Drive prior to stabilizing activities in anticipation of Hurricane Irma. The Contractor is anticipated to resume activities later this week following the storm.
    - 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 18<sup>th</sup>.
    - CDBG - Huguenot Park – The layout was approved by staff and the Contractor was given permission to begin after the hurricane.
    - 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. 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 19<sup>th</sup> 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 Trullio 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 – Bid documents have been submitted to FDOT for review.
- 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 15<sup>th</sup> City Commission meeting, and the project has been advertised for bidding. Bids are due on September 20<sup>th</sup>.
- 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 317-319 Rio Pinar Directional Bore, per Brighthouse request.
  - Completed sketch and legal description for 2 Sea Harbor Annexation, per Planning Department request.
  - Began creating construction plan set for the Granada Median Landscape Improvements project.
  - Researched old as-built drawing to verify forcemain valve location and type, and supplied PDF copies to Wastewater Division, per request.
  - Staff was at the EOC during the hurricane and post-hurricane performed damage assessment of City infrastructure and facilities.

#### Environmental Management

- Crews have been focusing on hurricane recovery efforts including, but not limited to, tree assessment/removal, tree debris removal, barricading hazardous areas, filling generators for traffic lights with no power, assisting PD with their needs, cleaning/inspecting storm basins, and pumping water from roadways.

#### Fleet

- Mileage traveled by all departments for the week: 27,279
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 0
  - Non-Emergency Vehicles and Equipment: 1
- Road Calls for the week: 4
- Quick Fleet Facts:
  - Fuel on hand: 7,675 gallons unleaded 8,291 gallons diesel
  - Fuel used in one week: 3,467 gallons of unleaded and 6,535 gallons of diesel.
  - Fleet completed 19 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 work authorization memo is being prepared for additional services for requested scope revisions. Bid plans and specifications are being prepared. A bid request approval form is being processed.
  - Clyde Morris Boulevard Manhole 10999 Rehabilitation – ROW Use Permit is being processed by Volusia County. Work previously scheduled to be performed on September 7<sup>th</sup> was postponed due to Hurricane Irma. Work will be rescheduled.
  - Water & Wastewater Chemical Purchases – Award recommendation memo is scheduled for the September 19, 2017 City Commission meeting. A disposition memo for purchase hydrofluosilicic acid per quotations received is also scheduled for the same meeting as no bids were received with the original bid advertisement.
  - Fire Hydrant Replacement Project – Hydrant replacements on A-1-A are being scheduled.
  - 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 being scheduled.
  - Phase III 2-inch Water Main Replacement – Mainland – Project start date is scheduled for next week.
  - Phase III 2-inch Water Main Replacement – Peninsula – Shop drawings are being reviewed.

- Sanitary Sewer Piping Video Investigation & Engineering Report Project – Contractor is televising Misner’s Branch portion of 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. Site meeting to correct warranty items was postponed due to Hurricane Irma. The meeting is being rescheduled.
- Sodium Bisulfite Tank Replacement – The low bidder is being evaluated.
- 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. Provided a punch list to the contractor resulting from final inspection.
- Water & Wastewater Plant Sludge Dewatering Improvements – Design is proceeding to provide centrifuges for sludge dewatering at the wastewater plant.
- 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 – Bid is being evaluated.
- Utilities SCADA Upgrades – A meeting was held to discuss the revised software RFP.
- Water and Wastewater Facilities Storm Preparation and response activities.
- SPRC Projects (Utilities Review)
  - Celedine – Reviewed revised plans.
  - Ormond Central 1 S Old Kings Road – Received revised plans for review.
  - Security First – Received plans for review.
  - Seven Eleven 1204 Oceanshore Boulevard – Received plans for review.
  - Wal-Mart Liquor Box 1521 West Granada – Received revised plans for review.
  - 100 N. Halifax – Reviewed revised plans.
- Water Treatment
  - Delivered 37.50 million gallons for the week ending September 8, 2017 (5.36 MGD).
  - Backwashed 9 filters for a total of 361,000 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 0 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 33.33 Million Gallons.
  - Influent flows average for week @ 4.76 MGD, plant designed for 8 MGD.
  - Produced 18.37 Million Gallons of Reuse.
  - Produced 14.96 Million Gallons of Surface Water Discharge.
  - Annual Average (August 01, 2016 – July 31, 2017) for Surface Water Discharge 0.980 MGD.
  - Hauled 90.93 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Responded to and/or repaired 24 water service leaks.

- Replaced or repaired 3 water meter boxes.
  - Replaced 8 water services or meter assemblies due to low flow or leaks.
  - Responded to 28 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Reinstalled a fire hydrant assembly that released off the water main at 46 Seaside Dr.
  - Replaced ¾ inch water service near fallen tree due to Hurricane Irma.
  - Reroute 40 feet of 2 inch water main, due to a large leak, around a tree.
  - Repaired a 6" AC water main on the S/W corner of Seaside Dr and Seaview Dr due to a leak under a tree.
  - Repaired a 4" AC water main leak under a tree at 117 Timberline Trail.
  - Shut down 2 water main river crossings at Riverview and Tomoka State Park pump stations.
  - Prepared all equipment and materials for post- hurricane recovery efforts.
  - Assisted with sand bag operation
  - Rescinded all outstanding boil water notices.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 69 regular and 6 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
    - Crews continue to respond to Hurricane Irma impacts on sanitary sewer collection system and lift stations due to widespread power outages and high groundwater conditions. Utilities Collection System Crews worked closely with Equipment Maintenance Crews to prioritize transport and placement of portable generators and pumps at over 80 remote lift stations in the City's wastewater service area to minimize sewer overflows. Feedback and assessments were provided concerning FPL restoration of lift station facilities.
  - Wastewater Plant – Lift Stations
    - 4P, No power, replaced temporary generator, found incoming power weather head damaged, commissioned Economy Electric to repair. Coordinating power drop repair needs with FPL.
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  - 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.
    - FDEP Local Limits Evaluation – Staff is preparing a response to the FDEP in their RAI concerning the City's Local Limits evaluation submittal. The Local Limits are an important factor in protecting the WWTF from potentially harmful contaminants.
  - Water Supply/Treatment and Distribution System Regulatory Activities
    - Total Coliform Sampling Plan – Staff is updating the plan at the request of the FDOH to ensure compliance with Revised Total Coliform Rule. The update will provide assurance that the current public water system sampling location list is accurate. Over 60 total coliform samples are collected monthly throughout the service area.
    - Cross Connection Control – Staff is contacting commercial customers that are missing a backflow (BF) prevention device on their potable water line. The BF device prevents water from reversing flow from a customer back into the City's water supply, which is a requirement of all commercial customers per the City's ordinance.

**Support Services/City Clerk**

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

- City Clerk attended weekly City Manager staff meeting
- Agenda packet preparation, creation, and distribution for September 19, 2017, City Commission meeting