

**City of Ormond Beach  
Memorandum**

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff Meeting
- General discussion meetings with Police Chief, and Public Works Director

Spoke to, attended and/or met with:

- United Way Executive Committee meeting
- Beachside Redevelopment meeting
- Individual agenda review discussions with Mayor Partington, Commissioner Boehm, Commissioner Selby and Commissioner Littleton.
- Commission meeting
- Health insurance renewal meeting with HR Director and Jessica Scott, Brown and Brown
- City/County conference call on debris removal

**Community Development**

**Planning**

- The Planning Director attended the Technical Coordinating Committee meeting of the TPO. The 2017/18 to 2021/2022 roll over Transportation Improvement Program, Central Florida MPO Alliance Regional list of priority projects, the Resilient Volusia County Report, and Crash Analysis Report were recommended for approval to the Board. Due to the number of priority bike/pedestrian projects being funded through the SunTrail funding program, money set aside for bike/pedestrian will be moved to Traffic Ops to complete several prioritized projects waiting for funding. The reduction of bike/pedestrian funds for Traffic Ops is only temporary and not a long term policy shift.
- Cardno, the City's Brownfield consultant, conducted a field visit in anticipation of completing an Environmental Assessment for property located at 1475 US 1 North, which is being annexed, in order to obtain free assistance in assessing environmental conditions prior to development.
- The Site Completion Rehabilitation Order (SRCO) was prepared by Cardno for 1535 US 1 North and filed with FDEP after review by the current property owner and prospective property owner who plans to construct a Dunkin Donuts business on the site. Based on the current site conditions and comparison of the historical data with the current groundwater analytical data, the site meets the requirements under Risk Management Option 2 No Further Action Criteria with Conditions on groundwater use restrictions in conjunction with engineering controls. The series of monitoring wells will be removed using the Brownfield Grant funds.

**Building Inspections, Permitting & Licensing**

- 4 new business tax receipts issued
- 139 inspections (12 by Private Provider)
- 74 permits valued at \$1,624,972.00
- Damage assessment for private property was completed and forwarded to the Property Appraiser.

Development Services

- SPRC met with representatives from the YMCA and Cypress Trails for pre-construction meetings and with Edgewell Personal Care.
- 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	20%	
Antares of Ormond Beach	0%	
Bear Creek Bridge	98%	
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	99%	
Valiant Diners, Phase 2	40%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	60%	

**Economic Development/Airport**

Economic Development

- Ormond Crossings
  - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. SFM's objective is to begin construction in November of 2017.
  - Site Plan Review Committee met last week to review the plan submittal from Zev Cohen, consulting engineers for Security First Managers. The engineering consultant is working on revisions to the site based on the staff comments. 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. Power was restored to all Business Park Businesses. Staff has been working with FPL and the businesses to determine if additional improvements to the electrical system can be made to the 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 is working with Super Petrel at the Airport and the Chamber of Commerce is planning for an open house event scheduled for October 10 from 5:00-6:00 p.m.
- Staff met with Edgewell and SPRC to discuss upgrades to the fire suppression system at their manufacturing plant on North US 1.

#### Airport Operation and Development

- Staff completed work on the bid advertisements and project manuals for the Airport Obstruction Mitigation Project (Bid No. 2018-05) and the Air Traffic Control Tower Parking Lot Rehabilitation Project (Bid No. 2018-04). Disposition Items will appear on the October 3<sup>rd</sup> City Commission meeting agenda, informing the Commission of staff's intent to advertise invitations to bid on these projects.
- Staff participated in a meeting of the East Central Florida Metro Area CFASPP Steering Committee this week. The meeting was held on Thursday, September 21 at the Melbourne International Airport. The Continuing Florida Aviation Systems Planning Process (CFASPP) was established by the FAA and FDOT in response to the need for a method to help maintain a viable statewide aviation environment. The objective of FAA, FDOT and CFASPP is to maintain and enhance the Florida aviation system. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) in step with the constant changes by updating the FASP periodically.
- Staff has submitted a request to the FDOT to extend the expiration date of the Joint Participation Agreement (JPA) that is providing primary funding for the Runway 8/26 Rehabilitation and Extension Environmental Assessment. An extension of the JPA is needed in order to afford completion of a Runway Protection Zone Alternatives Analysis Report, which was requested by the Orlando Airports District Office of the FAA as an additional element of the Environmental Assessment. The original expiration date of October 1, 2017 will be extended until February 1, 2018.
- 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.
- Repairs and adjustments to the locking mechanisms that control access to the air traffic control tower building and the tower cab are complete.
- Staff continues to investigate a possible malfunction of the air conditioning unit in the equipment room at the control tower.

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

##### Finance

- On-going Projects
  - FEMA reimbursement has been submitted for Hurricane Matthew. Additional 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 96 Journal Entry Batches.
  - Approved 29 Purchase Requisitions totaling \$216,236.03.
  - Issued 44 Purchase Orders totaling \$449,169.60.
  - Prepared 141 Accounts Payable checks totaling \$427,435.52 and 21 Accounts Payable EFT payments totaling \$94,100.11.
  - Issued 1,251 past due notices on utility accounts.
  - Auto-called 274 utility customers regarding receipt of a past due notice.
  - Processed 383 payments through Interactive Voice Response System totaling \$36,339.37.
  - Grant money fiscal year-to-date total received, \$2.75 million dollars.

### Grants/PIO

- Public Information
  - Press Releases
    - Florida Licensing on Wheels (9/26)
    - Storm Debris Updates (Daily)
    - Movies on the Halifax (10/6, 7:15 PM, Hocus Pocus)
    - Rockefeller Revisited (10/28, 6-9 PM)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Attended weekly staff meeting.
    - State of the City Video meetings.
    - Completed weekly events calendar ad for Ormond Observer.
    - Work with the printing vendor for the State of the City 2017 publication.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### Fire Department

- Weekly Statistics
    - Fires: 3
    - Fire Alarms: 9
    - Hazardous: 39
    - EMS: 94
    - Motor Vehicle Accidents: 4
    - Public Assists: 61
    - TOTAL CALLS: 210
  
  - Aid provided to other agencies: 18 Calls – Daytona Beach (8), Volusia County (10)
  - Total staff hours provided to other agencies: 14
  - # of overlapping calls: 64
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
  - Total EMS patients treated: 81
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 124
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- Training Hours
    - NFPA 1001: Firefighting 2
    - NFPA 1021: Officer 10
    - NFPA 1500: Safety/Equipment 8
    - EMT/Paramedic 3
    - TOTAL TRAINING HOURS: 23

### 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.
    - Part Time Community Events Technician (Leisure Services) re-advertised 9-18-17 until 10-20-17. Advertised on City web site, governmentjobs.com, and internally.

- Interviews Scheduled
  - Police Officer (Police)
- Background/Reference Checks/Job Offers
  - Police Officer (Police)
  - Maintenance Worker II (Streets/Public Works)
  - Neighborhood Improvement Officer (Police)
- Separations
  - Office Assistant IV (Support Services)
- 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
  - Employee Appreciation Day will be held on October 18
  - A blood drive will be held at City Hall on October 23
- Risk Management Projects
  - Mayor's Health and Fitness Challenge 2018 event planning
  - Work on subrogation claims

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 2 - Human Resources / Payroll. Staff working on configuration parameters.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
    - IT Strategic Plan – Draft documentation review.
    - TeleStaff Upgrade – Fire Department staff scheduling system upgrade. Staff has worked with the vendor to make the first pass of the data conversion successfully.
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 6
    - Completed: 39
    - In progress: 46
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 48,085
    - Inbound E-Mails Blocked: 14,317
    - Delivered Inbound E-Mails: 33,768
    - Quarantined Messages: 274
    - Percentage Good Email: 70.2%
    - Virus E-Mails Blocked: 10
  - Notable Events: Hurricane Irma recovery efforts
    - Many remote sites without power, working with users once power is restored to bring the sites back online.
    - The ATT datalink to the Volusia County Sherriff Office (VCSO) went down Tuesday after the storm. ATT finally resolved the issue Saturday early afternoon. On

Wednesday, City IT staff worked with VCSO IT staff to create a temporary work around so that the officers had connectivity with the Mobile Data Terminals (MDTs) to the dispatch and records services provided by VCSO.

- Long-term power outage at the Leeway water tank facility that is used as a bridge point for the wireless point2point connection to Fire Station 94 on Airport Road. Needed to do several battery swaps to keep the connection up. A more permanent solution is being developed.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 3
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 30
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 1,395
  - Meters GPS Located this week: 0: Total in system = 23,460; 22,717 potable, 732 Irrigation, 11 Effluent
  - Notable Events: None

### **Leisure Services**

#### **Parks - Open for Use:**

Ames Park

Andy Romano Park & Playground/Splash Pad

Bailey River Garden Park

Birthplace of Speed

Central Park #1 & Playground

Central Park #2

Central Park #3

Central Park #4

Fire Station #91 Playground

Milton Pepper Park & Playground

Nova Community Center/ Gymnasium

Nova Gymnastics Center

Magic Forest Park and Playground

Nova Skate Park

Riviera Park & Playground

South Ormond Neighborhood Park & Playground

Cassen Park and Bait Shop (Fishing Pier and Boat Ramp are closed until further notice.)

Fortunato Park

#### **Parks - Closed until Further Notice:**

Raised Boardwalk Trail Central Park

Memorial Gardens

Sanchez Park

#### **Recreation Facilities – Open for Use:**

The Casements

South Ormond Neighborhood Center/Splash Pad

Environmental Discovery Center

Performing Arts Center

Ormond Beach Senior Center (Open for evening and weekend programming; but the Council on Aging is not currently programming days until further notice. Meals on Wheels is operating from the Senior Center.)

Ormond Beach Sports Complex

**Recreation Facilities - Currently Closed**  
Ormond Beach Tennis Center  
MacDonald House

Administration

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

Contract Manager – Grounds and Athletic Maintenance

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

Environmental Discovery Center

- Social media updates
- City website updates
- City Calendar updates
- Community Garden updates
- Scheduled Volunteers for weekend hours

Athletics

- Staff assisting with hurricane recovery efforts

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park
- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily clean-up of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased & Cleaned equipment
- Cleaned up after hurricane
- Replaced everything on fields after hurricane

Performing Arts Center

- Ormond Church was held on Sunday from 8:30am to 12:30pm
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday: CMT held regular classes. Kopy Kats held regular classes.
  - Tuesday: CMT held regular classes.
  - Wednesday: CMT held regular classes. Follies held regular classes.
  - Thursday: CMT held regular classes. Kopy Kats held regular classes.
  - Friday: CMT held regular classes.
- The Performing Arts Center is preparing to host the following events:

- WyoTech Graduation Ceremony, Thursday, 11am to Noon

#### South Ormond Neighborhood Center

- Splash pad closed at this time due to storm damage
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Basketball practice Tuesday/Thursday

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted in the planning of 2017 Senior Games tasks
- Attended Senior Games board meeting
- Attended weekly one-on-one meeting, and staff meeting
- Preliminary planning activities for the following upcoming events:
  - Senior Games Kick Off Luncheon
  - Veterans Day
  - Holiday Concert
  - Santa on the Go, Letters to Santa
  - Home for the Holidays Parade
  - Breakfast with Santa
- Tasks and assignments for the "State of the City " Luncheon
- Tasks and assignments for the "Employee Appreciation Day," food and infrastructure

#### Gymnastics

- Staff assisting with hurricane recovery efforts

#### Nova Community Center and Special Populations

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

#### The Casements

- Seaside Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
- ECHO Rangers toured The Casements Saturday morning from 11:00 a.m. to noon. The children took a guided tour, completed an activity, and received a stamp in their ECHO Rangers book for visiting the historic site.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to noon.
- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Pilates classes met Monday through Thursday at The Casements.
- The Casements Guild executive board met in the Preservation Room on Monday from 9:30 a.m. to 10:00 a.m.
- The Casements Guild Crafters met in Room 203 on Monday from 11:30 a.m. to 3:30 p.m.
- Yoga class met on Tuesday morning at The Casements.
- The Casements Guild Administrative Board met in the Preservation Room on Wednesday from 10:00 a.m. to noon.
- Zumba class met on Thursday at Bailey Riverbridge.
- My Big Fat Greek Cooking Class met in The Casements' kitchen on Thursday from 4:30 p.m. to 8:30 p.m.
- From 1:00 p.m. to 5:00 p.m. on Friday, staff set up for a wedding on Sunday.

#### Parks Maintenance

- City wide inspections of parks
- Inspections of pavilions and parks for hurricane damage
- Barricades and caution tape were placed in all areas of parks that need repair or further assessment
- Hurricane damage being noted daily on the Damage Assessment Report
- Continued removal of hurricane debris from all parks

#### Building Maintenance

- Daily preventative maintenance of City owned vehicles
- Weekly lighting inspection of airfield runways, taxiways and signage
- Weekly inspection of DOT & facility lighting at various city locations
- Monthly PM of City owned electronic gates at all locations
- Installed window shade in Fleet office
- Inspected defibrillators in City Hall
- Repaired a railing in the studio at PAC
- Repaired soffit at Nova press box
- Worked with various contractors on miscellaneous projects
- Repaired water leak in the special events office at Senior Center
- Routine check of airport lights
- Inspection of the water wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

#### Police Department

##### Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey attended a meeting with the City Manager.
- Staff conducted a destruction review with the Evidence personnel.
- Staff attended a meeting with the Ormond Mainstreet Merchants.

##### Community Outreach

- Nine (9) YDC members are scheduled to attend the regional State of Florida Association of Police Athletic/Activities Leagues training meeting on Saturday, September 30 in Cocoa Beach, Florida.
- The start date for *Tutors R Us* was postponed to Monday, September 18, because of school closures due to Hurricane Irma. We anticipate 25 elementary and middle school students will participate in the one-on-one tutoring offered Monday through Thursday after school at the South Ormond Neighborhood Center.
- *Science on Patrol* at Ormond Beach Elementary and Ormond Beach Middle School are tentatively scheduled to resume the week of October 9.
- *Golfing for Youth* the Annual OBPAL golf tournament fundraiser will be held November 4 at Riverbend Golf and Country Club. Participant applications and sponsorship requests are ongoing. The last date to register for participation in the tournament is Tuesday, October 27. This is the 20<sup>th</sup> year of the OBPAL Golf Tournament.

##### Community Services & Animal Control

- Animal Calls responded to: 51
- Animal Reports: 5
- Animals to Human Society: 5
- Animal Bites: 2
- Trap Neuter Release: 1

##### Criminal Investigations

- Cases Assigned: 30

- Cases Exceptionally Cleared:6
- Inactive: 3
- Fraud: 7
- Burglary Residential: 6
- Burglary Business: 3
- Larceny Carbreak: 3
- Grand Theft: 5
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 2
- Recovered Missing Persons: 1
- Suspicious Incident: 1

#### Records

- Walk - Ins / Window: 110
- Phone Calls: 107
- Arrest / NTA'S: 17
- Citations Issued: 54
- Citations Entered: 40
- Reports Generated: 142
- Reports Entered: 100
- Mail / Faxes / Request: 10

#### Patrol

- Total Calls: 1,152
- Total Traffic Stops: 159

#### Operations

##### Crime Opportunity Report Forms: 51

- 09/13/17
  - Narcotics Arrest, 63 North Beach Street. Officers contacted a suspicious vehicle where narcotics were located.
  - Aggravated Battery Domestic Violence Arrest, 10 Glen Arbor Park. Officers responded to the residence in reference to a domestic disturbance. Daughter was arrested for stabbing her mother in the hand.
  - Narcotics Arrest, 100 Block Osceola Avenue. Officers made a traffic stop on a vehicle where narcotics were located.
  - Theft, 16 Breakaway Trail. Generator stolen from the outside of the building.
  - Burglary Residence, 565 Ocean Shore Boulevard. 8-10 rooms ransacked, gaming system stolen.
  - Narcotics Arrest, Halifax and East Granada. Officers made a traffic stop on a vehicle where narcotics were located.
  - Warrant Arrest, 500 Block of Bryant Street. Contact was made with a subject who was found to have an open warrant.
  - Warrant Arrests, 1567 North United States Highway One. Two subjects were contacted who were each found to have an open warrant.
  - Trespass Arrest, 1637 North United States Highway One (Rossmeyer Daytona) Subject contacted who had been trespassed from the business.
- 09/14/17
  - Stalking Arrest, 61 Ocean Shore Drive. Contact was made with a person having a completed affidavit for his arrest for an incident occurring the prior evening.
  - Theft, 1521 West Granada Boulevard (Walmart), Purse stolen out of a shopping cart.
  - City Ordinance Violation Arrest, West Granada Boulevard and North Beach Street. Subject was contacted who had an open container.

- Grand Theft, 99 Hollow Branch Crossing. Subject paid for work that was not completed and a fan and faucet were also taken.
- Stolen Vehicle, 282 Jefferson Street. Vehicle was not returned to the owner as agreed.
- Burglary Residence, 7 Carriage Creek Way. Three drills missing from the garage of the home.
- Narcotics Arrest, 63 North Beach Street. A traffic stop was conducted where narcotics were located.
- Narcotics Arrest, 178 Osceola Avenue. A traffic stop was conducted where narcotics were located.
- 09/15/17
  - Warrant Arrest, 349 Tomoka Avenue. Subject was arrested on multiple Flagler County warrants.
  - Resisting Arrest, 55 North Nova Road. Subject was intoxicated and didn't listen to Officers commands.
- 09/16/17
  - Battery, 790 South Atlantic Avenue. A known female spat in the face of another when asked to leave the business.
  - Critical Incident, 1 China Moon Drive. Officers responded to a call where shots had been fired. Multiple resources responded and one subject was found deceased inside the residence.
- 09/17/17
  - Narcotics and Warrant Arrest, 1513 San Marco Drive #203. Contact was made with a subject who was found to have an open warrant and be in possession of narcotics.
- 09/18/17
  - Burglary Residence, 103 Oceanshore Boulevard. Hurricane panels and a surfboard were taken from a shed.
  - Narcotics Arrest, 3 North Yonge Street (Sunoco.) Subject contacted during a disturbance where narcotics were located.
- 09/19/17
  - Carbreak, 226 Country Club Drive. Wallet stolen out of an open window while at this location.
  - Theft, 420 South Nova Road #5 (MetCare.) Money bag containing cash was taken.
  - Theft, 16 Carrington Lane. Refrigerator and cabinets taken from the residence.
  - Theft, 678 Hand Avenue. Victim suspects she was scammed out of a large amount of money.
  - Loitering and Prowling Arrests, 880 South Atlantic Avenue. Two subjects were contacted on the property of a closed business.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 25
  - Number of Uniform Traffic Citations Issued: 29
  - Number of Written Warnings Issued: 9
- Traffic Crash Reports
  - Number of Crashes without Injuries: 12
  - Number of Crashes with Injuries: 1

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 2 Cases initiated
- 2 signs have either been removed or sign cases created.
- 9 tree removal permit requests.

- Administrative staff assisted with three (3) walk-ins and forty-seven (47) 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 has striped Amsden Road, Bosarvey Drive, and Lake Bridge Drive.
    - South Peninsula Reclaimed Expansion – The Contractor has returned to work following Hurricane Irma. Work continues on installation of the side street distribution lines. It is anticipated that installation of the 16” reclaimed main on South Halifax will continue and be complete in the next two weeks.
    - 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 –Final preparations are taking place to begin the project.
    - Ph III 2-Inch Water Main Replacement – Mainland – A Notice to Proceed was issued with an effective start 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 was approved by CC at the September 19 meeting.
    - WTP Sludge Residuals Facility Improvements – Received the pilot test report for dewatering the lime sludge through the Andritz Screw press and results were not as favorable as those of the centrifuge. As such staff is recommending going with the same centrifuge that is going in at the WWTP.
    - 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 – City staff continues to work with FDOT in order to finalize bid documents for advertising of this project.
- 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 City Commission meeting, and the project has been advertised for bidding. Bids are due on September 20.
- Water Plant Upgrades – The Consultants has nearly completed the preliminary design memo recommending proposed equipment.
- Secondary Raw Water Main – Staff has scheduled a meeting with the consultant to discuss the proposed route and the right of ways.
- Wastewater Plant Influent Pump Station – FPL has completed their power quality study and are coordinating with our Consultants on potential fixes.
- Departmental Activities
  - Completed a sketch and legal description for 2802 John Anderson Drive, per Planning Division request.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for FPL directional bore along Blockhouse Court.
  - Started researching old files, studies and drawings to get information regarding the flooding in areas throughout the City related to Hurricane Irma.
  - Meetings with several homeowners to discuss and provide permit requirement information for docks damaged by Hurricane Irma.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Picked up barricades citywide

- Cleared sidewalk citywide
- Assisted Forestry in Fire Station 93 clean up
- Formed and poured sidewalk on Seaside Dr

#### 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
- Cleaned up Fire Station #93; cut and removed debris

#### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Blew debris off walks at City Hall complex
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Granada Bridge
- Weed control on streetscape and FDOT areas
- Hurricane Irma clean up citywide
- Cleaned up debris off of Rosewood Ave ROW
- Refueled generators on A1A
- Assist crew on removing tree at CPI

#### Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Ordered Sign Shop materials
- Straightened and replaced signs citywide

#### Stormwater Maintenance

- Pond maintenance citywide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Spray weeds citywide
- Basin repair on Sandy Oaks Blvd
- Pond maintenance on Mainsail Cir
- Basin repair on 200 block of N Ridgewood Ave
- Ditch maintenance SR40

#### Mowing

- Reachout on Nova Rd/Nova Rec, Ballfield, Lakebridge

Street Sweeping/Streetsweeper (0 days – sweeper down)

#### Fleet

- Mileage traveled by all departments for the week: 23,922
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 3

- Non-Emergency Vehicles and Equipment: 22
- Road Calls for the week: 2
- Quick Fleet Facts:
  - Fuel on hand: 13,507 gallons unleaded 7,120 gallons diesel
  - Fuel used in one week: 1,876 gallons of unleaded and 1,171 gallons of diesel.
  - Fleet completed 58 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 was approved for additional services for requested scope revisions. Bid plans and specifications are being finalized. A bid request approval form to obtain a bid number is being processed.
  - Clyde Morris Boulevard Manhole 10999 Rehabilitation – ROW Use Permit is being processed by Volusia County. Work is tentatively scheduled for the latter part of next week.
  - Water & Wastewater Chemical Purchases – Chemical purchases were awarded under Resolution Number 2017-189.
  - Fire Hydrant Replacement Project – Replaced two aged hydrants on A-1-A.
  - Lift Station 8M1 – Legal Department is preparing a City Commission memo for vacating the existing easement and providing a replacement easement for the Lift Station 8M1 site.
  - Lift Station 10M & 12M Rehabilitation: Preconstruction meeting scheduled for Sept. 26, 2017.
  - Phase III 2-inch Water Main Replacement – Mainland – Notice to Proceed was issued.
  - Phase III 2-inch Water Main Replacement – Peninsula – Shop drawings are being reviewed.
  - Pretreatment Effluent Pump (PEP) Purchase – Preparing specifications for bid.
  - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Contractor is finalizing inspection reports.
  - Secondary Raw Water Main – Survey for proposed piping route is being performed and easement needs are being identified.
  - Shadow Crossings Force Main Improvements – The meeting for warranty work is being rescheduled for early October due to Hurricane Irma.
  - Sodium Bisulfite Tank Replacement – Information was requested from the low bidder to complete the evaluation.
  - Elevated Storage Tank Repairs & Maintenance – Contacted consultant to discuss monopole option for alternative consideration to demolish the water plant elevated tank. Met with Tnemec coatings representative at the Breakaway Trails elevated tank to discuss overcoating the finish instead of sandblasting and painting in order to reduce project costs. Met with 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 – Reuse distribution lines are being installed.
  - Water Plant Aerator Housing Rehabilitation (CIP) – Provided a punch list to the contractor resulting from final inspection. Awaiting contractor response for tank leak repairs.
  - Water & Wastewater Plant Sludge Dewatering Improvements – Design is proceeding to provide centrifuges for sludge dewatering at water and wastewater plants.
  - Water Plant Upgrades (Lime Slaker & Chlorine Generator) – Consultant is preparing plans and recommendations for equipment manufacturers.
  - WWTP Influent Pump Station VFD Replacement – FPL is coordinating with the consultant on potential options.
  - WWTP Outfall Pipe Repair – Bid is under evaluation.
  - Utilities SCADA Upgrades – The RFP was prepared – awaiting review responses/final edits.
  - Water and Wastewater Facilities Storm Preparation and response activities.
  - 2627 John Anderson Drive – Drawings are being prepared for a Volusia County Use Permit for a new water service installation.
  - SPRC Projects (Utilities Review)

- Edgewell Fire System – Met with engineer and plant manager to discuss items that need to be submitted for the fire pump upgrade project.
- Ormond Central 1 S Old Kings Road – Reviewed revised plans.
- Security First – Reviewed plans and provided comments.
- Seven Eleven 1204 Oceanshore Boulevard – Reviewed plans and provided comments.
- Wal-Mart Liquor Box 1521 West Granada – Reviewed revised plans. Utility department comments were satisfactorily addressed.
- YMCA Parking Lot and Dog Park – A preconstruction meeting was conducted.

#### Water Treatment

- Delivered 35.51 million gallons for the week ending September 15, 2017 (5.07 MGD).
- Backwashed 9 filters for a total of 325,000 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 49.57 Million Gallons.
- Influent flows average for week @ 7.08 MGD, plant designed for 8 MGD.
- Produced 12.01 Million Gallons of Reuse.
- Produced 37.56 Million Gallons of Surface Water Discharge.
- Annual Average (August 01, 2016 – July 31, 2017) for Surface Water Discharge 0.980 MGD.
- Hauled 103.28 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to and/or repaired 13 water service leaks.
- Replaced or repaired 5 water meter boxes.
- Replaced 2 malfunctioning water meters.
- Replaced 6 water services or meter assemblies due to low flow or leaks.
- Responded to 18 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Installed 5 water services for new construction.
- Performed pressure testing of 7 city owned backflow preventers.
- Performed accuracy testing on a 3" commercial water meter serving 101 Clyde Morris Blvd. Meter tested accurate
- Disconnected a residential water service due to demolition.
- Performed valve maintenance activities on 24 valves for scheduled and unscheduled water main outage activity.
- Rescinded all outstanding boil water notices.
- Coordinated customer notice for scheduled replacement of fire hydrant on A1A.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 141 regular and 10 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 139 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 3 reuse trouble calls.
- Recovery work from Hurricane Irma
- Replaced broken tank at 2 Bent Stream.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 9/9psi, Ocean Mist Hotel @ 6/6 psi, Ormond Mall @ 0/0psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 18/18 psi, Westland Run 20/20 psi & Shadow Crossing Blvd. (4 inch) 2/2 psi.

#### Wastewater Plant – Lift Stations

- Irma recovery, responded and repaired to out of service lift stations. Provided temporary generator power and performed lift station bypass pumping for most all lift stations due to widespread power loss. Performed electrical/mechanical repairs at plant and remote facilities as needed. Coordinated FPL service restoration to affected wastewater facilities.
- Post Anoxic mixer 1B, mixer tripping breaker at MCC, feed wiring damaged, temporarily transferred power to mixer 2B, will locate and repair damaged wiring after storm recovery.
- Sand filter #1, festoon cable damaged during Irma, performed repair splice, will order replacement cable, ok.
- Sand filter #2, traveling bridge drive motor faulted, reset and returned to service, ok.
- Sand Filter #3, back wash pump not working, repaired, ok.
- Walmart, 12M, cleared blockages at volute, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 4P, High level, cleared rags from both pumps, pump impeller damaged, removed unit from service, station operating on one pump, will repair with full crew during normal business hours.
- Bennett Lane, Pumps 1 & 2 VFD's tripped, Reset, AC Breaker tripped, Reset. Left with station in auto and pump #1 running. Lake level @ 3.7 ft - Opti set point @ 3ft

#### Water Plant – Well Fields – Booster Stations – Reuse System

- 2% chlorine pump 5, replaced worn feed tube, ok.
- 2% chlorine pump 6, removed storm debris and inspected pump for damage, ok.
- All remote water facilities (wells/booster stations/tanks), inspected for Irma damage and verified FPL power.
- Lime thickener, assisted Operations with clearing of clogged discharge port, ok.
- Maintenance building, removed remnants of ice machine and compressor roof structures.
- Riverview Booster station, flooded from river storm surge, pumped water out and inspected equipment, no water damage noted at electrical motors and panels.
- Shadow Crossing Reuse pressure showing 74 PSI in SCADA and fire pump running, found VFD #2 tripped from phase loss, turned fire pump off, station returned to normal, ok.
- Bird Centrifuge, Motor not responding, VFD failed, replacement VFD will be ordered.
- High Service pump #5, completed pump reassembly, tested and return to operations for use.
- High Service pump #7, installed flex conduit and wiring, made connections at VFD and motor, tested, ok.
- RO clear well, transfer pump 2 VFD not-functional after FPL power transformer failure, replaced VFD with shop stock, ok.
- Monthly PM's: all Rima wells.
- Laurel Creek storm water, while rebooting SCADA server noticed VFD#2 failure alarm, cleared alarm at station and returned to service, station level was 2.7ft with Opti set point of 3.0ft. No pumps were running and no errant cycling observed, ok.

#### Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Monitoring Sewer Collection System – Staff is evaluating the latest laboratory results in the continuing effort to reduce the copper being received by the WWTF. The sampling compositors have been removed in anticipation of the hurricane.
- FDEP Local Limits Evaluation – Staff is preparing a response to the FDEP Request for Additional Information concerning the City's Local Limits evaluation submittal. The Local Limits are an important factor in protecting the WWTF from potentially harmful contaminants from significant commercial and/or industrial facilities.

#### Water Supply/ Treatment and Distribution System Regulatory Activities

- Total Coliform Sampling Plan – Per FDOH request, staff is updating the sampling plan 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 which are missing a backflow (BF) prevention device on their potable water service 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
- City Clerk attended weekly meeting with Acting Assistant City Manager
- Staff attended and provided support for September 19, 2017, City Commission meeting
- City Clerk and Assistant City Clerk attended Tyler (Enterprise Resource System) training on September 21, 2017
- Agenda preparation for October 3, 2017, City Commission meeting