

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 8, 2019

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 senior staff

Spoke to, attended and/or met with:

- Agenda review meetings with commission members
- Rotary meeting
- Guest speaker for Chamber of Commerce Legislative Affairs Committee
- Veterans Day events – Luncheon and Memorial Banner Program

PIO – Public Information

- Press Releases/Media
 - Mondays with the Mayor
 - General media inquiries and interviews
 - General citizen contacts
- Social Media
 - Hometown Heroes Ribbon Cutting
 - Turtle Spotting in Central Park
 - Germfree Job Opportunities
- Attended
 - City Manager Weekly Staff Meeting
 - Germfree Facility Tour
 - Healthcare City Workshop
 - City Commission Meeting
 - Hometown Heroes Ribbon Cutting
 - Veteran’s Day Luncheon
 - State of the City After Action Meeting
- Developing
 - OneLess Presentation
 - Holiday Lights Tour Map

Community Development

Planning

- Michael Woods, Esq., Cobb Cole Attorneys at Law, shall conduct a neighborhood meeting associated with a Planned Business Development for the property at 263 South Nova Road. The neighborhood meeting is scheduled for **Wednesday, November 20, 2019 at the Anderson-Price Memorial Building at 42 North Beach Street between 6:00 p.m. and 6:45 p.m.** The Planned

Business Development seeks to allow a climate controlled storage facility of 100,000± square feet. The Planned Business Development application shall require Site Plan Review Committee (SPRC) review, the neighborhood meeting on the development project, Planning Board review and City Commission action for site development. Staff has included a site plan from the first SPRC submittal. The entire site plan submittal can be viewed at: <https://fl-ormondbeach2.civicplus.com/247/Development-Projects>.

- The Historic Landmark Preservation Board will have a meeting at **4:00 p.m. on Monday, November 18, 2019**, in the City Hall Training Room, 22 South Beach Street, Ormond Beach, Florida, to consider an administrative request for a Certificate of Appropriateness (COA) to construct an addition on the existing carriage house at The Casements, located at 25 Riverside Drive. The Casements is listed on the City’s Local Historic Landmarks List and is also nationally designated.
- Two applications at the November 6, 2019, Board of Adjustment and Appeals were approved: 926 South Beach Street and 807 Cordova Avenue.
- The Monthly Development Report has been updated and is available at: <https://fl-ormondbeach2.civicplus.com/247/Development-Projects>.
- The November 14, 2019 Planning Board meeting has been canceled based upon a lack of agenda items.
- Attended the Courtyards neighborhood meeting. It was stated that the project seeks to be heard at the January Planning Board meeting.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 289 inspections performed within the city (0 by private providers).
- 175 permits issued (72 garage sale permits) within the city, with a valuation of \$1,632,140.

Development Services

- Site Plan Review Committee (SPRC) activities:
 1. Conducted the following pre-construction meetings:
 - 1057 Ocean Shore Boulevard – utility connection for parcel in unincorporated Volusia County.
 - 1535 North U.S. Highway 1 – demolition of existing improvements and construction of a Dunkin Donuts.
 - 99 Portland, Stor-It, Phase 2 – construction of a 106 space board and recreational vehicle storage facility as an expansion to the existing Stor-It facility.
- There are no site plans under SPRC review.
- Projects under construction:

Project	% Complete
101 Town & Country Lane	30%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	80%
Broadwater Bridge	95%
Coolidge Avenue Office/Warehouse	15%

Dunkin Donuts, 1190 Ocean Shore	0%
Extended Stay America	2%
Granada Plaza sewer improvements	75%
Granada Pointe	98%
Home2	50%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	0%
Modern Wash	0%
Oceanside Golf and Country Club (seating)	50%
Ormond Beach Surf Style	90%
Ormond RC, Building 1C	65%
Pineland Trail re-alignment	100%
Salty Church	10%
Security First	95%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	85%
Huntington Green	50%
Huntington Villas	70%
Pineland residential subdivision	80%
Deerfield Trace	40%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Security First Managers is nearing completion of the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.

- Airport Business Park
 - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is completing the move into the facility.

- Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
 - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff attended the Volusia County Q Meeting on Friday 11/08 for updates on business activity. This meeting also featured an update by the Economic Development Practitioners and Development Activity happening throughout Volusia County.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 38 companies have been visited.

Airport Operation and Development

- The airport's Automated Terminal Information System (ATIS) remains out of service. A notice to airmen (NOTAM) has been issued to advise pilots that ATIS is temporarily unavailable. A qualified technician will be dispatched to service the ATIS equipment as soon as possible.
- Staff has responded to a request for additional information from the FAA regarding a vehicle deviation that occurred at the airport on October 24. An FAA Airport Certification Safety Inspector has been assigned to investigate this event. The vehicle was identified as belonging to Volusia County Mosquito Control. The driver was not affiliated with the County's airborne mosquito control personnel who were operating from the airport at that time, but may have gained access to the airfield as part of that operation. The driver was identified and brought to the airport's control tower for a discussion about the incident with the Air Traffic Manager, which included a thorough review of proper ground vehicle operations and the penalties for movement area incursions. As a result of this incident, all of the County's mosquito control personnel will be provided with basic training on airport ground operations. Staff has provided the County with educational materials to facilitate this training.
- Staff has responded to a request from the Ormond Beach Aviation Association (OBAA) for an update on the status of the Runway 9/27 and Taxiway Alpha extension projects.
- Staff has completed work to prepare and submit an application by RYHH, LLC for FBO Category 2 status at the airport. RYHH, LLC desires to provide specialized, small scale flight training and aircraft rental services. This item will be presented to the City Commission for consideration at their meeting on December 3, 2019.

Finance/Budget/Utility Billing Services/Grants/Risk Management

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
 - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 100% of expenses have been submitted to FEMA for obligation review.
 - To date the City has been reimbursed for sixteen (17) Project Worksheets totaling \$373,981.97.

- Preparations for the Munis Phase 3, Utility Billing system are underway.
- Tentative millage rate and proposed 2019-20 budget were completed.
- Completed Projects - Weekly
 - Processed 279 Journal Entry Batches.
 - Approved 35 Purchase Requisitions totaling \$3,871,163.83.
 - Issued 30 Purchase Orders totaling \$942,663.56.
 - Prepared 110 Accounts Payable checks totaling \$543,380.11 and 35 Accounts Payable EFT payments totaling \$1,230,950.13.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 460 payments through Interactive Voice Response System totaling \$42,618.31.
 - Grant money 2019-20 fiscal year-to-date total received, \$275,000.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continued working on closeout documents for various FDOT airport grants and police grants.
 - On Tuesday, November 5, 2019, the City Commission approved the submittal and match funding for two (2) Volusia County ECHO grants: MacDonald House Restoration and Nova Tennis Court Lighting. The applications are being finalized for submittal prior to the November 14, deadline.
 - Working with the Police Department on its second Florida Health Department HEROS grant for Narcan (naloxone) for the complete or partial reversal of opioid overdose.
 - Completed monthly CDBG reporting.
 - Grant reimbursement requests for FY 18-19: \$4.1 million
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Attended weekly staff meeting.
 - Attended City Commission meeting.
 - Attended State of the City after action meeting.

Risk Management Projects

- Attended webinar on sexual harassment
- Finalizing edits of Safety Manual
- Processing liability claims receipts and payments

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 9
 - Hazardous: 0
 - EMS: 88
 - Motor Vehicle Accidents: 6
 - Public Assists: 34
 - TOTAL CALLS: 137
- Aid provided to other agencies: 2 Calls to Volusia County
- Total staff hours provided to other agencies: 1
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 64

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 162

- Training Hours
 - NFPA 472: Hazardous 9
 - NFPA 1001: Firefighting 53
 - NFPA 1006: Technical Rescue 3
 - NFPA 1021: Officer 21
 - NFPA 1500: Safety/Equipment 41
 - NFPA 1620: Preplanning 12
 - EMT/Paramedic 19
 - TOTAL TRAINING HOURS: 158

- Station Activities
 - Updated 20 pre-fire plans
 - Conducted 2 fire inspections
 - Visited 120 children at Montessori Global Research School
 - Participated in Holy Cross Orthodox Church World Food Festival

- Significant Incidents
 - 10/31/19, 8:57 AM: 621 S. The Beach – Medical – Responded to a possible drowning – upon arrival found one swimmer rescued from ocean by Volusia County Beach Patrol – two firefighters assisted EVAC with patient during transport to hospital.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Civil Engineer (Engineering)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker III (Wastewater Collection & Reuse Distribution/Public Works)
 - SCADA/Instrumentation Tech (Equipment Maintenance/Public Works) – Temporary Now – May 2020
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Events Tech (Casements/Leisure Services)
 - Part Time Recreation Leader (Casements/Leisure Services)
 - Part Time Recreation Leader (EDC/Leisure Services)
 - Police Officer

 - Applications Under Review
 - Recreation Program Specialist (Leisure Services)
 - Office Assistant III (Nova/Leisure Services)
 - Firefighter/Paramedic

 - Interviews Scheduled
 - Deputy Fire Chief
 - Senior Staff Accountant (Finance)

 - Background/Reference Checks/Job Offers
 - Senior Planner (Planning)
 - Maintenance Worker II (Streets/Public Works)
 - Mechanic III (Fleet/Public Works)
 - Office Assistant II (Records/Police)
 - Police Officer (Police)

 - Separations
 - Maintenance Worker II (Streets/Public Works)

- Recreation Program Specialist (Leisure Services)
- Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities
 - Nationwide representative meets with employees 9/13/19
 - United Way meetings with employees

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project went live 9/30/2019. Working through minor issues as they are discovered.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 27
 - Completed: 51
 - In progress: 40
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 42,706
 - Inbound E-Mails Blocked: 24,402
 - Delivered Inbound E-Mails: 18,3054
 - Quarantined Messages: 342
 - Percentage Good Email: 42.9%
 - Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,719
 - Meters GPS Located this week: 0 : Total in system = 23,738; 22,927 potable, 800 Irrigation, 11 Effluent

Leisure Services

Administration

- City Manager's meeting
- Park visits
- Janitorial Services meeting
- Staff meeting

- City Commission meeting
- Veterans Day Luncheon
- Staff continues to prepare for The Mayor's Health & Fitness Challenge

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

- Tours were given as needed on Tuesday through Saturday.
- Great Learning Center Field Trip, Saturday, 10 am to 12:30 pm
- Beginner's Nature Drawing, Wednesday, 10 am to 11:30 am
- Halifax River Audubon Bird Watching Class, Tuesday, 6:30 pm to 8:30 pm
- EDC Volunteer meeting, Thursday, 4 pm
- Little Learners Turkey Program, Friday, 10 am to 11 am

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- OBGS Baseball practices will be held Monday through Thursday at 6 pm on the Nova and Wendelstedt Fields.
- Coed Adult Softball playoff games continued this week on Monday through Wednesday nights at 6:20 pm, 7:30 pm and 8:40 pm on Coed Field 7 at Sports Complex.
- Pride football practices are held on Tuesday and Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
- OBSC practices are being held Monday through Thursday nights at 6 pm at the Sports Complex on the Soccer Fields.
- OBYBSA Baseball and Softball practices are being held nightly Monday through Friday on both the Nova Fields and the Softball Quad.
- Youth Flag Football started playoff games this week on Monday through Friday at 5:45 pm, 6:45 pm and 7:45 pm at the Sports Complex on Quad 3 and the Kiwanis Field.
- SHS Baseball finished its fall practices this week on Monday at 5 pm and Wednesday at 4 pm on the Wendelstedt Fields.
- Pop Warner Cheer will be practicing Monday, Tuesday, and Thursday at Championship Field 7 at 5:30 pm.
- SHS Boys' and Girls' Soccer continued practices this week at the Sports Complex on Fields 5 and 6 and 5 pm and 6:30 pm.
- OBSC Recreational Soccer games were held Saturday at the Sports Complex on Soccer Fields 1 through 6 and 8 through 10.
- Pride Football hosted post-season playoff games on Saturday with five teams qualifying.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields

- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged Osceola Softball Fields and South Ormond Fields
- Painted Soccer Fields 1-6 and 8-10
- Prepared Coed Field 7 for Coed Softball League
- Painted grass parking lot by Soccer 9
- Took down the temporary fences installed for the weekend ISSA Sr. Softball Tournament
- Set up and painted flag football fields for playoffs

Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm
- Ormond Church was held on Sunday from 8:30 am to 12:30 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes as part of its regular operations:
 - Monday through Thursday: Show Club held regular classes
 - Monday through Friday: CMT held regular classes
 - Thursday: Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following events:
 - Queens of Broadway USO Cabaret Show, Friday, 7 pm to 9 pm
 - Hometown Heroes Ceremony, Saturday 10 am to 1 pm

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- PAL tutoring Monday through Thursday
- Youth basketball practice Wednesday and Saturday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Attended the last day of Senior Games events
- Assisted with the City Commission Workshop meal
- Setup, work and breakdown of Veterans Day Celebration
- Preliminary planning tasks and assignments for:
 - Hometown Heroes Ceremony
 - Home for the Holidays Parade, application online
 - Holiday Concert
 - Santa on the Go
 - Letters to Santa
 - Breakfast with Santa

Gymnastics

- November session in progress
- November registration is open
- Open Gym on November 8th from 6 pm to 8 pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continued to meet at various times throughout the week.
- Senior Games for Ping Pong took place on Saturday from 9 am to 3 pm

- Ms. Debby's Dance and Acting Classes met Monday, Tuesday and Friday at various times from 4:30 pm to 7:30 pm.
- Lunch Bunch met on Wednesday from 10 am to 1 pm.
- Skills Development Program continued on Wednesday from 4 pm to 5 pm.
- Explore the Arts met on Thursday from 4:30 pm to 5:30 pm.

The Casements

- Free Guild tours took place Monday through Friday from 10 am to 3 pm on the hour and on Saturday from 10 am until 12 pm on the hour.
- Seaside Herb Society held their plant sale Saturday at Bailey Riverbridge from 7 am to 3 pm.
- On Sunday Missing Peace Church met at Bailey Riverbridge from 10 am to 12 pm.
- House of Healing met at Bailey Riverbridge from 6 pm to 8 pm on Sunday.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- On Tuesday an HOA meeting was held at Bailey Riverbridge from 7 pm to 9 pm.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.
- On Wednesday Ormond Beach Garden Club met in the Gallery of The Casements from 9 am to 12 pm.
- Addison Oaks HOA held their meeting at Bailey Riverbridge from 5:30 pm to 7:30 pm on Wednesday.
- On Thursday an Art show Fundraiser for Family Renew was held in the Gallery of The Casements from 4 pm to 7 pm.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash at all parks
- Repaired the swing at Magic Forest Playground
- Replaced sign at Andy Romano Beachfront Park
- Installed a new park bench at Riviera Park
- Cleared graffiti at the City Hall bus stop
- Trimmed the limbs at Central Park I
- Fixed the parking curbs at Riviera Park
- Replaced the Central park Boardwalk Trail signs
- Fixed pot holes at Riviera Park
- Filled in wash out at Ormond Shores Park
- Installed new backboard at South Ormond Neighborhood Center

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Replaced exhaust fan timer switch at WTP
- Installed two outlets on the south side of the Ormond Memorial Gardens parking lot
- Repaired lights at Ormond Memorial Gardens
- Repaired lights in the City Hall hallway
- Repaired two directional and two taxiway lights at the Sports Complex
- Repaired all lights, 14 fuses and two fuse blocks at Sports Complex
- Provided power and data to new work stations at Fleet
- Repaired South Ormond Neighborhood Center Gym A/C
- Replaced motion switches and trim plates at Sports Complex
- Painting outside of the Senior Center
- Chair rail added at Senior Center auditorium
- Repaired the women's restroom at Nova Community Center
- Men's exit button at Sanchez Park repaired

- Granada Bridge light head alignment completed
- Sports Complex football ladies restroom hand dryer replaced
- Replaced cabinet locks at Police Department
- Christmas lighting tested
- Repaired the men's urinal at Sports Complex
- Change lock combinations at the Airport pedestrian gate
- Repaired the City Hall breakroom cabinet
- Repaired toilet at Fire Station 93
- Hung directional signs in City Hall hallway

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Bob Grim Remembrance will be held at the Police Department on November 12
- Staff is attending the 5.0 Club at Ormond Beach Middle School
- Police Explorer Charter is complete
- Staff attended the Halloween event at Riverside Drive

Community Outreach

- Youth Leadership Council (YLC)
 - Seven (7) members of the YLC attended a meeting on Sunday, November 3, to stuff golf tournament goody bags and make thank you cards for the Veterans Day event on November 9 at the Performing Arts Center. Six (6) members of the YLC attended the Mainland High School football game November 1 to support the team. The YLC Coat and Blanket Drive concludes Friday. Items will be delivered on Tuesday, November 5, 2019.
- OBPAL Basketball
 - Practice was held for the boys' and girls' basketball teams. Thirteen (13) boys and three (3) girls attended practice at the South Ormond Neighborhood Center on Monday, Wednesday and Thursday evenings.
- PAL Educational Programs
 - Tutors R Us
 - The OBPAL *Tutors R Us* afterschool program is offered Monday through Thursday at the South Ormond Neighborhood Center. One-on-one and small group sessions are offered for children and teens in grades K through 12. Last week, 23 students attended the program.
 - Science on Patrol
 - Science on Patrol at Ormond Beach Middle School continues. Currently twenty-eight (28) students are registered for the 10 week program. Classes are offered Monday (Tuesday on Monday Holidays) and Thursday after school from 4:20 p.m. to 5:45 p.m. Science on Patrol at Ormond Beach Elementary School continues and eleven (11) students are registered for the 6 week program. The program is offered Thursday after school from 2:30 p.m. – 4:40 p.m.
- OBPAL Annual Golf Tournament
 - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 9, 2019. For more information on *Golfing for Youth* please call OBPAL at (386) 676-3505. Thank you to all our 2019 event sponsors.
- PAL Annual Holiday Party

The annual PAL Holiday Party will be held on Wednesday, December 18 at the South Ormond Neighborhood Center from 5:45 p.m. to 7:45 p.m.

Community Services & Animal Control

- Animal Calls responded to: 46
- Animal Reports: 0
- Trap Neuter Release: 0
- Animal Bites: 0
- Animals to Halifax: 3
- Wildlife Calls: 0
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 2
- Inactive: 7
- Fraud: 6
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 5
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 1
- Police Information: 4
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 106
- Phone Calls: 142
- Arrest / NTA'S: 16
- Reports Generated: 103
- Reports Entered: 103
- Citations Issued: 43
- Citations Entered: 43
- Warnings Entered: 85
- Trespass Warnings: 19
- CORF Entered: 23
- Mail / Faxes / Request: 33

Patrol

- Total Calls: 1,124
- Total Traffic Stops: 111

Operations

- Crime Opportunity Report Forms: 23

10/30/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was stopped by loss prevention for concealing items.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items in a stroller and was stopped by loss prevention.
- Carbreak, 1025 South Nova Road. A trailer was entered by force.

- Narcotics Arrest, 175 Interchange Boulevard (Baymont Inn). A trespasser was found with narcotics and arrested.

10/31/2019

- Burglary Business, 82 North Yonge Street (Fine Import Auto). Subject entered the secure compound and stole several auto related items.
- Burglary Business, 321 Hand Avenue (All Aboard Storage). Storage unit was entered by force. Storage containers were stolen.
- Burglary Residence, 315 Timberline Trail. Open garage was entered. A top to a Jeep was stolen.
- Stalking Arrest, 19 North Yonge Street. Neighbor was stalking the victims and was arrested.
- Battery/Domestic Violence Arrest, 955 South Nova Road (Oasis Mobile Home Park). Victim was battered by strangulation during a fight about money.
- Battery/Domestic Violence Arrest, 25 Baymeadow Court. Victim was battered by the subject and ran when police arrived but was caught.

11/01/2019

- Nothing to report on this date.

11/02/2019

- Sex Offense Arrest, 100 Block East Granada Boulevard. Subject was urinating on the sidewalk exposing private parts to the public.

11/03/2019

- Stolen Vehicle, 500 Shadow Lakes Boulevard. A motorcycle was stolen overnight.
- Burglary Business, 759 South Atlantic Avenue (Georgian Inn). Maintenance room was entered by force. Unknown if anything is missing.
- Battery/Domestic Violence, 170 Williamson Boulevard (Sleep Inn). Subject battered the victim and fled the area. Charging affidavit was filed.
- Battery/Domestic Violence Arrest, 340 Sanchez Avenue. Two (2) subjects were arrested for battering the victim.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss prevention stopped the subject from walking out the door with unpaid merchandise.
- Carbreak, 215 Williamson Boulevard (Regal Cinemas). Unlocked vehicle was entered. Nothing was stolen.
- Traffic Arrest, 200 Block Clyde Morris Boulevard. Subject was pulled over for a traffic violation and was arrested for Driving Under the Influence.
- Carbreak, 585 North Halifax Drive. A pole saw was stolen out of the back of a truck.
- Battery/Domestic Violence Arrest, 524 South Yonge Street. Subject battered the victim during an argument.
- Larceny, 2 River Bluff Court. Victim sold a phone and walked away from the transaction before counting the money. It was short almost \$300.

11/04/2019

- Bank Robbery, 115 North Nova Road (Trusco Bank). Subject robbed a bank by passing a robbery note. The subject then fled the area.
- Battery/Domestic Violence Arrest, 707 South Atlantic Avenue (Makai Motel). Subject battered the victim during an argument.
- Shoplifting, 52 North Yonge Street (Advanced Auto). Subject grabbed random parts and fled the area.

11/05/2019

- Trespass Arrest, 1478 West Granada Boulevard (Bealls). Subject was arrested for returning to the property after warning.
- Warrant Arrest, 100 Block South Orchard Street. Subject with a warrant was contacted at this location.

- Resisting Arrest, South Nova Road at Hand Avenue. Subject was at fault in a crash and gave a false name.
- Battery/Domestic Violence, 154 South Old King Road. Two (2) subjects were in mutual combat. Officers were unable to determine the aggressor and filed charging affidavits.
- Larceny, 1 South Beach Street (Cassen Park). Fishing pole was stolen from the dock.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 30
 - Number of Uniform Traffic Citations Issued: 21
 - Number of Written Warnings Issued: 11
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 6
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 6 Cases initiated
- 11 signs have either been removed or sign cases created.
- 6 tree removal permit requests
- Administrative staff assisted with six (6) walk-in's and sixty-two (62) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor is ordering the liners for the sewer work on North Beach Street.
 - Water Plant Upgrades – Reviewing shop drawing submittals, work is expected to begin later this month.
 - Breakaway Trails Storage and Pumping Improvements – The tank has been finalized, the contractor continues work on the pump building and yard piping.
 - Cassen Park Public Dock and Breakwater – Staff met with the contractor on-site Thursday to coordinate re-mobilization.
 - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting was held on October 31.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Demolition is in process.
 - HVAC Replacements – City Hall, SONC, The Casements – Preliminary work has begun at City Hall and materials have been ordered. A project kickoff meeting was held on November 6.
 - Memorial Gardens Retaining Wall Improvements – Contractor has completed 95% of the retaining wall work.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – A pre-construction meeting was held on October 21 and a Notice to Proceed issued for November 4.
 - WTP Sludge Residuals Facility Improvements – A pre-construction meeting was held October 28. Shop drawings are being submitted. Construction is expected to begin in March due to the long lead time (24 weeks) for the centrifuge.

- OBSC Improvements – Championship Field 7 – A meeting was held October 23 to discuss permit submittals. Construction is expected to begin December 1.
- Nova Community Park Underground Electric Utilities – A pre-construction meeting was held on November 7.
- WTP Chemical Feed System Upgrades – Requested static mixer Owner Direct Purchase (ODP) documents from supplier.
- Bidding:
 - Landscape Renovations & Downtown Landscape Renovations – Bid was awarded to RJ Landscape Contractors at the October 15 City Commission meeting. Contracts are being executed.
 - 2019 Stormwater Rebuild – Bid award to JD Weber is on the November 5 Commission agenda.
 - Broadway/US1 Traffic Signal – A Joint Participation Agreement with FDOT has been executed, Tomoka Holdings has been sent the Developer's Agreement for final execution. Construction Bid and an RFQ for CEI services were opened on November 7.
 - Fiber Optic Connectivity – Documents for a solicitation for continuing services for the phased expansion of the City fiber optic network scheduled for City Commission approval at the November 19 meeting.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – 90% plans have been submitted and are under review by City staff.
 - Fleming Ave Stormdrain Improvements – The 90% plans have been reviewed and comments returned to the consultant.
 - Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
 - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated soon.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – FDOT has completed review of the 60% plans for this project.
 - Stormwater Master Plan Update - 2019 – A meeting with the consultants to review existing codes, master plans and other City documents is scheduled for next week.
 - Fleming Avenue Stormwater Pump Station – A meeting is scheduled to discuss the electrical and SCADA portions of the project.
 - 56 North Beach Street – Staff is preparing presentation of the consultant's findings.
 - Police Station/EOC Relocation Study – Consultant and staff had a site visit to Port Orange's facility on September 19.
 - North Peninsula Sewer Retrofit – Consultant is currently preparing a scope of work for the project.
 - Oak, Magnolia, & Bonita Sewer Retrofit – A scope and fee have been negotiated and a Work Authorization for engineering services will be a future agenda item for City Commission approval.
 - Airport Road/SR40 Water Main Loop – A Work Authorization for design is scheduled for City Commission approval at the November 19 meeting.
 - Gazebo Replacements CP II – Documents for a solicitation for bids scheduled for approval at the December 3 City Commission meeting.
 - Rockefeller Room Renovations – Scheduling a survey with the architect to assess the condition of windows and structure which will determine scope of design services.
 - WTP Aeration Structure Rehabilitation – Coordinating with Utilities Staff to determine design/construction schedule.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.

- Reviewed daily Engineering permit applications through the ProjectDOX system.
- Reviewed plans and updated Work-in-the-Right-of-Way permit for 100 South Atlantic Avenue directional bore, per ANSCO request.
- Modified Granada Median Landscape Exhibit per Project Manager's comments.
- Researched old files and staked Harmony Avenue Right-of-Way to determine drainage swale maintenance.
- Located and provided copies of the Performing Arts Center plans, per Volusia County Schools' request.
- Attended meeting about 12 Talaquah Blvd. with Planning staff regarding lot drainage options.
- Plotted exhibit maps for the North Peninsula Septic to Sewer project.
- Reviewed plans and approved permit for 1250 Baja Trail swale grading and driveway piping related to Neighborhood Improvement Division code violation complaint.
- Created and provided Utility exhibit map for City utilities near 1662 North US1, per Zev Cohen request.
- Researched and field-located FDOT Benchmark locations for proposed Tomoka Avenue Sidewalk project.

Environment Management

Street Maintenance - Asphalt/Concrete

- Formed sidewalk Ormond Lakes Blvd
- Poured generator pad extension – Nova at RR lift station
- Filled asphalt patch for Water Div. – The Falls
- Stripped forms & backfilled sidewalk – Biltmore Dr.
- Formed & prepped apron for concrete & pour apron – Silk oaks Dr.
- Loader training – Airport sports
- Filled asphalt trip hazard – S. Halifax near Memorial Gardens
- Asphalt overlay – Stafford & Harvard
- Road overlay – 700 block Peninsula Dr.
- Set up MOT for asphalt - Harvard

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
- Remove 2 dead oaks – Nova Rec
- Tree trimming – The Trails
- Trimmed trees – Memorial Gardens parking lot
- Removed dead pine tree – Ormond Lakes Blvd

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Trash clean up – US 1 – Nova Rd, SR-40 & Tymber Creek
- Installed stop blocks – Memorial Gardens

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
- Orange Traffic delineator & “Do Not Enter” sign – Fluhart Dr. & Riverside Dr.

Stormwater Maintenance

- Reach-out, ditch mowing– Us 1
- Ditch mowing – SR 40
- Locates, gates, & pumps – Citywide
- Basin repair – 500 block Riverside Dr.
- Depression – 500 block Riverside Dr.
- Call in investigation – Aaron Cir
- Pond Maintenance – ABC, South Ormond Neighborhood Center, Main Sail
- Locates & Basin inspection – Citywide & 600 block S Center St
- T.V. Truck – Dix Ave
- Repair boat Ramp – Fortunato Park

Vactor

- Basin Repair – Vac –truck - 900 block Peninsula & Harvard
- Vac – truck – citywide

Street Sweeping/Streetsweeper (Sweeper down)

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

Fleet

- Mileage traveled by all departments for the week: 22,758
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,005 gallons unleaded, 10,779 gallons diesel
 - Fuel used in one week: 2,335 gallons of unleaded and 673 gallons of diesel.
 - Fleet completed 39 work orders this week.

Utilities

- Projects Summary
 - Design & Bidding
 - Western Service Area Master Plan – City staff returned comments on 60% draft submittal. Anticipate receiving 90% submittal by November 15.
 - Secondary Raw Water Main – Plans are approximately 75% complete. Anticipate receiving 90% submittal in December.
 - North US1 Water Main and Force Main Improvements – Staff comments returned to consultant in October. Anticipate receiving 90% submittal in December.
 - Septic to Sewer Conversion for Oak/Magnolia/Bonita – Placed on hold at 11/5/19 Commission meeting.
 - Septic to Sewer Conversion on North Peninsula – Placed on hold at 11/5/19 Commission meeting.

- FDEP SRF Facility Plan for Septic to Sewer Funding – Work Authorization for engineering services will be placed on the City Commission agenda at a future date.
- Holly Hill Reuse Interconnect – Scheduling installation of flushing hydrant in near future.

- Under Construction
 - WTP Elevated Water Tank Rehabilitation – Strut replaced 10/30. Disinfection during week of 11/4.
 - WTP Improvements (Lime Slaker and Sodium Hypo Upgrades) – NTP 8/19/19. Long lead time to fabricate parts. Field construction work anticipated to begin later in November.
 - WTP Sludge Residuals Facility Improvements – Preconstruction meeting 10/28. City to direct purchase of centrifuge. Target NTP 3/01/20, 180 day construction and final completion 8/31/20.
 - WTP Chemical Feed Upgrade (Static Mixer) – Approved by Commission 10/15. Contracts executed and precon to be scheduled. City planning “direct purchase” of mixer.
 - WWTP Sludge Dewatering Improvements – Construction commenced. Bypass electrical plan approved. Bypass to be implemented week of Dec 2.
 - Storm & Sanitary Sewer Lining (3 year contract) – Cleaned & televised VCP on Beach St. Slip lining to follow. Granada bubble defect to be scheduled for correction.
 - Breakaway Trails Reuse Storage Tank and Pumping Improvements – Tank Substantially Complete. Construction of pump station commenced. Next progress meeting 11/15.

- Substantially Complete
 - SCADA Integration Services (WTP/WWTP) – Substantially complete and in service.
 - WWTP Influent Pumps VFD Replacement – Substantially complete and in service. Final payment to be issued once punch list corrections accepted.
 - Breakaway Trails Yard Electrical and Lift Station Pump Upgrades – Substantially complete and in service. Final payment to be issued once punch list corrections accepted (manuals, final demo, and site cleanup).
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Substantially complete. Final Inspection held 11/5.

- SPRC Projects (Utilities Review, updates only)
 - Design
 - 223 Milsap Road Rezoning – Pre-application scheduled 11/13
 - 170 N Nova Rd, Seven Eleven grease interceptor – requested revisions
 - 550 West Granada Blvd, Shoppes at Granada – requested revisions.
 - 25 Riverside Drive, Casements, Carriage House addition & site work – Revisions requested.
 - Hunters Ridge Force Main – Proposed “Utility Service Agreement” under review by Legal as of 11/5.

 - Under Construction
 - 1535 North US1, Dunkin Donuts – Precon 11/6
 - 1057 Ocean Shore Blvd, Latitude Beach Club – Precon 11/6
 - 99 Portland St, Stor-It Boat & RV Center Phase 2 – Precon 11/6
 - 26 North Beach Street, FUGU Restaurant – Precon 10/23; Utility verification sent 11/4; Reviewed shop drawings 11/6.
 - 1190 Ocean Shores Blvd, Dunkin Donuts Lift Station – Staff continues to respond to queries from contractor/engineer regarding acceptable materials (force main, valves, etc)
 - 101 Town & Country – FM work in ROW substantially complete. On-site private sewer collection system to be constructed.
 - Huntington Green – City amicably resolved sanitary sewer laterals concern.
 - 221 Vineland, Salty Church – Site meeting held 11/5; resolved conflict with water main and storm pipe.

- 875 Sterthaus Drive, Ormond Renaissance Condominium clubhouse modification – updated Phasing Plan approved.
- Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Station site improvements being completed to make station accessible by vector.
 - Pineland Subdivision – Homes under construction in Phase 1. No Certificates of Occupancy issued until completion of public improvements and subsequent acceptance by City.
 - Pineland Trail Extension (Security 1st offsite improvements) – Final site walk through scheduled for 11/12/19.

Water Treatment

- Delivered 40.55 million gallons for the week ending November 2, 2019 (5.79 MGD).
- Raw water average daily withdrawal rate from all wells through November 2, 2019 @ 6.80 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled ~64.8 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 92,000 gallons.
- Contractor hauled 8 tanker loads of wet sludge, ~ 40,000 gal total.
- Sludge Thickener is awaiting repair.

Wastewater Treatment Facility

- Domestic and Industrial Wastewater flow was 41.90 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.99 MGD.
- Produced 38.46 Million Gallons of Reuse.
- Produced 3.44 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2018 – October 31, 2019) (MGD):
 - Influent 4.65 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.58 MGD (Permit 6 MGD);
 - Reuse 4.33 MGD (Permit 10 MGD)
- Hauled 159.75 wet tons of dewatered residual solids (14% to 18% solids)
- There was 1 fecal detection for the weekly reporting period. There were 4 out of 23 fecal coliform hits for the month of October with an 83% non-detection reporting value thus the 75% minimum permit limit was met. Sand filter #3 sand has been removed for replacement this week.

Water Distribution

- Responded to 22 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 12 calls for water service leaks.
- Replaced 8 broken meter boxes.
- Replaced 2 water services due to leaks or low pressure concerns.
- Performed maintenance/rebuild activities on 3 fire hydrants.
- Performed pressure testing on 11 city-owned BFP devices.
- Installed 2 residential new water services and meters.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 110 regular and 3 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Repaired broken gravity Tee at PEP tank at 7 Double Branch Way.
- Finished cleaning Sand Filters at WRF.
- Raised c/o at 125 Fairway Dr.

- Replaced water meter lid on box at 10 Winding Creek Way.
- Discovered broken tank at 51 Coquina Ridge Way. Safed up this address and 49 Forestview Way.
- Replaced broken PEP tank at 46 Cambridge Trace.
- Repaired broken C/O adaptor at 52 Black Hickory Way.
- Flushed 103 Hickory Hills Cir.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 10 psi, Ocean Mist Hotel 0 psi, Ormond Mall 5 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 22 psi Shadow Crossing Blvd. (4 inch) 20 psi.

Reuse Distribution

- Responded to 3 reuse trouble calls.
- Reclaimed system is 100% open to avoid Surface Water Discharge.
- Installed 2" blowoff at 562 Ocean Shore Blvd.
- Located and raised Reclaimed box at 838 John Anderson Dr.

Wastewater Plant – Lift Stations

- Halifax Medical Center, pump #2 not operational, removed and replaced.
- 1P, uneven starts, check Vacuum System and repair as needed.
- Laurel Oaks, nuisance tripping at pump, motor checks well, replace thermal overloads, continue to monitor.
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- R.O. Transfer pump, high pressure alarm, pressure switch not operational, ordered new replacement and installed.
- Hudson Wells, SCADA not responding, Reset RTU, ok.
- High Service Building, began connection and programming into SCADA of 16" finished water pressure switch.
- Clari-Cone #2, discharge valve clogged during cleaning, removed electric actuator to clear clog and manually operate valve, installed electric actuator.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF Permit Renewal – Staff received latest revision of the renewal from the City's consultant. The revision is currently being reviewed by staff for completeness prior to submittal to the FDEP.
- Volusia County Solid Waste Special Disposal – Staff received approval from the Volusia County Solid Waste Department to dispose of the waste in the filter dumpster. The dumpster is utilized by the sewer collections department to dispose of waste collect while cleaning the lines.
- Cross Connection Control Program Management Services Contract– Bid 2020-03 – Staff has notified many backflow testers on record of the change in vendor for the City. The testers will manually submit test reports until the conversion is complete. Staff continues to field calls from customers and BF testers concerning this transition.
- "No Wipes Down the Pipes" Campaign
 - Staff is formulating a public campaign to inform users of the City's sewer collection system of the problems wipes cause in the system. The wipes labeled as "flushable" cause pumps in the system to bind and fail.
- Florida Industrial Pretreatment Association Conference – Staff attended the Board meeting and general workshop of FIPA. Representatives from EPA Region 4 and the FDEP were among the speakers present.

Support Services/City Clerk

In addition to routine departmental activities such as overseeing the City Commission agenda packet process, including managing resolutions, ordinances, agreements, legal notices, and official documents; processing public records requests; transcribing minutes; managing elections; performing document imaging and records management; handling website administration; providing contract management; drafting proclamations; providing advisory board administration; assisting citizens and directing calls at City Hall; and providing administrative support and research services to other departments; the following occurred this week:

- City Clerk attended weekly City Manager Staff Meeting.
- Staff attended and provided support for November 5, 2019, City Commission Healthcare Workshop and City Commission Meeting.
- Agenda packet preparation for November 19, 2019, City Commission Meeting.