

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 6, 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
- Leadership training with senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission
- City Commission Traffic Calming workshop
- City Commission meeting
- VLOC dinner hosted by Oak Hill

PIO – Public Information

- Press Releases/Media
 - Walking with the Manager
 - Mondays with the Mayor
 - Misc. interview requests and citizen contacts
- Social Media
 - #OBsafeThisHoliday – Safety Reminders
 - 12 Days of Christmas Lights
 - Small Business Saturday
 - Soles4Souls Shoe Donation
- Attended
 - City Manager Staff Meeting
 - Traffic Calming Workshop
 - City Commission Meeting
 - US 2020 Census Planning
 - S.R. Perrott Groundbreaking Ceremony
- Developing
 - #LivingTheOBLife Picture Series
 - Holiday Social Media Celebrations
 - No Wipes Down Pipes PSA

Community Development

Planning

- The following items are scheduled for the December 12, 2019 Planning Board:
 1. A Planned Business Development rezoning and issuance of a development order for the property at 263 South Nova Road. The Planned Business Development seeks to allow a

climate-controlled storage facility and associated site improvements. City staff verified that the site postings for the project were not performed correctly by the applicant and that the required advertising has not been met. Based on the lack of advertising, City staff shall recommend that the public hearing not be heard at the December 12, 2019 Planning Board meeting. The item is required to remain on the agenda based on the other forms of advertising including the mail notice and the newspaper advertisement. Staff shall recommend that the project be heard at the January 9, 2020 Planning Board meeting with new mail notice, site postings, and newspaper advertisement. The City Commission hearing dates for this project would be January 21, 2020 (1st reading) and February 4, 2020 (2nd reading).

2. A Comprehensive Plan amendment to Policy 5.1.4. of the Future Land Use Element of the Comprehensive Plan to clarify the City's annexation policies related to utility connections outside of the City's municipal boundaries.
3. A Land Development Code amendment to Chapter 3, Performance Standards, Article V, Utility and Infrastructure Design Standards, Section 3-61, Utility line extensions to clarify the City's annexation policies related to utility connections outside of the City's municipal boundaries.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 223 inspections performed within the city (1 by private providers).
- 51 permits issued (5 garage sale permits) within the city, with a valuation of \$2,643,030.

Development Services

- There were no applicants to meet with the Site Plan Review Committee (SPRC) and no meeting was held.
- The following site plans are under review:
 - a. 228 North Orchard Street, Ormond FPL Substation Expansion. Expansion to allow the transformation, regulation, and distribution of electricity including a 314 square foot building.
 - b. 78 East Granada Boulevard, Ormond Memorial Art Museum. Expansion of the existing footprint and other interior improvements. Total building area would expand to 10,537 square feet (13,970 SF including deck)
- Projects under construction

Project	% Complete
101 Town & Country Lane	40%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Boot Hill	2%
Breakaway Trails Ground Storage tank	80%
Coolidge Avenue Office/Warehouse	15%
Dunkin Donuts, 1190 Ocean Shore	0%
Extended Stay America	10%
FUGU	10%
Granada Plaza sewer improvements	90%

Granada Pointe	98%
Home2	40%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	15%
Modern Wash	15%
Oceanside Golf and Country Club (seating)	50%
Ormond Beach Surf Style	92%
Ormond RC, Building 1C	65%
Salty Church	15%
Security First	99%
Stor-It	0%
The Pumphouse	5%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	90%
Huntington Green	70%
Huntington Villas	70%
Pineland residential subdivision	90%
Deerfield Trace	60%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - 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.
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff participated in the Ormond Chamber's Economic Prosperity event on December 4.
 - Staff attended the Volusia Manufacturer Association Annual Banquet Thursday December 5.
- Prospective Business Attraction/Retention/Expansion
 - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.
 - Staff attended the ground breaking of S.R. Perrot's warehouse expansion project.
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date, approximately 39 companies have been visited.

Airport Operation and Development

- Technicians and supporting contractors from the Federal Aviation Administration completed work this week to install upgrades to the Standard Terminal Automation Replacement System (STARS) at the control tower. Air Traffic Controllers use STARS to provide safe and efficient aircraft spacing and sequencing guidance for departing and arriving aircraft at airports and in U.S. military terminal areas.
- Staff has completed work to respond to an inquiry from the Federal Aviation Administration's Jacksonville District regarding the distances from the approach end of each runway to the intersection of the runways.
- Staff has confirmed seating at a special question and answer session hosted by the Florida Department of Transportation regarding the rollout of new transportation grant management forms and procedures.
- Staff has been advised that the Florida Department of Transportation will conduct the annual airport licensing inspection in February of 2020. Staff will likely be advised of the exact date in early January.
- Staff is working to complete an inventory of all aircraft based at the airport for the purpose of updating the Federal Aviation Administration's based aircraft database.

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

Finance

- On-going Projects
 - The City continues to work with the State 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 seventeen (17) hurricane Irma Project Worksheets totaling \$1.6 million.
 - The City went live with Munis Phase 3, Utility Billing system.
- Completed Projects - Weekly
 - Processed 199 Journal Entry Batches.
 - Approved 23 Purchase Requisitions totaling \$128,095.39.
 - Issued 15 Purchase Orders totaling \$39,333.54.
 - Prepared 60 Accounts Payable checks totaling \$33,459.98 and 24 Accounts Payable EFT payments totaling \$71,742.91.

- Issued 432 past due notices on utility accounts.
- Auto-called 325 utility customers regarding receipt of a past due notice.
- Processed 567 payments through Interactive Voice Response System totaling \$56,293.79.
- Grant money 2019-20 fiscal year-to-date total received, \$1.6 million.
- Prepared 375 Direct Deposits totaling \$532,881.72.
- Transferred IRS 941 payment of \$175,661.33.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Working with staff on the Daytona Beach Racing and Recreation District grant request for a gymnasium at South Ormond Neighborhood Center. Item was approved at the City Commission meeting of December 3.
 - CDBG agreement for Hope Place public service activity has been drafted and reviewed and approved by Community Assistance and HUM. This will be scheduled for the January 7, 2020, City Commission meeting for consideration.
 - Attended NIAB meeting.
 - 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.
 - Completed the request for quotes for State of the City video/photography services.
 - Attended Margarita Ball to assist with event for OBPAL.
 - Attended weekly staff meeting.
 - Attended Legal Workshop on Fair Housing Rights.
 - Completed Employee Newsletter for December 2019.
 - Completed Countywide Food Drive collections and packing for pickup. Food donations were picked up on December 4.

Risk Management Projects

- Leadership 2020 planning meeting
- Updated subrogation claims
- Managed drug free workplace lists

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 8
 - Hazardous: 3
 - EMS: 82
 - Motor Vehicle Accidents: 11
 - Public Assists: 54
 - TOTAL CALLS: 163
 - Aid provided to other agencies: 9 Calls – Daytona Beach (2), Volusia County (7)
 - Total staff hours provided to other agencies: 12
 - # of overlapping calls: 44
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 71
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 200
- Training Hours
 - NFPA 1001: Firefighting 46

- NFPA 1002: Driver 9
 - NFPA 1021: Officer 9
 - NFPA 1500: Safety/Equipment 39
 - NFPA 1620: Preplanning 14
 - EMT/Paramedic 15
 - TOTAL TRAINING HOURS: 132
- Station Activities
 - Updated 15 pre-fire plans
 - Conducted 3 fire inspections
 - Provided a tour of Fire Station 91 to group of children and adults

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker III (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Part Time Recreation Leader (Environmental Discovery Center/Leisure Services)
 - Part Time Recreation Leader (S. Ormond Neighborhood Center/Leisure Services)
 - Permit Tech (Planning)
 - Police Officer (Police)
 - Applications Under Review
 - Civil Engineer (Engineering)
 - Office Assistant III (Nova/Leisure Services)
 - Recreation Program Specialist (Leisure Services)
 - Senior Staff Accountant (Finance)
 - Interviews Scheduled
 - Recreation Program Specialist (Leisure Services)
 - Background/Reference Checks/Job Offers
 - Firefighter/EMT
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
 - Maintenance Worker IV (Wastewater Collection & Reuse Distribution/Public Works)
 - Police Officer (Police)
 - Separations
 - Accounting Technician (Accounting)
 - Public Works Director (Public Works)
 - Utilities Manager (Public Works)
 - Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities
 - Benefits Open Enrollment

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start in January 2020.
 - 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: 6
 - Completed: 29
 - In progress: 46
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,511
 - Inbound E-Mails Blocked: 24,371
 - Delivered Inbound E-Mails: 15,140
 - Quarantined Messages: 539
 - Percentage Good Email: 38.3%
 - Virus E-Mails Blocked: 2
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 3
 - Corrections: 2
 - Map/Information Requests: 35
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 9 : 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
- Staff continues to prepare for The Mayor's Health & Fitness

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 oversight 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.
- South Daytona Elementary School first grade field trip, Tuesday, 10:00 am to 12:30 pm
- Elementary Explorers-Deer Program, Saturday, 2:00 pm to 3:00 pm

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1:00 pm daily.
- OBGS Baseball practices will be held Monday through Thursday at 6:00 pm on the Nova 1.
- OBSC practices are being held Monday through Thursday nights at 6:00 pm at the Sports Complex on the Soccer Fields.
- OBYBSA Girls Softball games are being held Tuesday and Thursday on the Coed Softball Field 7.
- SHS Boys' and Girls' Soccer continued practices this week at the Sports Complex on Fields 5 and 6 at 5 pm and 6:30 pm. They also continued games on Monday, Tuesday, Thursday, and Friday at 5 pm, 5:30 pm, and 6 pm.
- Pride Football practices at South Ormond Softball Field on Tuesday and Thursday, 5:30 pm to 7:30 pm.

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 5-6
- Prepared Champ. Field 7 for SHS Soccer Games
- Paint corners on soccer parking lot and Flag Football Fields
- Closed Wendelstedt Fields and prepared for upcoming rye seeding
- Marked Coed Softball 7 for OBYBSA Girls Softball Playoffs and Skill Contest

Senior Center

- Granada Squares Dance was held on Tuesday from 6:00 pm to 9:00 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club held regular classes. CMT held onstage rehearsals.
 - Tuesday: Show Club held regular classes. CMT held on stage rehearsals.
 - Wednesday: Show Club held regular classes. CMT held onstage rehearsals.
 - Thursday: Show Club held regular classes. CMT held onstage rehearsals.
 - Friday: CMT held in-school performances.
- The Performing Arts Center is preparing to host the following:
 - CMT presents The Grumps of Ring-A-Ding County and Bah Humbug! A Scrooge Musical, Friday, December 6, 7:00 pm to 9:00 pm; Saturday, December 7, 7:00 pm to 9:00 pm and Sunday, December 8, 1:00pm to 3:00pm

South Ormond Neighborhood Center

- Open park and playground at sunrise to 11:00 pm daily

- Fitness room
- Open gym
- Jazzercise was held on Monday
- PAL tutoring Monday through Thursday
- Youth basketball practice Monday, Wednesday and Friday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Attended weekly staff meeting
- Attended one on one meeting
- Decorating the tree in the City Hall atrium, with ladies from PACE
- Assisting with City Commission workshop meal
- Planning activities for the following upcoming events:
 - Home for the Holidays Parade – line up, logistics, tasks, and assignments
 - Holidays at The Casements Concert
 - Santa on the Go – scheduling dates and times
 - Letters to Santa
 - Breakfast with Santa – The Casements are handling ticket sales

Gymnastics

- December session in progress
- December registration is open
- Open Gymnastics, Friday, 6:00 pm to 8:00 pm

Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Lunch Bunch met on Wednesday from 10:00 am to 1:00 pm.
- Basketball League practice took place on Monday through Friday from 6:00 pm to 8:00 pm
- Challenger Basketball met on Tuesday from 5:00 pm to 6:00 pm

The Casements

- The Casements was closed to the public this week for holiday decorating.
- The 41st Annual Christmas Gala, Friday, December 6, 6:00 pm to 9:00 pm, Saturday, December 7, 1:00 pm to 8:00 pm, Sunday, December 8, 11:00 am to 5:00 pm

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Moved Bailey's Riverbridge Christmas tree
- City Hall Christmas tree installed

Building Maintenance

- Replaced #8 soap dispenser at Andy Romano Beachfront Park
- Replaced #8 door closer at Andy Romano Beachfront Park
- Repaired WWTP gate
- Repaired bathroom sink at Fleet
- Replaced electrical box at Nova Pavilion #1
- Addressed vandalism at Sanchez Park men's room
- Repaired lights at the Sports Complex #1
- Wired and tested all Christmas lights around the city

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff is teaching a New Supervisor class
- Staff attended the Pathways DARE graduation
- Staff is planning the Shop With A Cop event
- Staff is planning the City Holiday Parade
- Staff attended the Gaslight Parade

Community Outreach

- Youth Leadership Council (YLC)
 - Eight members of the YLC met Wednesday, November 27 to review upcoming service projects. The next community service project for the YLC will be assisting with meals and gifts at the OBPAL Annual Holiday Party on Wednesday, December 18 at the South Ormond Neighborhood Center.
- OBPAL Basketball
 - Practice was held for the boys' and girls' basketball teams on Monday last week. Seven (7) boys attended practice at the South Ormond Neighborhood Center.
- PAL Educational Programs
 - Educational programs were not held last week due to the Volusia County Schools' Thanksgiving break. The tours for Science on Patrol at Ormond Beach Middle School at the Police Department were Monday, December 2 and Thursday, December 5 from 4:30 p.m. to 5:30 p.m.
- Reading with a Cop
 - The next Reading with a Cop is 3:30 p.m. Wednesday, December 11 at the Ormond Beach Library.
- 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: 35
- Animal Reports: 5
- Trap Neuter Release: 1
- Animal Bites: 1
- Animals to Halifax: 5
- Wildlife Calls: 0
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 7
- Inactive: 4
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 3
- Grand Theft: 2
- Auto Theft: 0
- Death Undetermined: 0

- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Vandalism: 1
- Baker Act: 2

Records

- Walk - Ins / Window: 55
- Phone Calls: 72
- Arrest / NTA'S: 14
- Reports Generated: 120
- Reports Entered: 115
- Citations Issued: 49
- Citations Entered: 12
- Warnings Entered: 15
- Trespass Warnings: 15
- CORF Entered: 44
- Mail / Faxes / Request: 15

Patrol

- Total Calls: 1,311
- Total Traffic Stops: 169

Operations

- Crime Opportunity Report Forms: 44

11/27/2019

- Theft Arrest, 495 South Nova Road. Subject stole a binder and office supplies.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole items and was stopped by loss prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Carbreak Arrest, 1235 Scottsdale Drive. Subject was found in a vehicle after the car alarm went off.
- Battery/Domestic Violence Arrest, 1500 Block West Granada Boulevard. Subject battered the victim.
- Warrant Arrest, 100 Block Harvard Drive. Subject with a warrant was contacted at this location.
- Warrant Arrest, 30 Chrysanthemum Drive. Subject with a warrant was contacted at this location.

11/28/2019

- Shoplifting, 170 North Nova Road (7-11). Subject stole beer then left the area.
- Battery/Domestic Violence Arrest, 767 West Granada Boulevard. Subject battered the victim during an argument about shopping.

11/29/2019

- Traffic Arrest, 200 Block South Nova Road. Subject was arrested for driving without a license.
- Battery Arrest, 11 Fernery Trail. Subject was arrested for battering the victim.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject walked out with approximately \$1,000 in merchandise and left the area.

11/30/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects concealed items and were stopped by loss prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was stopped by loss prevention pushing a loaded cart out of the store.
- Traffic Arrest, 300 Block West Granada Boulevard. A vehicle struck a pedestrian and fled the scene. The pedestrian did not survive the crash. Driver was arrested for leaving the scene and Driving Under the Influence.
- Vandalism Arrest, 48 West Granada Boulevard (Ormond Garage). Subject threw an item through a window.

12/01/2019

- Theft Arrest, 18 Pine Valley Circle. Known subject stolen items and was arrested.

12/02/2019

- Theft, 664 South Nova Road (Prince of Peace Villas). A bicycle was stolen from this location.
- Carbreak, 14 Mimosa Trail. Unlocked vehicle was entered and a firearm was stolen.
- Battery, 190 South Atlantic Avenue (IHOP). Subject battered the victim inside the restaurant then fled the scene.
- Traffic Arrest, 800 Block John Anderson Drive. A vehicle fled from officers then the driver ran on foot after a single vehicle crash. The suspect was caught by the Sherriff's Office K-9.

12/03/2019

- Burglary Residence, 185 Live Oak Avenue. A Christmas item was stolen from a porch.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 28
 - Number of Uniform Traffic Citations Issued: 28
 - Number of Written Warnings Issued: 19
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 9
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 4 Cases initiated
- 0 signs have either been removed or sign cases created.
- 0 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and thirty-eight (38) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects
 - Storm and Sewer Lining – Phase 2 – The contractor is performing sewer lining operations on North Beach Street.

- Water Plant Upgrades – Shop drawing submittals are under review.
- Breakaway Trails Storage and Pumping Improvements – Pumps have been received and set in place, the contractor continues to work on the yard piping and pump building.
- Cassen Park Public Dock and Breakwater – Construction is underway and the contractor expects to be complete before the end of the year.
- WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting was held on December 5.
- CDBG Ames Parking Improvements & CDBG Landscape Renovations – Construction is 55% complete at Ames Park, and demo is complete at Cassen Park and Bailey Riverbridge Gardens.
- HVAC Replacements – City Hall, SONC, The Casements – Work has started at City Hall and SONC, The Casements construction will start after the holidays so as not to disrupt scheduled events.
- Memorial Gardens Retaining Wall Improvements – The project is complete.
- Granada Median Landscape Improvements (Orchard Street to I-95) – The contractor is working on removal of plant material within the medians.
- Granada Blvd Medians – Irrigation Reuse Connection – Construction will begin in January 2020.
- WTP Sludge Residuals Facility Improvements – 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 – Construction is expected to start by mid-December.
- Nova Community Park Underground Electric Utilities – Notice to proceed was issued to the Contractor on November 18, a construction schedule has been requested from the Contractor.
- WTP Chemical Feed System Upgrades – A purchase order for the static mixer is being processed.
- Memorial Gardens Lighting – A purchase order for light fixtures has been issued, they have a 10 week manufacturing lead time.
- Landscape Renovations & Downtown Landscape Renovations – Contracts are executed. Work scheduled to start early spring 2020.
- 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. Staff submitted rankings for the CEI services.
- Bidding
 - The Casements North Side Improvements and Carriage House – Bids were opened on November 20 and are under review. A Certificate of Appropriateness was approved by the Historic Landmark Preservation Board.
 - 2019 Stormwater Rebuild – Bid awarded to JD Weber at the November 5 Commission meeting, contracts are being executed.
 - Fiber Optic Connectivity – Documents for a solicitation for continuing services for the phased expansion of the City fiber optic network were advertised on November 24. A pre-proposal meeting scheduled for December 11 and proposals are due January 8.
 - Gazebo Replacements CP II – The project was approved for bidding at the December 3 City Commission 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 – Staff met with Volusia County on December 3 to discuss the Williamson Blvd. improvements.
- Stormwater Master Plan Update - 2019 – A meeting was held with the Consultant to review existing Codes, master plans, and other City documents.
- Fleming Avenue Stormwater Pump Station – The Consultant continues work towards 90% plans.
- 56 North Beach Street – Staff met with the Consultant to discuss a future City Commission Workshop.
- Police Station/EOC Relocation Study – Staff is scheduling a meeting with Consultant to review their preliminary findings.
- Airport Road/SR40 Water Main Loop – A Work Authorization for design was approved at the December 3 City Commission meeting.
- Rockefeller Room Renovations – Preparing documents for a solicitation for bids.
- WTP Aeration Structure Rehabilitation – A Work Authorization for design will be presented for City Commission approval in spring 2020.
- Exercise Equipment Replacement at Central Park II – This project is currently under design in-house.
- OBSC Playground Surfacing – Working with construction manager for this project to replace the surface at the Boundless Playground.
- CDBG Riviera Park Parking Improvements – Project has been designed in-house and is currently under review with CDBG. It is anticipated to be scheduled for City Commission approval to bid in January.
- CDBG SONC Fitness Station – This project is being designed in-house. Staff is collaborating with Leisure Services Department for their input.
- Downtown: Cassen Park Improvements – A consultant meeting to discuss the project is being scheduled.
- Downtown: Parking ID Signage – Working out the conceptual design and details with the Volusia County School Board and Planning Department.
- 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 created Work-in-the-Right-of-Way permit for 657 South Atlantic Avenue directional bore per Brighthouse/Spectrum request.
 - Reviewed plans and created Work-in-the-Right-of-Way permits for 501 South Nova Road and 500 Sterthaus Drive directional bores, per AT&T request.
 - Reviewed plans and created Work-in-the-Right-of-Way permit for Division Avenue concrete pole installation, per FPL request.
 - On-site meeting at 66 Orchard Lane to inspect proposed grading, per Neighborhood Improvement Division request.
 - Updated US1 resurfacing construction plan set to show city utilities in the project areas, per FDOT request.
 - Reviewed Williamson Blvd. proposed sidewalk plans to verify location of city utilities in the project area and identify potential conflicts, per FDOT request.
 - Prepared traffic calming standard details.
 - Located and provided copies of the Birthplace of Speed Park observation deck plans, per Landscape Architect request.
 - Plotted South Ormond Neighborhood Center site plan, per City Engineer's request.
 - Prepared and distributed North Beach Street and Vining Court road closure notices.

- Revised Granada Plaza water main improvements permit plan set, per FDOT request.
- Prepared ditch cleaning plan for Harmony Avenue, per Stormwater Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Ripped out remaining driveway on Laurel Oaks
- Finish fixing trailer at PW yard
- Parade prep at PW yard

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
- Trimming for parade route; trimming in The Trails

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
- Picked up gaslight barricades citywide
- Barricade construction at PW shop

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

Stormwater Maintenance

- Reach out mowing on SR40; Forest Hills sidewalk
- Basins inspected & cleaned on Ormond Parkway
- Gates & pumps/basins inspected citywide
- FDOT pond mowing at Nova Rd & SR40
- Ditch maintenance on SR40

Street Sweeping/Streetsweeper (3 days)

- 65 miles of road cleaned
- 32 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 20,722
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1

- Quick Fleet Facts:
 - Fuel on hand: 8,758 gallons unleaded, 8,461 gallons diesel
 - Fuel used in one week: 1,918 gallons of unleaded and 576 gallons of diesel.
 - Fleet completed 30 work orders this week.

Utilities

- Projects Summary
 - Preliminary Planning
 - Clyde Morris Sanitary Sewer Pipe Rehabilitation – 11/25 phone conference with consultant to discuss scope of services
 - Ormond Beach/Daytona Beach Utility Rate Study – Draft RFP in progress
 - WTP Chemical Feed Caustic System & Bypass – Staff evaluating scope in-house
 - WTP Aeration Structure Rehab – Design budgeted 19/20. Construction 21/22.
 - WTP Comprehensive As-Builts – Staff assembling digital files to share with consultant to develop scope
 - WRF Filter – Staff exploring alternate technologies in lieu of refurbishing traveling bridge filter #1
 - Design & Bidding
 - Western Service Area Master Plan – 90% draft report distributed to staff for comment. Meeting to return comments to consultant held on 12/5.
 - Secondary Raw Water Main – Plans are approximately 75% complete. Anticipate receiving 90% submittal in December. Easement ultimately needed along south boundary of parcel 4125090000070.
 - North US1 Water Main and Force Main Improvements – 90% plan review comments due by 12/6; meeting with consultant scheduled for 12/11
 - FDEP SRF Facility Plan for Project Funding – Working on revised scope, for Commission consideration at a future date.
 - Holly Hill Reuse Interconnect – Installation of flushing hydrant to be scheduled upon receipt. Interlocal to be drafted by staff.
 - Under Construction
 - WTP Improvements (Lime Slaker and Sodium Hypo Upgrades) – NTP 8/19/19. Shop drawing review in progress. Date for field construction work TBD.
 - 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 Static Mixer – Shop drawing of mixer accepted. Direct purchase being prepared by City. Precon to be scheduled.
 - WWTP Sludge Dewatering Improvements – Construction commenced.
 - Storm & Sanitary Sewer Lining (3 year contract) – Slip lining VCP sanitary sewer on Beach Street under construction 11/20 through 12/13.
 - Breakaway Trails Reuse Storage Tank and Pumping Improvements – Tank substantially complete. Construction of pump station, yard piping & stormwater system under construction.
 - Substantially Complete
 - WTP Elevated Water Tank Rehabilitation – Substantially complete. Following final inspection, contractor correcting punch list items.
 - 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 – Final inspection 11/5. Final payment forthcoming.

SPRC Projects

- Planning & Design
 - 170 N Nova Rd, 7-11 Grease Trap – Plans approved.
 - 201 & 205 Sandoval, Pineland Model Home parking area – Plans approved
 - 550 Granada Blvd, Shoppes at Granada – Plans approved.
 - 1345 N US 1, Total Comfort – Plans reviewed. Revisions requested.
 - 263 S Nova Rad, Warehouse – Plans reviewed. Revisions requested.
 - 78 E Granada Blvd, Art Museum – Plans approved.
 - 228 N Orchard, FPL Substation – Plans reviewed. Revisions requested.
 - Hunters Ridge Force Main – “Utility Service Agreement” (CILC) under review by Legal for Developer & City as of 11/5.
- Under Construction
 - 221 Vineland, Salty Church – Verbally resolved conflict with water main and storm pipe. Awaiting cost estimate to serve as basis for City cost participation.
- Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Final inspection 11/12. Awaiting final acceptance before transferring ownership to City.
 - Pineland Subdivision Ph 1, 2 & 3 – Staff provided comments on draft as-builts for sanitary sewer (with videos of main lines but no laterals), reclaimed water, and lift station. (Draft water as-builts previously reviewed.)
 - Huntington Green – Provided comments on draft as-builts for sanitary sewer. (Draft water as-builts previously reviewed.)

Water Treatment Plant

- Delivered 39.52 million gallons for the week ending November 30, 2019 (5.65 MGD).
- Backwashed 13 filters for a total of 859,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 30, 2019 @ 6.78 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled ~64.8 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Flushed distribution system 92,500 gallons.

Wastewater Reclamation Facility 11/24-11/30

- Domestic and Industrial Wastewater flow was 34.45 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.92 MGD.
- Produced 34.45 Million Gallons of Reuse.
- Produced 0.00 Million (NOD) Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (December 1, 2018 –November 30, 2019) (MGD)):
 - Influent 4.59 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.43 MGD (Permit 6 MGD);
 - Reuse 4.48 MGD (Permit 10 MGD)
- Hauled 63.5 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 11-26-2019.
 - 3 trailer loads of treated sludge went to processing facility.
 - Only 3 loads were hauled due to the holiday. The rest of the trailers were picked up on Saturday, and will show up on the final invoice for the month.

- The month of November ended with an accumulated 58% non-detection for fecal.

Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 18 calls for water service leaks.
- Replaced 6 broken meter boxes.
- Replaced 1 water service due to leaks or low pressure concerns.
- Performed pressure testing on 8 city owned BFP devices.
- Installed 3 residential new water services and meters.
- Continued fire hydrant maintenance schedule for the mainland. 9 fire hydrants checked in S. Beach St area.
- Performed commercial water meter testing on a 3", 2-4" and a 6" water meters. Scheduled 4 more commercial water meters for accuracy testing.
- Complete valve maintenance activities on 9 main line valves.
- Located 2 water services for customers.
- Repaired a 2" GSP water main leak on Hand Ave.
- Completed fork lift training for all Water Distribution personnel.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 135 regular and 2 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Checked all broken PEP tanks to make sure areas were still safed up and systems still working.
- Completed sanitary service installation at 410 S. Center St.
- Training on excavator operation.
- Dressed up work area at 1 Crooked Bridge Way.
- Demo'ed sanitary connection at 719 S. Orchard St.
- Installed rewired and replaced C/O adaptor at 31 Shadow Creek Way.
- Adjusted C/O height prior to concrete pour at 217 Forest Hills Blvd.
- Formed up pads for MOV installations at BAT
- TV'ed and flushed sanitary lateral at 521 Andrews St.
- Replaced and rewired PEP pump at 31 Shadow Creek Way and at 68 Shadow Creek Way.
- Assisted in cleaning grease and solids off of wet wells at Towne Square and Deer Creek 2 lift stations.
- Customer called reporting noise from PEP tank at 29 Laurel Ridge Break. Checked system all looks good.
- Rewired PEP alarm at 11 Cambridge Trace.
- Responded to back up called in at 102 Wildwood Ave. – Clear on city side.
- Responded to back up at 39 Winding Creek Way. PEP system good. Backed up on customer side.
- Repaired broken C/O at 9 Huntington Woods.
- Cleared blockage in sanitary lateral at 73 New Britain Ave. TV'ed line roots.
- Cleared 8" sanitary main blockage at 500 W Granada Blvd. Blockage caused by grease.
- Tv'ed 2 sanitary laterals from PM list.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 12 psi, Ocean Mist Hotel 0 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 19 psi, Westland Run 21 psi Shadow Crossing Blvd. (4 inch) 13 psi.

Reuse Distribution

- Responded to 4 reuse trouble calls.
- Reclaimed system is 100% open to avoid surface water discharge.

- Located and turned off reclaimed per customer request at 29 Lake Vista Way and at 3 Allenwood Look.
- Repaired 2" reclaimed break at 8 Lake Ilse Way. Pipe hit by a car.
- Responded to debris in reclaimed service at 215B Rockefeller Dr. Discovered cross-connection to well. Customer disconnected cross-connection.
- Located all services at 18 Shadow Creek Way – broke thin wall irrigation pipe. Repaired pipe.

Wastewater Plant – Lift Stations

- Dewatering Pump #2 – pulled pump to clear blockage at volute & impeller.
- Sand Filter #3 – off track – lift and reset to tracking.
- Cypress Place – Collections Division used VacCon truck to clean wet well, test floats & probe as needed.
- Towne Square – Collections Division used VacCon truck to clean wet well, will need to pull pump 1 for further cleaning.
- 3M – pulled Pump #2 to clear blockage, found no blockage, still not moving water sufficiently, pulled pump and replaced with repaired inventory.
- 2M – replaced failed pump controller with Duplexer unit.
- 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. feed pumps 1 & 4 – check oil level and top off as needed.
- RO Raw Water Feed Rack – repair leaks as needed.
- Chlorine pump #5, not pumping as designed, replaced pump tube and shoes.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Dental Amalgam Rule Implementation – New federal regulations require municipalities with industrial pretreatment programs to implement the new rule. The rule requires dental facilities with the capacity to have amalgam waste to register their removal devices and ensure proper maintenance on the same. The rule aspires to assist the Utility in reducing the amount of mercury, silver and other metals in the sewer collection system and ultimately the Halifax River. Staff is contacting the affected dental facilities in the City's sewer collection service area.
- 2019 Annual Reuse Report – Staff began compiling information for this annual report. The report assists the State in tabulating the amount of reuse water utilized for irrigation throughout the state.
- Industrial Pretreatment Program – Staff requested the sampling kit from the City's contract laboratory to begin the annual sampling of the four permitted facilities which are governed under this program and has scheduled the sampling and inspection of the facilities as required by their permit.
- Cross Connection Control Program Management Services Contract– Bid 2020-03 – Staff hosted the kickoff meeting with the new management company. The meeting was to establish the direction the City wanted the program to operate and goals associated with it.

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.

Honorable Mayor and City Commissioners

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- Staff attended and provided support for December 3, 2019, City Commission Traffic Calming Program Workshop and City Commission Meeting.
- City Clerk attended a meeting with Assistant City Manager.
- Agenda packet preparation for January 7, 2020, City Commission Meeting.