

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 13, 2019

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Staff meeting

Spoke to, attended and/or met with:

- Responded to citizens regarding various questions/concerns
- First Step shelter grand opening
- Senior staff and John Camp, US Small Business Association, regarding Hurricane Dorian disaster assistance
- Held Walking with the Manager
- Team Volusia board meeting

**PIO – Public Information**

- Press Releases/Media
  - General press inquiries
  - Interview coordination
  - Press outreach for additional coverage
- Social Media
  - 12 Days of Christmas Lights
  - Holiday festivity reminders
  - #OBSSafeThisHoliday Updates
- Attended
  - City Manager staff meeting
  - Communications Discussion with OBPD
  - CrimeView Presentation with OBPD
  - First Step Homeless Shelter Grand Opening
  - OBPD Promotions
- Developing
  - Crisis Communications Plan for 2020
  - Rollout of holiday wrap-up

**Community Development**

**Planning**

- The Planning Board met on December 12, 2019:
  - The Board acted upon the request to clarify the City's annexation policies related to utility connections outside of the City's municipal boundaries in the Comprehensive Plan and Land Development Code.

- The Planned Business Development rezoning and issuance of a development order for the property at 263 South Nova Road for a climate-controlled storage facility and associated site improvements was continued until January 9, 2020 to allow for new advertising notice.
- Staff attended the Volusia Prepares, Local Mitigation Working Group Quarterly Meeting.
- Staff visited with Ponce Inlet city staff to view their Tyler programming system for Planning and Building. The Ponce Inlet Tyler system is used for building permits and inspections.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 343 inspections performed within the city (55 by private providers).
- 92 permits issued (14 garage sale permits) within the city, with a valuation of \$3,421,437.

Development Services

- The following meetings with the Site Plan Review Committee (SPRC) occurred:
  1. 1280 North U.S. Highway 1, S.R. Perrott expansion – pre-construction meeting. The project proposes an expansion to the existing facility of 38,732 square feet and associated site improvements. The project received the following approvals this week: (1) site plan, (2) engineering permit for site work, and (3) building permit.
  2. 550 West Granada Boulevard, Shoppes at Granada Pointe. Staff met with the project engineer and utility contractor to discuss the project.
  3. 720 West Granada Boulevard, Antares Assisted Living Facility – pre-construction meeting. Staff met with the project contractor to review the proposed construction. The contractor indicated that construction fencing would be installed starting December 23, 2019 with site construction starting thereafter.
  4. 500 Sterthaus Drive, YMCA expansion – pre-application meeting. Staff met and discussed a proposed building expansion of approximately 4,000 square feet for an after school program building. The expansion would be to the east of the existing YMCA building.
- The following site plans are under review:
  1. 78 East Granada Boulevard, Ormond Memorial Art Museum. Concept plan review – 1<sup>st</sup> submittal. Expansion of the existing footprint and other interior improvements. Total building area would expand to 10,537 square feet (13,970 SF including deck).
  2. 550 West Granada Boulevard, Shoppes at Granada Pointe. Site plan approved. Construction of a 21,114 square foot building on 2.52 acres within the Granada Pointe development and associated site work.
  3. 2162 Ocean Shore Boulevard, Verona Oceanside. 1<sup>st</sup> review. Utility connection for a multi-family development of three buildings with 18 units located in unincorporated Volusia County.
  4. 519 Leeway Trail, Durrance Acres, preliminary plat. 1<sup>st</sup> review. Subdivision of 25 acres into five lots, each five acres in size.
- 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%
S.R. Perrott expansion	0%
Stor-It	0%
The Pumphouse	5%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
<b>Residential</b>	
Cypress Trail 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.
  - Continue 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 04.
  - Staff attended CareerSource Flagler/Volusia Alliance planning meeting focused on workforce development strategies for professional and business services.
  - Attended the Team Volusia Board Meeting.
  
- Prospective Business Attraction/Retention/Expansion
  - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach.
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 40 companies have been visited.

#### Airport Operation and Development

- Staff has completed the pre-inspection survey required by the Florida Department of Transportation (FDOT) for the airport's annual licensing inspection. Staff has been advised that FDOT will conduct the licensing inspection before the end of February 2020.
- Staff has completed an inventory of all aircraft based at the airport for the purpose of updating the Federal Aviation Administration's (FAA) Based Aircraft Database. The goal of the Based Aircraft Program is to provide consistent and verifiable counts of operational and airworthy aircraft based at an airport to the FAA for federal airport planning purposes. Accurate based aircraft information helps the FAA in planning and forecasting the growth in the general aviation community, especially as the FAA looks at runway approaches and other system-wide improvements. Based aircraft counts are one of the criteria used to determine eligibility for inclusion in the National Plan of Integrated Airport Systems (NPIAS), which is a requirement to receive Federal funds.
- Staff completed work to perform routine maintenance on the Precision Approach Path Indicator (PAPI) lights on Runway 27, and also the anti-collision lights on the airport's primary wind sock.
- Staff completed work to restore the Automatic Terminal Information Service (ATIS) at the control tower. The ATIS broadcast was temporarily unavailable due to a computer hard drive malfunction.
- Staff is working to complete the requirements under the Single Audit Act of 1984 that pertain to certain airport improvement projects. Grantees expending more than \$750,000 in Airport Improvement Program (AIP) funding per fiscal year are legally required to complete an annual audit in accordance with the Single Audit Act of 1984 (as amended) and 2 CFR Subpart F – Audits Requirements.

#### **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 192 Journal Entry Batches.
  - Approved 18 Purchase Requisitions totaling \$143,721.68.
  - Issued 32 Purchase Orders totaling \$1,948,205.19.
  - Prepared 116 Accounts Payable checks totaling \$428,463.83 and 29 Accounts Payable EFT payments totaling \$102,392.35.
  - Issued 0 past due notices on utility accounts.
  - Auto-called 0 utility customers regarding receipt of a past due notice.
  - Processed 497 payments through Interactive Voice Response System totaling \$53,782.31.
  - Grant money 2019-20 fiscal year-to-date total received, \$1.7 million.

#### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Working with staff to finalize the Daytona Beach Racing and Recreation District grant request for a gymnasium at South Ormond Neighborhood Center.
- Working with staff and Ormond Beach Historical Society to address technical comments on the ECHO grants to submit prior to December 19.
- Submitted updated ECHO grant request for the Nova Tennis Court Lighting Project following technical review comments.
- Submitted final financial report for the EPA Brownfields grant.
- Grant reimbursement requests to date FY 19-20: \$615,406.90
- Other
  - Citizen Contacts
  - Completed weekly events calendar ad for Ormond Observer.
  - Updated/added website items as needed.
  - Attended weekly staff meeting.
  - Attended quarterly Local Mitigation Strategy (LMS) meeting.

#### Risk Management Projects

- Updated subrogation files
- Prepared safety training schedule
- Began assembling Safety Team for City Hall

#### Fire Department

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 3
  - Hazardous: 2
  - EMS: 77
  - Motor Vehicle Accidents: 4
  - Public Assists: 44
  - TOTAL CALLS: 132

- Aid provided to other agencies: 8 Calls – Daytona Beach (2), Volusia County (6)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 54
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 230
  
- Training Hours
  - NFPA 1001: Firefighting 64
  - NFPA 1002: Driver 5
  - NFPA 1021: Officer 7
  - NFPA 1500: Safety/Equipment 18
  - NFPA 1620: Preplanning 22
  - EMT/Paramedic 9
  - TOTAL TRAINING HOURS: 125
  
- Station Activities
  - Updated 9 pre-fire plans
  - Conducted 2 fire inspections

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
    - Part Time Events Leader (Events/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)
    - Tradesworker (Leisure Services)
  
  - Applications Under Review
    - Civil Engineer (Engineering)
    - Office Assistant III (Nova/Leisure Services)
    - Senior Staff Accountant (Finance)
  
  - Interviews Scheduled
    - Recreation Program Specialist (Leisure Services)
  
  - Background/Reference Checks/Job Offers
    - Firefighter/EMT
    - Part Time Maintenance Worker II (Parks/Leisure Services)
    - Police Officer (Police)
  
  - Separations
    - Accounting Technician (Accounting)
    - Public Works Director (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

- Nationwide meetings with employees

### **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: 26
    - Completed: 69
    - In progress: 49
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 48,207
    - Inbound E-Mails Blocked: 27,627
    - Delivered Inbound E-Mails: 20,580
    - Quarantined Messages: 680
    - Percentage Good Email: 42.7%
    - Virus E-Mails Blocked: 0
  - Geographical Information Systems (GIS)
    - Addressing
      - Additions: 10
      - Changes: 0
      - Corrections: 0
    - Map/Information Requests: 5
    - Information Requests from External Organizations: 1
    - CIP Related Projects (pavement management, project tracking map): 0
    - Reclaim Connections Located this week: 0 : Total in system = 2,741
    - 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 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.
- South Daytona Elementary School First Grade Field Trip. Tuesday, 10:00 am to 12:30 pm
- Audubon Bird Watching 101 Class, Joan Tague, Tuesday, 6:30 pm to 8:30 pm
- Archaeology Works: Pottery. Emily Murray, Thursday, 11:00 am to 12:00 pm
- Little Learners-Deer Program. Friday, 10:00 am to 3:00 pm
- Right Whales, Marineland Right Whale Project, Saturday, 10:00 am to 11:00 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 1:00 pm daily.
- Girls Rec Softball Skills Contest, Tuesday, Coed Softball 7, 6:00 pm
- SHS Boys' and Girls' Soccer Games/Practices, M-F, Sports Complex on Fields 5, 5:00 pm and 7:00 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
- Painted corners of 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 & Skill Contests
- Put up wind screen at Nova Tennis
- Prepared Wendelstedt & Kiwanis Fields for Wendelstedt Umpire School

#### 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:
  - Providence Church presents A Gift of Carols (PAC) Friday 7:00 pm to 9:00 pm
  - Providence Church presents A gift of Carols (PAC) Sunday 3:00 pm to 5:00 pm

#### South Ormond Neighborhood Center

- Open park and playground at sunrise to 11:00 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- Youth basketball practice Monday, Wednesday, Friday and Saturday

#### Community Events

- Weekly administrative tasks, office work, meetings and activities
- Decorating the tree in the City Hall atrium, with ladies from PACE



- Assisting with City Commission workshop meal
  - Tasks and assignments for the upcoming events:
  - Home for the Holidays Parade
  - Holidays at The Casements Concert
  - Santa on the Go
  - Breakfast with Santa

#### 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 9:00 pm
- Challenger Basketball met on Tuesday from 5:00 pm to 6:00 pm

#### The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Staff reset 1<sup>st</sup> and 2<sup>nd</sup> floors from Gala weekend
- Pine Trail 4<sup>th</sup> grade tour, Monday 10:00 am to 11:00
- Daytona Beach Christian Academy tour, Tuesday, 1:00 pm to 2:00 pm
- Mary Maggio's cooking class, Tuesday 5:30 pm to 8:30 pm
- John Knox Village tour, Wednesday, 10:00 am to 11:00 am
- Calvary Christian Academy tour, Wednesday, 12:00 pm to 1:00pm
- Casements Camera Club's holiday party, Wednesday 5:00 pm to 8:00pm
- Port Orange Elementary 4<sup>th</sup> grade tour, Thursday 10:00 am to 11:00am
- Golden Oasis tour, Thursday 11:30 am to 12:30 pm
- Seabreeze United Church tour, Thursday 1:00 pm to 2:00 pm
- Greek Cooking, Thursday 4:30 pm to 8:30 pm
- Port Orange Elementary 4<sup>th</sup> Grade Tour, Friday 10:00 am to 11:00am
- Hinson Middle School Special Needs Tour, Friday 10:30 am
- Greek Cooking, Friday 4:30 pm to 8:30 pm
- Movies on the Halifax, Friday 6:00 pm "The Grinch"
- Staff assists with the Home for the Holidays Parade 4:00 pm to 9:00 pm
- Missing Peace, Bailey Riverbridge, 10:30 am to 12:00 pm
- Poetry Club Rental, Sunday 12:00 pm to 5:00 pm
- House of Healing, Bailey Riverbridge, Sunday 6:00 pm to 8:00 pm

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Check trash at all parks
- Magic Forest Park fence pickets replaced and replaced boards
- Installed five new parking signs at Ames Park

#### 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
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Installed 30' Christmas tree in Rockefeller Gardens
- Removed PW water fountain
- WTP key pad repaired
- Replaced beams at Gymnastic Center
- Installed new WWTP bathroom signs
- Repaired the toilet at MacDonald house
- Repaired the outside light timers at Performing Arts Center
- Repaired outside bathroom at South Ormond Neighborhood Center
- Light replaced at Nova outside bathroom
- Shut down splash pad at South Ormond Neighborhood Center and put up splash pad closure sign
- Removed bars at the Gymnastic center to prepare for the new ones
- Repaired decorative light poles on Granada Bridge
- Repaired lights at Police Department holding cell
- Worked with contractor to replace Nova Community Center fountain
- Reset all time clocks at Performing Arts Center
- Replaced time clock on Cassen River tree
- Christmas decorations repaired multiple locations
- Re-hung netting at soccer field #8 Sports Complex
- Airport PAPI's repaired at multiple locations
- Repaired lights at Ames Park at outside bath
- Nova Recreation – Field #1 – got lights working again (disconnect off)

### **Police Department**

#### **Administrative Services**

- Staff hosted the Weekly Staff Meeting
- Staff attended the grand opening of the First Step shelter
- Staff hosted a Coffee with a Cop event
- Staff hosted a supervisors meeting
- Staff hosted a public Crime View presentation
- Staff is attending several Holiday celebrations
- Staff assisted another police agency with Sergeant interviews
- Staff attended a DARE graduation
- Staff participated in the Santa On Patrol program

#### **Community Outreach**

- Youth Leadership Council (YLC)
  - Three (3) members of the YLC helped deliver Christmas trees donated by The Casements to area families. Five families received a tree to brighten their home. Eight (8) members assisted during the State of Florida Association of Police Athletic/Activities League annual Cheerleading Competition on Sunday, December 8. 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. Five (5) boys attended practice at the South Ormond Neighborhood Center. Practices will conclude this week and resume after the Volusia County School's winter break. Tournaments and scrimmage games will take place over the winter break when the team members' family schedules work with the tournament dates.

- PAL Educational Programs
  - Science on Patrol
    - The SOP program at Ormond Beach Middle School continues. The program is held on Monday and Thursday after school from 4:20 – 5:35 p.m. Twenty (20) students are currently attending the program.
  - Reading with a Cop
    - Reading with a Cop was held at 3:00 p.m. on Wednesday, December 11 at the Ormond Beach Library. Ken Jones, Evidence Unit Supervisor, was the guest reader.
- 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. Santa and Mrs. Claus will arrive at 6:15 p.m.

#### Community Services & Animal Control

- Animal Calls responded to: 31
- Animal Reports: 5
- Trap Neuter Release: 3
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 2

#### Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 4
- Inactive: 12
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 3
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 3
- Police Information: 0
- Suspicious Incident: 1
- Vandalism: 1

#### Records

- Walk - Ins / Window: 92
- Phone Calls: 102
- Arrest / NTA'S: 16
- Reports Generated: 115
- Reports Entered: 156
- Citations Issued: 81
- Citations Entered: 0
- Warnings Entered: 100
- Trespass Warnings: 9
- CORF Entered: 34

- Mail / Faxes / Request: 12

#### Patrol

- Total Calls: 1,587
- Total Traffic Stops: 208

#### Operations

- Crime Opportunity Report Forms: 34

12/04/2019

- Larceny, 1614 North United States Highway One. A bicycle was stolen from this location.
- Larceny, 6 Tanglewood Circle. An Amazon package was stolen from this location.
- Warrant Arrest, 521 Andrews Street. A subject with three (3) warrants was found at this location.

12/05/2019

- Vandalism, 600 Block South Nova Road. A road rage incident took place where the suspect punched a car window and caused it to break. The suspect then fled the scene.
- Warrant Arrest, 300 Block West Granada Boulevard. Subject with a warrant was contacted at this location.
- Warrant Arrest, 285 Wilmette Avenue (Elks Lodge). Subject with a warrant was contacted at this location.

12/06/2019

- Battery/Domestic Violence Arrest, 138 Rockefeller Drive. Subject pointed a firearm at the victim then hit the victim with it. Subject fled the area but was located and arrested.
- Battery/Domestic Violence Arrest, 217 Forest Hills Boulevard. Subject battered the victim during an argument.

12/07/2019

- Violation of Contact Order Arrest, 12 Sugarberry Circle. Subject made contact with the victim of an investigation where there was a no contact order.
- Warrant Arrest, 1200 West Granada Boulevard. Two (2) subjects with a warrant was contacted at this location.
- Warrant Arrest, 300 Block West Granada Boulevard. Subject was stopped for a traffic violation and the driver has an open warrant.

12/08/2019

- Battery/Domestic Violence Arrest, 1567 North United States Highway One. Subject battered the victim during an argument.
- Warrant Arrest, 1700 Block West Granada Boulevard. Subject with a warrant was contacted at this location.
- Warrant Arrest, 143 Ocean Shore Boulevard. Subject with a warrant was contacted at this location.

12/09/2019

- Larceny, 340 West Granada Boulevard. Subject's items were stolen from a bus stop.
- Larceny, 913 Riverside Drive. A package was stolen from the front porch.
- Carbreak, 14 Parkview Lane. A firearm was stolen from an unlocked vehicle sometime over the past two (2) months.
- Warrant Arrest, 146 New Britain Avenue. Subject with a warrant was located at this address.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Loss prevention stopped a subject that was concealing items.
- Carbreak, 1657 North United States Highway One (Arby's). Unlocked door was entered and a suitcase was stolen.
- Warrant Arrest, 105 Interchange Boulevard (Mc Donald's). Subject with a warrant was located at this address.

12/10/2019

- Battery/Domestic Violence Arrest, 1340 West Granada Boulevard (Lowe's). Subject walked into Lowe's and battered the victim over a break up.
- Carbreak, 86 South Saint Andrews Street. Unlocked trailer was entered and a pole saw was stolen.
- Burglary Residence, 210 South Washington Street. A pressure washer was stolen from the yard.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 43
  - Number of Uniform Traffic Citations Issued: 24
  - Number of Written Warnings Issued: 36
  - Number of parking tickets issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 20
  - Number of Crashes with Injuries: 8
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 2 Cases initiated
- Zone 4: 1 Case initiated
- 0 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with two (2) walk-ins and fifty-two (52) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining – Phase 2 – The contractor is nearing completion with the 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 – The dredging is nearing completion and the floating docks have been delivered and are being installed. The contractor expects to be completed by 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 58% complete for the entire project. The north concrete parking & clay pavers have been completed. The south concrete parking areas are in process. Landscaping is completed at Ames Park. Landscaping is being installed for Casсен Park and Bailey Riverbridge Gardens over the next 2 weeks.
    - HVAC Replacements – City Hall, SONC, The Casements – Work at city hall has begun. Diffusers are being replaced at SONC. The Casements construction will start after the holidays so as not to disrupt scheduled events.
    - Granada Median Landscape Improvements (Orchard Street to I-95) – The contractor is working on removal of plant material within the medians and performing the directional bores for irrigation and electrical conduit.

- 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 – The long lead time items are being ordered (lights, dugout, & Press box) and the contractor will mobilize after the holidays.
- Nova Community Park Underground Electric Utilities – Schedule requested from contractor. Trenching has started, protective fencing is in place.
- WTP Chemical Feed System Upgrades – The purchase order for the static mixer has been issued and it is on order. Shop drawings are approved.
- 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, the developer's agreement is fully executed. Staff submitted rankings for the CEI services.
- 2019 Stormwater Rebuild – Contracts have been executed and a pre-construction meeting is being scheduled.
- 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.
  - 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 was held on December 11 and proposals are due January 8.
  - Gazebo Replacements CP II – Documents for a solicitation for bids were advertised on December 8. A pre-bid meeting is scheduled for December 19 and bids are due January 16.
  - CDBG Riviera Park Parking Improvements – CDBG has approved this project and it is scheduled for approval at the January 7 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 plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
  - 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 – A City Commission workshop is scheduled for January 7, 2020.
  - Police Station/EOC Relocation Study – Staff is scheduling a meeting with the 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. Pre-design meeting is being scheduled with the consultant.
- Rockefeller Room Renovations – Solicited proposals for professional services to assist with bid document preparation.
- Exercise Equipment Replacement at Central Park II – This project is currently under in-house design.
- OBSC Playground Surfacing – Working with construction manager for this project to replace the surface at the Boundless Playground.
- CDBG SONC Fitness Station – This project is being designed in-house. Staff is collaborating with the Leisure Services Department for their input.
- Downtown: Cassen Park Improvements – Met with consultant to discuss the project.
- Downtown: Parking ID Signage – Working out the conceptual design and details with the Volusia County School Board and Planning Department.
- Birthplace of Speed Overlook Replacement - Working with the construction manager for this project and will be receiving a quote early January.
- Granada Streetscape Pavers - Working with the construction manager for this project and will be receiving a quote in January.
- Update Parks & Recreational Master Plan – Meeting with Leisure Services and then will be preparing a RFP package for bidding.
- 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 multiple Work-in-the-Right-of-Way permits for 600 Sterthaus Drive, Ormond Green Drive, and Pineland Trail directional bores, per Brighthouse/Spectrum request.
  - Reviewed plans and created Work-in-the-Right-of-Way permit for 100 South Atlantic Avenue/A1A directional bore, per ANSCO/AT&T request.
  - Completed property corner/line stakeout at 183 & 197 South Orchard Street, per Neighborhood Improvement Division request.
  - Plotted 2 sets of Cassen Park pre-dredge survey.
  - Researched as-builts and provided PDF copies of Utility as-builts for the North US1/I-95 intersection, per FDOT request.
  - Started research and creating construction plan set for future Harmony Avenue forcemain project.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Asphalt work on Wilmette
- Asphalt patch on John Anderson Dr
- Asphalt overlay on Ormond Parkway
- Formed and compact driveway on Laurel Oaks; prepped driveway
- Ripped out sidewalk on Flamingo Dr; poured 5x5 slab; stripped forms
- Loader training at Airport Sports Complex
- Parade prep on Granada at US1

### 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
- Removed dead limbs at Central & Grove St; removed Pines in ditch on Harmony Ave
- Trimming in Ormond Lakes; Airport Sports; The Trails

- Recon the parade route – any trimming/removals
- Picked up message boards from Volusia County

#### 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
- Cleaned Row of litter at SR40/US1
- Trimmed for visibility on Arlington Way
- Barricade construction at PW yard
- Trimmed pedestrian crosswalk light at Division Ave/Nova Rd

#### 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
- Preparing for Christmas parade Citywide

#### Stormwater Maintenance

- Reach out/ditch mowing on SR40; Pineland Trl.
- Call ins at Grove St/Willis Dr
- Ditch maint on Hand Ave
- Pipe replacement at Marvin & Peninsula Ave
- Locates Citywide
- Bleachers at Fleet
- Help Wastewater Dept.
- Pond maintenance & inspection Citywide

#### Street Sweeping/Streetsweeper

- 165 miles of road cleaned
- 66 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 22,988
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 14,952 gallons unleaded, 7,742 gallons diesel
  - Fuel used in one week: 2,057 gallons of unleaded and 719 gallons of diesel.
  - Fleet completed 38 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 filter #1.
  - Design & Bidding
    - Western Service Area Master Plan – 90% draft report distributed to staff for comment.
    - Secondary Raw Water Main – Plans are approximately 75% complete.
    - North US1 Water Main and Force Main Improvements – 90% plan review comments from Utility staff submitted to project manager on 12/10.
    - FDEP SRF Facility Plan for Project Funding – Revised scope will be a commission agenda item 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 ongoing. Date for field construction work TBD.
    - WTP Sludge Residuals Facility Improvements – Preconstruction meeting 10/28. City to direct purchase of centrifuge. Target 3/1/20 mobilize, 180 day construction and final completion 8/31/20.
    - WTP Static Mixer (aka Chemical Feed Upgrade) – Shop drawing of mixer accepted. Direct purchase being prepared by City. Precon to be scheduled.
    - WWTP Sludge Dewatering Improvements – Construction commenced. Progress meeting held December 5. Bypass scheduled for early January.
    - Storm & Sanitary Sewer Lining (3 year contract) – Slip lining VCP sanitary sewer on Beach Street under construction.
    - 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 – Following final inspection, contractor correcting punch list items.
    - SCADA Integration Services (WTP/WWTP) – In service.
    - WWTP Influent Pumps VFD Replacement – In service. Final payment to be issued once punch list corrections accepted.
    - Breakaway Trails Yard Electrical and Lift Station Pump Upgrades – 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 (Utilities Review)
    - Planning & Design
      - 550 Granada Blvd, Shoppes at Granada – Plans reviewed and approved.
      - 519 Leeway Trail, Durrance Acres Subdivision – Plans reviewed and approved.

- 2162 Ocean Shore Boulevard, Verona Oceanside Multifamily – Plans reviewed. Revisions requested.
- Hunters Ridge Force Main – Utility Service Agreement (CILC) under review by Legal for developer & City.
- Under Construction
  - 221 Vineland, Salty Church – Resolved conflict with water main and storm pipe. Revising City cost participation estimate with consultant before forwarding to PWD/CM consideration.
- 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 – Field corrections completed. Revised as-builts received by Planning. Utilities approved processing sanitary sewer clearance. Awaiting final acceptance by City.
  - Huntington Green – Provided comments on draft as-builts for sanitary sewer. (Draft water as-builts previously reviewed.)

#### Water Treatment Plant

- Delivered 44.02 million gallons for the week ending December 8, 2019 (5.50 MGD).
- Backwashed 12 filters for a total of 838,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 8, 2019 @ 6.62 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled ~97.2 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 ~493,000 gallons.

#### Wastewater Reclamation Facility

- Domestic and Industrial Wastewater flow was 33.31 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.76 MGD.
- Produced 33.31 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 127.40 wet tons of dewatered residual solids (14% to 18% solids)
  - Current weekly sludge hauling ending 12-06-2019.
  - 6 trailer loads of treated sludge went to processing facility.
- There were 0 fecal detections for the week. December average-to-date is 100% for non-detection reporting value (75% permitted minimum).

#### Water Distribution

- Responded to 13 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 22 calls for water service leaks.
- Replaced 14 broken meter boxes.
- Replaced 3 water service due to leaks or low pressure concerns.
- Performed pressure testing on 8 city owned BFP devices.
- Continued fire hydrant maintenance schedule for the mainland. Ten fire hydrants checked in S. Beach St. area.
- Completed valve maintenance activities on 8 main line valves.
- Located 3 water services for customers.

- Repaired a 2- 2" GSP water main leaks on Ocean Shore Dr. & Hibiscus Dr.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 129 regular and 3 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.
- Replaced broken C/O at 221 Forest Hills Blvd.
- Replaced broken C/O adaptor and installed new brass cap at 1 Lake Vista Way
- Located reclaimed and PEP systems at 26 Lake Vista Way for contractor.
- Follow up from weekend call at 5 Staghound Look.
- Replaced and rewired PEP pump at 6 Holly Fern chase and at 10 Black Creek Way.
- Responded to odor complaint at 76 Deep Woods Way. Unable to locate any issue with PEP system.
- Replaced and rewired PEP pump and J-box at 5 High Bluff Way.
- Responded to odor complaint at 904-912 N. Halifax Dr. Discovered broken C/O and lateral backed up. Cleared stoppage and repaired C/O.
- Located C/O at 116 Pinecrest Ave per customer request.
- Staging to replace broken PEP tank at 10 Foxfords Chase.
- Attempting to locate sanitary service at 538 N. Halifax Ave. Unable to find at this time. Will continue to search.
- Cleaned manhole #10414 (16 Sunshine Blvd.) It appears that the manhole is sinking and that pipes have separated. Will attempt to TV 12/11/19.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 11 psi, Ocean Mist Hotel 0 psi, Ormond Mall 8 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 20 psi, Westland Run 26 psi Shadow Crossing Blvd. (4 inch) 20 psi.

#### Reuse Distribution

- Responded to 0 reuse trouble calls.
- Made adjustments to reclaimed system due to heavy usage.
- Reclaimed system is currently 100% open to avoid surface water discharge.
- Assisted in concrete pad pours to install MOV's in BAT distribution system.
- Turned off reclaimed service at 75 N. Nova Rd. because of break on customer side. Customer informed.

#### Wastewater Plant – Lift Stations

- Centrifuge #2 – Bowl shut down on low speed fault, troubleshoot, no problems found, reset and returned to service.
- 8M – set up mobile generator for use during scheduled replacement of standby generator by Fleet Maintenance, postponed until a later date, will follow when new schedule is known.
- Sand Filter #3 – further adjustment of floating wheels, test running and observing for correct operation.
- Post Anoxic – installed temporary wiring to support movement of monitoring equipment during Plant upgrades.
- 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

- Well 30H – leak noted on 2" saddle, control valve also determined not operational, will replace with check valve and VFD, parts are on order.

- HSP 5 – contractor performed pump/motor alignment, returned pump to service, will need to replace pump base to maintain reliability.
- Rima wells – replaced battery packs in emergency lights.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.

#### Regulatory Compliance 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 of same. The rule aspires to assist the Utility in reducing the amount of mercury, and silver among other metals in the sewer collection system and ultimately the Halifax River. Staff is contacting the effected 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. Additionally, sampling equipment is being procured to begin the inspection of restaurants in the City's sewer collection system.
- Cross Connection Control Program Management Services Contract – Bid 2020-03 – Staff has begun entering the backflow test reports for the devices which were tested during the transition to the new data management company. Also, the testers are being entered into the new system. A date is being set to host the local testers for a demonstration of the new system.
- Reuse Groundwater Monitoring Wells – Staff completed the quarterly sampling of the GMW at Oceanside Country Club as required by the WWTP operating permit. In reviewing the analytical data it was determined one well will need to be resampled to confirm the results.

#### 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 meeting with Assistant City Manager
- City Clerk attended Pension Boards Meeting on December 13, 2019
- Agenda packet preparation for January 7, 2020, City Commission Workshop, 56 N. Beach Street Use Analysis
- Agenda packet preparation for January 7, 2020, City Commission Meeting