

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: November 15, 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
- Reviewed city commission agenda packet
- Interviews for Deputy Fire Chief

Spoke to, attended and/or met with:

- Hometown Heroes Banner ceremony
- Veterans Tribute at Ormond Memorial Art Museum
- Team Volusia Finance and Audit meeting
- PACE Executive Committee meeting
- Tiger Bay Board meeting
- Security First grand opening
- Senior staff and Volusia County School staff regarding mentor program at Ormond Beach Elementary School

**PIO – Public Information**

- Press Releases/Media
  - Top 10 Finalists for Route 50's Navigator Awards
  - Hometown Heroes press updates
  - General press relations and citizen inquiries
- Social Media
  - Veterans Day
  - Bob Grim Remembrance
  - Move Over First Responder Safety
  - Mondays with the Mayor (November)
- Attended
  - City Manager's Staff Meeting
  - Veterans Day Luncheon
  - Holiday Lights Location Review
- Developing
  - Hometown Heroes Website
  - Holiday Lights Map

**Community Development**

**Planning**

- Michael Woods, Esq., Cobb Cole Attorneys at Law, shall conduct a neighborhood meeting associated with a Planned Business Development for the property at 263 South Nova Road. The neighborhood meeting is scheduled for Wednesday, November 20, 2019 at the Anderson-Price Memorial Building at 42 North Beach Street between 6:00 p.m. and 6:45 p.m. The Planned Business Development seeks to allow a climate controlled storage facility of 100,000+ square feet. The Planned Business Development application shall require Site Plan Review Committee (SPRC) review, the neighborhood meeting on the development project, Planning Board review and City Commission action for site development. Staff has included a site plan from the first SPRC submittal. The entire site plan submittal can be viewed at: <https://fl-ormondbeach2.civicplus.com/247/Development-Projects>.
- The Historic Landmark Preservation Board will have a meeting at 4:00 p.m. on Monday, November 18, 2019, in the City Hall Training Room, 22 South Beach Street, Ormond Beach, Florida, to consider an administrative request for a Certificate of Appropriateness (COA) to construct an addition on the existing carriage house at The Casements, located at 25 Riverside Drive. The Casements is listed on the City's Local Historic Landmarks List and is also nationally designated.
- Planning staff attended the Sea Turtle Lighting Workshop presented by the Sea Turtle Conservancy.

**Building Inspections, Permitting & Licensing**

- 5 new business tax receipts issued.
- 301 inspections preformed within the city (15 by private providers).
- 156 permits issued (51 garage sale permits) within the city, with a valuation of \$2,013,771.00.

**Development Services**

- Site Plan Review Committee (SPRC) activities:
  1. Conducted the following meetings:
    - 2301 Arabian Trail – pre-application for the submission of a single-family house. Issues discussed included stormwater management and wetland protection.
    - 223 Milsap Road – an inquiry meeting to discuss the potential and process for a land use and rezoning amendment to Tourist Commercial to allow transient lodging.
    - 1089 North U.S. Highway 1 – pre-construction meeting for site improvements at the Boot Hill Saloon. The project seeks to re-establish the use and resolve existing code enforcement actions.
- There are no site plans under SPRC review.
- Projects under construction

Project	% Complete
101 Town & Country Lane	30%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	80%
Broadwater Bridge	98%
Coolidge Avenue Office/Warehouse	15%
Dunkin Donuts, 1190 Ocean Shore	0%

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

**Economic Development/Airport**

**Economic Development**

- Ormond Crossings
  - Security First Managers celebrated a grand opening/open house event on Thursday, November 14 for their new corporate HQ.
  - Installation of off-site utility work along Broadway Ave. continues.
  - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
  - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is completing the move into the facility.
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the

Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
- Prospective Business Attraction/Retention/Expansion
  - Staff is working on three 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 39 companies have been visited.

#### Airport Operation and Development

- The airport's Automated Terminal Information System (ATIS) has been repaired and returned to service. The notice to airmen (NOTAM) issued to advise pilots that ATIS had been temporarily unavailable has been cancelled.
- Staff has been advised that FDOT plans to provide the City with a Public Transportation Grant Agreement (PTGA) to fund a portion of the project to extend Runway 9 and Taxiway Alpha. The grant is expected to be issued no later than November 18, and will fund 80% of the non-federal share of the project cost.
- Work to upgrade to certain mission critical services at the air traffic control tower was completed this week. Personnel from the FAA and L3Harris Technologies, Inc. were on site to complete the upgrade.
- Work was completed this week to change the access code for both of the pedestrian gates at the airport.

#### 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 sixteen (17) Project Worksheets totaling \$373,981.97.
  - The City went live with Munis Phase 3, Utility Billing system.
- Completed Projects - Weekly
  - Processed 111 Journal Entry Batches.
  - Approved 30 Purchase Requisitions totaling \$279,393.60.
  - Issued 25 Purchase Orders totaling \$347,193.66.
  - Prepared 121 Accounts Payable checks totaling \$327,294.36 and 30 Accounts Payable EFT payments totaling \$151,857.08.
  - Issued 759 past due notices on utility accounts.
  - Auto-called 0 utility customers regarding receipt of a past due notice.
  - Processed 332 payments through Interactive Voice Response System totaling \$32,493.14.

- Grant money 2019-20 fiscal year-to-date total received, \$275,000.

#### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Received fully executed CDBG FY 19-20 Subrecipient Agreement and Authorization to Proceed.
  - Submitted Volusia County ECHO grant requests for the MacDonald House and the Nova Tennis Court Lighting projects.
  - Submitted the Police Department's second Florida Health Department HEROS grant request for Narcan (naloxone) for the complete or partial reversal of opioid overdose.
  - Grant reimbursement requests for FY 18-19: \$4.1 million
- Other
  - Citizen Contacts
  - Completed weekly events calendar ad for Ormond Observer.
  - Updated/added website items as needed.
  - Attended weekly staff meeting.
  - Coordination of employee participation in Countywide Food Drive

#### Risk Management Projects

- Investigate new claims
- Prepare subrogation claims
- Consider safety team for city hall

#### Fire Department

- Weekly Statistics
    - Fires: 1
    - Fire Alarms: 9
    - Hazardous: 0
    - EMS: 73
    - Motor Vehicle Accidents: 11
    - Public Assists: 46
    - TOTAL CALLS: 140
  - Aid provided to other agencies: 11 Calls – Daytona Beach (3), Holly Hill (1), Volusia County (7)
  - Total staff hours provided to other agencies: 7
  - # of overlapping calls: 39
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
  - Total EMS patients treated: 58
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 175
- Training Hours
    - NFPA 1001: Firefighting 51
    - NFPA 1002: Driver 25
    - NFPA 1021: Officer 72
    - NFPA 1500: Safety/Equipment 54
    - NFPA 1620: Preplanning 8
    - EMT/Paramedic 46
    - TOTAL TRAINING HOURS: 256
  - Station Activities
    - Updated 12 pre-fire plans
    - Conducted 3 fire inspections

- Held an informational meeting at Station 92 for the Fire Cadet Program
- Significant Incidents
  - 11/8/19, 5:05 PM: 241 N. US-1 – Motor Vehicle Accident – Responded to a vehicle vs. building collision – a pickup truck drove into a block detached garage – a firefighter assisted EVAC during transport of one trauma alert patient.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Civil Engineer (Engineering)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
    - Maintenance Worker III (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)
    - Senior Staff Accountant (Finance)
    - Police Officer
  - Applications Under Review
    - Recreation Program Specialist (Leisure Services)
    - Office Assistant III (Nova/Leisure Services)
  - Interviews Scheduled
    - Deputy Fire Chief
    - Firefighter/EMT
  - Background/Reference Checks/Job Offers
    - Senior Planner (Planning)
    - Maintenance Worker II (Streets/Public Works)
    - Mechanic III (Fleet/Public Works)
    - Part Time Events Tech (Casements/Leisure Services)
    - Part Time Recreation Leader (Casements/Leisure Services)
    - Office Assistant II (Records/Police)
    - Police Officer (Police)
  - Separations
    - Maintenance Worker III (Streets/Public Works)
    - Recreation Program Specialist (Leisure Services)
    - Part Time Recreation Leader (Casements/Leisure Services)
  - Employee Events
    - Wellness Plan HSA contribution opportunities through 12/31/2019:
      - Non-tobacco use affidavits accepted
      - Skin cancer screenings offered
      - Wellness Action Team activities

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project kick-off meeting with vendor and City staff.
    - 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: 34
  - Completed: 66
  - In progress: 38
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 53,377
  - Inbound E-Mails Blocked: 34,251
  - Delivered Inbound E-Mails: 19,126
  - Quarantined Messages: 473
  - Percentage Good Email: 35.8%
  - Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 4
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 9
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 13 : Total in system = 2,732
  - Meters GPS Located this week: 0 : Total in system = 23,738; 22,927 potable, 800 Irrigation, 11 Effluent

## **Leisure Services**

### **Administration**

- City Manager's meeting
- Park visits
- Janitorial Services meeting
- Staff meeting
- City Commission meeting
- Ceremony for Hometown Heroes
- Leisure Services Advisory Board 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.
- Upcycled Holiday Ornament Crafts. Colleen Flannery. Saturday, 10 am to 12 pm
- Elementary Explorers. EDC Staff & Volunteers. Saturday, 2 pm to 3 pm
- Gopher Tortoise Program. Volusia County Tortoise Protection Staff. Friday, 10 am to 11 am

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- OBGS Baseball practices will be held Monday through Thursday at 6 pm on the Nova and Wendelstedt Fields.
- Coed Adult Softball playoff games continued this week on Monday through Wednesday nights at 6:20 pm, 7:30 pm and 8:40 pm on Coed Field 7 at Sports Complex.
- Pride football practices are held on Tuesday and Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
- OBSC practices are being held Monday through Thursday nights at 6 pm at the Sports Complex on the Soccer Fields.
- OBYBSA Baseball and Softball practices are being held nightly Monday through Friday on both the Nova Fields and the Softball Quad.
- Youth Flag Football started playoff games this week on Monday through Friday at 5:45 pm, 6:45 pm and 7:45 pm at the Sports Complex on Quad 3 and the Kiwanis Field.
- Pop Warner Cheer practices Monday, Tuesday, and Thursday at Championship Field 7 at 5:30 pm.
- SHS Boys' and Girls' Soccer continued practices this week at the Sports Complex on Fields 5 and 6 and 5 pm and 6:30 pm.
- OBSC Recreational Soccer games were held Saturday at the Sports Complex on Soccer Fields 1 through 6 and 8 through 10.
- USSA Baseball hosted their final tournament of the Fall on Saturday and Sunday at the Sports Complex, Wendelstedt Fields and Nova Community Park Fields 2-5.

#### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged Osceola Softball Fields and South Ormond Fields
- Painted Soccer Fields 1-6 and 8-10
- Prepared Coed Field 7 for Coed Softball League
- Painted grass parking lot by Soccer 9
- Took down the temporary fences installed for the weekend ISSA Sr. Softball Tournament
- Set up and painted flag football fields for playoffs
- Removed sleds and tires (training aids) from Memorial Park Fields 11 and 12 (Pride Football)

#### Senior Center

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

#### Performing Arts Center

The Performing Arts Center hosted the following classes as part of its regular operations:

- Monday through Thursday: Show Club held regular classes
- Monday through Friday: CMT held regular classes
- Thursday: Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following events:



- Positively Florida presents The Humans on Thursday 7:30 pm to 9:30 pm, Friday 7:30 pm to 9:30 pm, Saturday 2:00 pm to 4:00 pm and 7:00 pm to 9:00 pm and Sunday 2:00 pm to 4:00 pm.

#### South Ormond Neighborhood Center

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

#### Community Events

- Weekly administrative tasks, office work, meetings and activities
- Hometown Heroes Ceremony
- Preliminary planning tasks and assignments for:
  - Home for the Holidays Parade, application online
  - Holiday Concert
  - Santa on the Go
  - Letters to Santa
- Breakfast with Santa

#### Gymnastics

- November session in progress
- November registration is open
- Open Gym November 15 from 6 pm to 8 pm

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continued to meet at various times throughout the week.
- Senior Games for Ping Pong took place on Saturday from 9 am to 3 pm
- Ms. Debby's Dance and Acting Classes met Monday, Tuesday and Friday at various times.
- Lunch Bunch met on Wednesday from 10 am to 1 pm.
- Skills Development Program continued on Wednesday from 4 pm to 5 pm.
- Explore the Arts met on Thursday from 4:30 pm to 5:30 pm.
- Basketball League assessments took place on Saturday from 9:00 am to 5:00 pm
- Challenger Basketball met on Tuesday from 5:00 pm to 6:00 pm

#### The Casements

- The Casements was closed to the public for a private rental on Saturday.
- A memorial was held at Bailey Riverbridge from 9:00 am until 1:00 pm on Saturday.
- A wedding took place at Ormond Memorial Gardens from 10:30 am until 11:30 am.
- On Sunday House of Healing met at Bailey Riverbridge from 6:00 pm to 8:00 pm.
- On Monday The Casements Guild held their board meeting in the Preservation room at The Casements from 9:30 am until 12:00 pm.
- Pilates took place on Monday, Wednesday from 8:30 am to 9:30 am.
- On Tuesday an HOA meeting was held at Bailey Riverbridge from 6:00 pm to 7:00 pm.
- Yoga took place on Tuesday and Thursday from 10:00 am to 11:30 am.
- On Wednesday the "Hanging of the Greens" took place outside of The Casements with help from Mainland's ROTC from 2:30 pm to 5:30 pm.
- On Thursday The Casements Camera Club met from 7:00 pm to 9:00 pm.

- On Friday the set up began for Riverfest that will take place in Fortunato Park, The Casements North Lawn and Rockefeller Gardens on Saturday 10:00 am to 6:00 pm and Sunday 11:00 am – 4:00 pm.
- A wedding took place on Friday at Ames Park from 4:00 pm – 5:00 pm.

#### Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash at all parks
- Replaced the tire swing at Magic Forest
- Replaced baseball nets at Nova
- Painted steps at skate park
- Cleared graffiti at Nova men's room bus stop
- Taped off area for painter at ARBP
- Fixed sign caps at Senior Center
- Misner's Branch formed bench and trash for concrete
- Cut 4x4 for bike trail signs
- Repaired ADA swing at Magic Forest
- Installed new soap dispenser at Central Park I

#### Building Maintenance

- Put up Christmas displays
- Repaired the men's room toilet at the Senior Center
- Repaired the exhaust fan at the PD
- Installed 20x30 flag and bunting at PAC
- Removed water fountain at the Senior Center
- Installed water fountain at WTP
- Installed new mobility plaques at the PAC
- Sanchez Park – rewired and installed new exit buttons
- Fire Station 94 – repaired outside high bay light
- Ames Grounds – replaced hand dryer in outside men's bathroom
- Decorative poles – straightened all fixtures on Granada Bridge
- Andy Romano Beachfront Park – replaced mag lock on bath #2
- Environmental Discovery Center parking lot – turned over info to FPL to fix flood light
- Performing Arts Center – replaced photocell for 3 poles at corner of parking lot
- City Hall atrium – replaced can light at men's bathroom with LED
- Environmental Discovery Center – repaired lights in outside bathroom
- Senior Center – replaced light motion sensor in men's bathroom
- Airport Sports – Pop Warner parking lot, repaired most lights
- Performing Arts Center – Replaced coach light at the front entrance
- Fleet – repaired bay door

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended Bob Grim remembrance at the Police Department
- Staff attended a Citizens Law Enforcement Advisory Board meeting
- Staff attended a Crime View meeting
- Staff is working with Votran Bus to address bus stop issues
- Staff is working on the 2020 schedule

##### Community Outreach

- Youth Leadership Council (YLC)
  - Eleven (11) members of the YLC assisted during the Annual OBPAL Golfing for Youth Tournament on Saturday, November 9, 2019. They helped put out tournament signage, hand

out goody bags, greet players and hand them their door prizes. The next community service program 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. Twelve (12) boys and four (4) girls attended practice at the South Ormond Neighborhood Center on Monday, Wednesday and Thursday evenings.
- PAL Educational Programs
  - Tutors R Us
    - The OBPAL *Tutors R Us* afterschool program is offered Monday through Thursday at the South Ormond Neighborhood Center. One-on-one and small group sessions are offered for children and teens in grades K through 12. Last week 20 students attended the program.
  - Science on Patrol
    - Science on Patrol at Ormond Beach Middle School continues. Currently, twenty-eight (28) students are registered for the 10 week program. Classes are offered Mondays and Thursdays after school from 4:20 p.m. to 5:45 p.m.
    - Science on Patrol at Ormond Beach Elementary School continues. Eleven (11) students are registered for the 6 week program. The program is offered Thursday after school from 2:30 p.m. – 4:40 p.m.
- Do the Right Thing
  - The first Do the Right Thing of the 2019-20 Academic year will be held on Wednesday, November 20 at the Ormond Beach Police Department. Students from our partner, Ormond Beach Middle School, will enjoy lunch with Chief Godfrey in the training room. After lunch, students will receive a tour of the Police Department before returning to Ormond Beach Middle School.
- OBPAL Annual Golf Tournament
  - The annual OBPAL Golf Tournament was held at the River Bend Golf and Country Club Saturday, November 9, 2019. Fifty-four players enjoyed a slightly rainy day on the course. Our community sponsors and players helped raise \$11,988.00 to support programs in OBPAL. OBPAL received \$4,020.00 in donated advertising, breakfast items, and door prizes to support the success of the tournament.
- 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: 51
- Animal Reports: 9
- Trap Neuter Release: 4
- Animal Bites: 2
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 2

#### Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 0
- Inactive: 1

- Fraud: 2
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 1
- Vandalism: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 2
- Police Information: 3
- Disturbance: 1
- Baker Act: 2

#### Records

- Walk - Ins / Window: 67
- Phone Calls: 92
- Arrest / NTA'S: 12
- Reports Generated: 123
- Reports Entered: 120
- Citations Issued: 44
- Citations Entered: 32
- Warnings Entered: 62
- Trespass Warnings: 13
- CORF Entered: 45
- Mail / Faxes / Request: 23

#### Patrol

- Total Calls: 1,147
- Total Traffic Stops: 112

#### Operations

- Crime Opportunity Report Forms: 45

#### 11/06/2019

- Shoplifting, 353 West Granada Boulevard (Winn-Dixie). Subject stole items and left the store.
- Resisting Arrest, 200 Block East Granada Boulevard. Subject was stopped for vandalizing property then started to fight officers.
- Warrant Arrest, 42 South Capri Circle. Subject with a warrant was contacted at this location.
- Carbreak Arrest, 600 Block South Nova Road. Subject was breaking into cars and was caught trying to leave the area.
- Shoplifting Arrest, 353 West Granada Boulevard (Winn-Dixie). Subject stole food and was caught by officers.

#### 11/07/2019

- Stolen Vehicle, 500 Shadow Lakes Boulevard (Shadow Lakes Apartments). A motorcycle was stolen from the parking lot.
- Warrant Arrest, 187 South Atlantic Avenue. Subject with a warrant was contacted at this location.
- Carbreak, 1657 North United States Highway One (Love's Truck Stop). A window was smashed and a cell phone was stolen.

11/08/2019

- Burglary Business, 51 South Atlantic Avenue (Royal Floridian). A bicycle was stolen from the underground parking area.
- Shoplifting, 1482 West Granada Boulevard (Sharps Liquor). Three (3) subjects walked in and concealed items then left.
- Larceny, 145 East Granada Boulevard (Granada Plaza). A bicycle was stolen from the parking lot.
- Warrant Arrest, 24 Ocean Shore Boulevard (Fridays). Subject with a warrant was contacted at this location.
- Burglary Business, 1106 West Granada Boulevard (Abracadabra Pet Center). Window was smashed out and a cash register was stolen.
- Traffic Arrest, North United States Highway One at Hull Road. A crash occurred and one (1) of the drivers was arrested for driving under the influence.

11/09/2019

- Stolen Vehicle, 600 West Granada Boulevard (WaWa). Known subject stole the victim's vehicle while the victim was at work.
- Larceny, 631 Santa Ana Avenue. A tag was stolen from a vehicle.

11/10/2019

- Nothing to report

11/11/2019

- Burglary Residence, 224 Rio Pinar Drive. Open garage was entered. A motorized scooter was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave. Loss prevention stopped the subject.
- Larceny, 198 Seton Trail. Known subject stolen items while house sitting.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject left the store without paying for merchandise. Incident was caught on camera.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject left the store without paying for merchandise. Incident was caught on camera.
- Narcotics Arrest, 600 Block South Nova Road. Subject was stopped for a traffic violation and Fentanyl was found in the vehicle.
- Warrant Arrest, 345 South Center Street. Subject with a warrant was contacted at this location.

11/12/2019

- Warrant Arrest, 1530 North United States Highway One. Subject with a warrant was contacted at this location.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 39
  - Number of Uniform Traffic Citations Issued: 18
  - Number of Written Warnings Issued: 18
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 8
  - 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: 5 Cases initiated
- Zone 2: 6 Cases initiated

- Zone 3: 5 Cases initiated
- Zone 4: 8 Cases initiated
- 11 signs have either been removed or sign cases created.
- 2 tree removal permit requests
- Administrative staff assisted with five (5) walk-in's and forty-three (43) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining – Phase 2 – The contractor anticipates lining the sanitary sewer on North Beach Street beginning November 18.
    - Water Plant Upgrades – Reviewing shop drawing submittals, work is expected to begin later this month.
    - Breakaway Trails Storage and Pumping Improvements – The tank has been finalized, the contractor continues work on the pump building and yard piping.
    - Cassen Park Public Dock and Breakwater – Contractor has remobilized and expects to be complete before the end of the year.
    - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting was held on October 31.
    - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Demolition is in process.
    - HVAC Replacements – City Hall, SONC, The Casements – Preliminary work has begun at City Hall and materials have been ordered. A project kickoff meeting was rescheduled for November 12.
    - Memorial Gardens Retaining Wall Improvements – The project is substantially complete, the contractor is working on a few punch list items.
    - Granada Median Landscape Improvements (Orchard Street to I-95) – The Notice to Proceed was issued November 4, work began this week.
    - Granada Blvd Medians – Irrigation Reuse Connection – Construction will begin in December.
    - WTP Sludge Residuals Facility Improvements – A pre-construction meeting was held October 28. Shop drawings are being submitted. Construction is expected to begin in March due to the long lead time (24 weeks) for the centrifuge.
    - OBSC Improvements – Championship Field 7 – A meeting was held October 23 to discuss permit submittals. Construction is expected to begin December 1.
    - Nova Community Park Underground Electric Utilities – A pre-construction meeting was held on November 7.
    - WTP Chemical Feed System Upgrades – Requested static mixer Owner Direct Purchase (ODP) documents from supplier.
    - Memorial Gardens Lighting – A purchase order for light fixtures has been issued, they have a 10 week manufacturing lead time.
  - Bidding:
    - Landscape Renovations & Downtown Landscape Renovations – Bid was awarded to RJ Landscape Contractors at the October 15 City Commission meeting. Contracts are being executed.
    - 2019 Stormwater Rebuild – Bid awarded to JD Weber at the November 5 Commission meeting, contracts are being executed.
    - Broadway/US1 Traffic Signal – A Joint Participation Agreement with FDOT has been executed, Tomoka Holdings has been sent the Developer's Agreement for final execution. Construction Bid and an RFQ for CEI services were opened on November 7 and are under review.

- Fiber Optic Connectivity – Documents for a solicitation for continuing services for the phased expansion of the City fiber optic network scheduled for City Commission consideration at the November 19 meeting.
- Gazebo Replacements CP II – Documents for a solicitation for bids is scheduled for City Commission consideration at the December 3 meeting.
  
- Design Projects:
  - North US1 Water Main and Force Main Improvements – 90% plans have been submitted and are under review by City staff.
  - Fleming Ave Stormdrain Improvements – The 90% plans have been reviewed and comments returned to the consultant.
  - Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
  - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated soon.
  - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – FDOT has completed review of the 60% plans for this project.
  - Stormwater Master Plan Update - 2019 – A meeting was held with the consultant.
  - Fleming Avenue Stormwater Pump Station – A meeting is scheduled to discuss the electrical and SCADA portions of the project.
  - 56 North Beach Street – Staff is preparing a presentation of the consultant's findings.
  - Police Station/EOC Relocation Study – Consultant and staff had a site visit to Port Orange's facility in September.
  - North Peninsula Sewer Retrofit – Design Project on hold pending completion of additional scientific studies.
  - Oak, Magnolia, & Bonita Sewer Retrofit – Design Project on hold pending completion of additional scientific studies.
  - Airport Road/SR40 Water Main Loop – A Work Authorization for design is scheduled for City Commission approval at the November 19 meeting.
  - Rockefeller Room Renovations – Soliciting proposals from qualified consultants to assess the condition of windows and structure.
  - WTP Aeration Structure Rehabilitation – Coordinating with Utilities staff to determine design/construction schedule.
  
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Reviewed plans and updated Work-in-the-Right-of-Way permit for 28-31 Aston Circle directional bore, per Brighthouse/Spectrum request.
  - Reviewed plans and updated Work-in-the-Right-of-Way permit for Cardinal Avenue directional bore, per AT&T request.
  - Completed property corner/Right-of-Way locate at 143 Ocean Shore Blvd. per Neighborhood Improvement Division request.
  - Prepared RGB drawings (review for utility conflicts) for Williamson Blvd/Hand Avenue pedestrian improvements.
  - Updated and completed the sketch and legal descriptions for 806 Cordova Avenue and the adjoining Cordova Right-of-Way section annexations, per Planning Department request.
  - Researched and located additional FDOT benchmark monuments in the vicinity of the proposed Tomoka Sidewalk project.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Cut out and replaced asphalt around (3) manholes on Santa Fe Ave
- Cut out and replaced basin on Tanglewood Dr
- Full road overlay on Ormond Parkway
- Filled pothole on Peninsula Dr
- Poured 1 park bench & 3 garbage bin pads on Misner's Trail
- Poured asphalt apron and backfilled, Silk Oaks Dr.
- Filled corner pieces with concrete and poured pad on Ormond Lakes Blvd.
- Poured corner piece of sidewalk at S Ormond Neighborhood Center

### 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 in Memorial Gardens; The Trails subdivision; Wastewater Plant; Water Plant
- Removed headless Palm at City Hall – SR40 & S Beach
- Removed hanging limb above playground at S Ormond Neighborhood Center

### 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
- Pick up dirt & trim at Memorial Gardens
- Delivered barricades & cones to Memorial Gardens

### Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Delivering Commissioners signs to PAC/pick up signs from Veteran's event

### Stormwater Maintenance

- Reach out mowing at FDOT ponds – Citywide; ditch mowing at S Center, Arroyo Parkway & ditches
- Basins inspected & cleaned citywide
- Washout repair on Pineland Trl
- Locates, outfall sample citywide
- Basins cleaned in Zone 1
- Locates, basins in Zone 3
- Outfalls inspected N/S Beach St
- Road repair on Sanchez Ave
- Depression investigation on Lindenwood Cir W

### Vactor

- Alicen Ct



Street Sweeping/Streetsweeper (sweeper down)

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

Fleet

- Mileage traveled by all departments for the week: 22,202
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 6,071 gallons unleaded, 10,121 gallons diesel
  - Fuel used in one week: 1,934 gallons of unleaded and 658 gallons of diesel.
  - Fleet completed 43 work orders this week.

Utilities

- Projects Summary
  - Design & Bidding
    - Western Service Area Master Plan – City staff returned comments on 60% draft submittal. Anticipate receiving 90% submittal by November 15.
    - Secondary Raw Water Main – Plans are approximately 75% complete. Anticipate receiving 90% submittal in December.
    - North US1 Water Main and Force Main Improvements – Staff comments returned to consultant in October. Anticipate receiving 90% submittal in December.
    - Holly Hill Reuse Interconnect – Scheduling installation of flushing hydrant upon receipt.
- Under Construction
  - WTP Improvements (Lime Slaker and Sodium Hypo Upgrades) – Notice to Proceed (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 Chemical Feed Upgrade (Static Mixer) – Approved by Commission 10/15. Precon to be scheduled. Shop drawings under review. City planning “direct purchase” of mixer.
  - WWTP Sludge Dewatering Improvements – Construction commenced. Bypass electrical plan approved. Bypass to be implemented week of Dec 2.
  - Storm & Sanitary Sewer Lining (3 year contract) – Slip lining VCP on Beach St. scheduled for 11/18.
  - Breakaway Trails Reuse Storage Tank and Pumping Improvements – Tank substantially complete. Construction of pump station commenced. Next progress meeting 11/15.
- Substantially Complete
  - WTP Elevated Water Tank Rehabilitation – Substantially complete. Final inspection held 11/13. Punch list developed to be satisfied before project closeout.
  - SCADA Integration Services (WTP/WWTF) – 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.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Substantially complete. Final inspection held 11/5.

- SPRC Projects (Utilities Review)
  - Design
    - 223 Milsap Road Rezoning – Pre-application scheduled 11/13
    - 170 N Nova Rd, Seven Eleven grease interceptor – requested revisions.
    - 550 West Granada Blvd, Shoppes at Granada. Revisions requested.
    - 25 Riverside Drive, Casements, Carriage House addition & site work. Revisions requested.
    - Hunters Ridge Force Main – “Utility Service Agreement” (CILC) under review by Legal for Developer & City as of 11/5.
    - The Casements – providing assistance to Engineer in addressing SPRC comments.
  - Under Construction
    - 1089 N US Hwy 1, Boot Hill Improvements – Precon 11/ 13
    - 1535 North US1, Dunkin Donuts – Precon 11/6
    - 1057 Ocean Shore Blvd, Latitude Beach Club – Precon 11/6
    - 99 Portland St, Stor-It Boat & RV Center Phase 2 – Precon 11/6
    - 26 North Beach Street, FUGU Restaurant – Precon 10/23
    - 100 West Granada Blvd, The Pumphouse – Precon 10/23
    - 520 West Granada Blvd, Modern Wash (Cloud 10 Car Wash) – Precon 10/9
    - 1190 Ocean Shores Blvd, Dunkin Donuts Lift Station – staff continues to respond to queries from contractor/engineer regarding acceptable materials (force main, valves, etc).
    - 101 Town & Country – FM work in ROW substantially complete. On-site private sewer collection system to be constructed.
    - Huntington Green – City amicably resolved sanitary sewer laterals concern.
    - 221 Vining Ct., Salty Church – Verbally resolved conflict with water main and storm pipe. Awaiting engineering drawings.
    - 875 Sterthaus Drive, Ormond Renaissance Condominium clubhouse modification – updated phasing plan approved.
  - Substantially Complete
    - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Final inspection 11/12.
    - Pineland Drive Extension (Security First Off Site Improvements) – Final site walk through completed 11/6.
    - Pineland Subdivision – Homes under construction in Phase 1. No Certificates of Occupancy issued until completion of public improvements and acceptance by City.

#### Water Treatment

- Delivered 39.38 million gallons for the week ending November 9, 2019 (5.63 MGD).
- Backwashed 15 filters for a total of 1,028,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 9, 2019 @ 6.80 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled ~48.6 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Flushed distribution system 322,000 gallons.
- Contractor hauled 2 tanker loads of wet sludge, ~6000 gal each, 12,000 gal total. At 50,000 lb per load, that would be 100,000 lb. At 25% solids that would be 25,000 lb of sludge.
- Thickener is back in service.

#### Wastewater Treatment Facility

- Domestic and Industrial Wastewater flow was 38.95 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.56 MGD.
- Produced 38.95 Million Gallons of Reuse.
- Produced 0.00 (NOD) Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2018 – October 31, 2019) (MGD)):

- Influent 4.65 MGD (Permit 8 MGD);
- Surface Water Discharge 0.58 MGD (Permit 6 MGD);
- Reuse 4.33 MGD (Permit 10 MGD)
- Hauled 83.26 wet tons of dewatered residual solids (14% to 18% solids)
- There was 1 fecal detection for the weekly reporting period and 1 invalid result due to lab run contamination. There are 1 out of 5 fecal coliform hits for the month of November with an 80% non-detection reporting value (the permit limit is 75% minimum). Sand filter #3 sand has been replaced and unit will be put on-line in parallel with #2 this week.

#### Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure or assistance with other plumbing needs. Plus 3 concerns of high pressure, further investigation with pressure gauges found no high pressure at the time checked.
- Responded to 12 calls for water service leaks.
- Replaced 11 broken meter boxes.
- Replaced 5 water services due to leaks or low pressure concerns.
- Performed maintenance/rebuild activities on a fire hydrant located at 142 Sandcastle Dr. due to an OBFD work order concerning stiff actuation of the operating nut, WD personnel repaired the FH to operational status.
- Performed pressure testing on 5 City owned BFP devices.
- Installed 4 residential new water services and meters.
- Installed a water meter and service for the lift station at Security First office building.
- Repaired a 2" GSP water main leak on Silk Oaks Dr in OB- Sea.
- Completed all fire hydrant maintenance on the peninsula.
- Initiated fire hydrant maintenance schedule for the mainland. Fourteen fire hydrants checked in S. Beach St area.
- Performed commercial water meter testing on a 3", 6" and an 8" water meters. Scheduled 8 more commercial water meters for accuracy testing.
- Repaired a 2" GSP water main leak on Cedar Falls Dr. & Highland Falls Dr. The 2" GSP nipple connecting the 6" water main to the 2" Valve/WM corroded and separated.
- Completed valve maintenance activities on 8 main line valves.
- Performed 3 water service disconnect due to demolitions.
- Relocated the water service at 128 Laurie Dr. due to a septic tank replacement.
- Assisted a contractor locate the irrigation service at 880 John Anderson Dr.
- Assisted a contractor repair and install a fire hydrant meter on Old Macon Dr.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 100 regular and 1 emergency utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Flushed 103 Hickory Hills Cir.
- Replaced & rewired PEP pump at 7 Cambridge Trace.
- Repaired broken 8" gravity main and lateral at 217 Forest Hills Blvd.
- Assisted WRF in removing excess sand from sand filter 3
- Restored ground at 35 Peruvian Ln
- TV'ed 2 lines on PM list.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 7 psi, Ocean Mist Hotel 0 psi, Ormond Mall 5 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 8 psi, Westland Run 10 psi Shadow Crossing Blvd. (4 inch) 2 psi.

#### Reuse

- Responded to 2 reuse trouble calls.
- Reclaimed system is 100% open to avoid Surface Water Discharge.

- Verified good reclaimed pressure at 75 Black Hickory Way.
- Report of yard flooding at 107 Tomoka Ridge Way. Turned off reclaimed will check back in a few days to see if there is a leak on City side.

#### Wastewater Plant – Lift Stations

- Clarifiers, #1 - #2 - #3 - #4 – repaired and adjusted spray misting heads as needed.
- 1P, 2P, 7P, Smith and Loveless stations, replaced vacuum system filters and domes.
- 3M, pump #1 fail – pulled pump and replaced with new inventory.
- Monitor Main Generator transfer in support of FPL Load test.
- 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. Skid #1 VFD, faulted over temp. Replaced internal cooling fan.
- High Service Pump Building. Completed water pressure switch installation and program, Began integration of Schneider VFD #7 into SCADA.
- High Service Building, began connection and programing into SCADA of 16" finished water pressure switch.
- Elevated Tank, clay altitude valve not functioning, valve representative on site and will quote for repair.
- Lime Sludge Thickener, unit was inspected for proper adjustment and was returned to service.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.

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

- Elevated Storage Tank Clearance – The newly rehabilitated elevated storage tank at the WTP passed the analysis necessary for clearance. The tank will be placed online in the near future.
- 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.
- Cross Connection Control Program Management Services Contract– Bid 2020-03 – Staff has notified many backflow testers on record of the change in vendor for the City. The testers will manually submit test reports until the conversion is complete. Wipes Clog Pipes Campaign – Staff is formulating a public campaign to inform users of the City's sewer collection system of the problems wipes cause in the system. The wipes labeled as "flushable" cause pumps in the system to bind and fail. The campaign will emphasize No Wipes down the Pipes!

#### **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 City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for November 19, 2019, City Commission Meeting.