

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 20, 2019

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Agenda packet review

Spoke to, attended and/or met with:

- Claims Committee meeting
- Senior staff, Mayor Partington and Halifax Hospital representatives Joni Hunt and Bill Griffin discussed various topics.
- PAL holiday party (after hours)

PIO – Public Information

- Press Releases/Media
 - Holiday Parade Winners Announced
- Social Media
 - #LivingTheOBLife picture campaign launched
 - #OBSafeThisHoliday tips
 - Holiday festivity reminders for residents
 - Mondays with the Mayor reminders
 - Mayor's Health and Fitness Challenge
- Developing
 - Crisis Communications Plan
 - New Year/ End of Year updates
 - Public Safety communications

Community Development

Planning

- There are no applications for the Board of Adjustment and Appeals and the January 8, 2020 meeting has been canceled.
- The January 9, 2020 Planning Board meeting agenda has one item at this time, which is the Planned Business Development for a three (3) story climate controlled storage building of approximately 94,921 square feet with approximately 780 storage units of varying sizes and associated site improvements.
- MUV medical cannabis dispensary has obtained interior building permits at 290 Clyde Morris Boulevard. The medical marijuana dispensary is a permitted use within the B-1 (Professional Office/Hospital) zoning district.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 412 inspections performed within the city (32 by private providers).

- 98 permits issued (6 garage sale permits) within the city, with a valuation of \$4,380,582.

Development Services

- The following meetings with the Site Plan Review Committee (SPRC) occurred:
 1. 711 South Atlantic Avenue. Coordination meeting with the building contractor to assess the status of the project.
- The following site plans are under review:
 - a. 2162 Ocean Shore Boulevard, Verona Oceanside. 1st review. Utility connection for a multi-family development of three buildings with 18 units located in unincorporated Volusia County.
 - b. 519 Leeway Trail, Durrance Acres, preliminary plat. 1st review. Subdivision of 25 acres into five lots each five acres in size.
- The Shoppes at Granada Pointe at 550 West Granada Boulevard was approved by the SPRC. The project proposes construction of a 21,114 square foot building on 2.52 acres within the Granada Pointe development and associated site work.
- 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%
Residential	
Cypress Trails subdivision	90%
Huntington Green	70%
Huntington Villas	70%
Pineland residential subdivision	90%
Deerfield Trace	60%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
 - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is completing the move into the facility.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Continued 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 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 process to issue a purchase order for periodic inspections and maintenance of the airport's Automated Weather Observing System (AWOS) and certain equipment at the air traffic control tower.

- Staff responded to a request from the Aviation Office of the Florida Department of Transportation for information regarding the latest wildlife hazard assessment study conducted at the airport.
- Staff is working with a new airport tenant who plans to relocate their aeronautical business to Ormond Beach from out of state. The new tenant is in the process of purchasing a large corporate hangar in FBO Area 1.
- Staff is assisting a vendor for S.R. Perrott, Inc. that has requested permission to conduct a holiday fireworks display. Because the proposed display involves launching fireworks within the airport traffic area, the vendor must receive authorization from the Federal Aviation Administration.
- Staff is working with Hoyle, Tanner & Associates to respond to a request for information from the Federal Aviation Administration regarding the design phase of the project to rehabilitate and realign Taxiway Delta.
- Staff attended a presentation on new invoicing and project related processes for airport improvement projects at the Florida Department of Transportation's District 5 offices in DeLand this week.

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 181 Journal Entry Batches.
 - Approved 14 Purchase Requisitions totaling \$771,433.80.
 - Issued 18 Purchase Orders totaling \$835,002.05.
 - Prepared 140 Accounts Payable checks totaling \$208,971.33 and 36 Accounts Payable EFT payments totaling \$326,829.61.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 500 payments through Interactive Voice Response System totaling \$58,510.85.
 - Grant money 2019-20 fiscal year-to-date total received, \$1.7 million.
 - Prepared 375 Direct Deposits totaling \$529,264.58.
 - Transferred IRS 941 payment of \$181,130.75.

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.
 - Submitted updated ECHO request for the MacDonald House Restoration following technical review comments.
 - 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 meeting at FDOT regarding new forms for airport grants.
- Completed Employee Newsletter for January 2020.

Risk Management Projects

- Attended Claims Committee meeting
- Began review of Minimum Insurance Requirements for modification
- Submitted updated employee list for random drug testing process

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 4
 - Hazardous: 2
 - EMS: 75
 - Motor Vehicle Accidents: 8
 - Public Assists: 41
 - TOTAL CALLS: 132

 - Aid provided to other agencies: 12 Calls – Daytona Beach (2), Volusia County (10)
 - Total staff hours provided to other agencies: 18
 - # of overlapping calls: 35
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 58
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 214
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- Training Hours
 - NFPA 472: Hazardous 24
 - NFPA 1001: Firefighting 29
 - NFPA 1002: Driver 2
 - NFPA 1021: Officer 6
 - NFPA 1500: Safety/Equipment 31
 - NFPA 1620: Preplanning 16
 - EMT/Paramedic 17
 - TOTAL TRAINING HOURS: 125
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- Station Activities
 - Updated 6 pre-fire plans
 - Conducted 3 fire inspections
 - Visited pre-school and kindergarten children at Esformes Hebrew Academy
 - Participated in the City Holiday Parade

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II (Finance)
 - 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)

- Applications Under Review
 - Civil Engineer (Engineering)
 - Office Assistant III (Nova/Leisure Services)
 - Senior Staff Accountant (Finance)
- Background/Reference Checks/Job Offers
 - Firefighter/EMT
 - Police Officer (Police)
 - Recreation Program Specialist (Leisure Services)
 - Tradesworker (Leisure Services)
- Separations
 - Police Officer (Police)
 - Public Works Director (Public Works)
- Employee Events
 - Finalizing open enrollment for employees and retirees

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: 22
 - Completed: 71
 - In progress: 38
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 40,827
 - Inbound E-Mails Blocked: 21,727
 - Delivered Inbound E-Mails: 19,100
 - Quarantined Messages: 595
 - Percentage Good Email: 46.8%
 - Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Map/Information Requests: 10
 - 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

- Park visits
- Janitorial Services 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

- Watercolor Painting Class: Birds. Holly Esch, Instructor, Thursday, 10:30 am to 12 pm
- Kids Holiday Crafts. EDC Staff and Volunteers. Saturday, 2:00 pm to 3:00 pm

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1:00 pm daily.
- 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 South Ormond & Osceola (2) Softball Fields
- Painted Soccer Fields #5 - #6
- Prepared Champ. Fld. 7 for SHS Soccer Games
- Paint corners on Soccer Fields 1-4, 8 – 12
- Paint corners on Soccer parking lot & Flag Football Fields
- 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:
 - Monday-Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club, CMT and Kopy Kats held regular classes.
 - Friday: CMT held regular classes.
- The Performing Arts Center is preparing to host the following events:
 - South Beach Dance Holiday Showcase, Saturday, 7:00pm to 9:30pm
 - Just 4U Productions Holiday Show, Sunday, 3:00pm to 5:00pm

South Ormond Neighborhood Center

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

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Clean up and organization of equipment and supplies from the parade
- Transporting Santa and Mrs. Claus to various locations throughout the city for Santa on the GO!
- Holidays at The Casements concert, Thursday, 6:00 pm to 8:00 pm
- Set up of Breakfast with Santa
- Letters to Santa, responding letters to be mailed
- Preliminary planning and follow up for the 2020 Mayor's Health & Fitness Challenge

Gymnastics

- December session in progress
- December registration is open
- Open Gymnastics, 12/20, 6:00 pm to 8:00 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.
- Ms. Debby's Dance and Acting Classes met Monday, Tuesday and Friday at various times.
- 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

- Pine Trail 4th Grade Tour, Monday 10:00 am to 11:00 am
- Wedding Ceremony, Monday, Ormond Memoiral Art Museum, 3:00 pm
- Once Upon a Storytime, Tuesday, Casements, 10:00 am to 11:00 am
- Mary Maggio's Cooking Class, Tuesday 5:30 pm to 8:30 pm
- Guild General Meeting, Wednesday, 10:00 am
- Pelican Bay Women's Club Tour, Wednesday 1:00 pm
- Friends of the Library Meeting, Wednesday, 2:00 pm to 4:00 pm
- Seabreeze United Church Tour, Thursday, 1:00 pm
- Holiday's at The Casements, Thursday, 6:00 pm to 8:00 pm
- Staff preps for Santa's Breakfast, Friday

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash at all parks
- Repaired the dock, installed bike path sign and deliver two loads of pipe to Riverbend Park
- Blocked off dock entrance at Sanchez Park
- Repaired railing at Magic Forest Park

Building Maintenance

- Repaired Nova Community Center water fountain
- Replaced men's room knob at Fortunato Park
- Replaced Christmas tree limb at Rockefeller Gardens

- Repaired front door lock at Nova Community Center
- Replaced ceiling tiles at Police Department
- Replaced bathroom signs at WTP
- Replaced soap dispenser ladies room at City Hall
- Repaired HVAC controls at Nova Community Center
- Repaired sink at Fleet
- Replaced ice machine at The Casements
- Replaced Nova Community Center lights
- Replaced belt stanchions at Environmental Discovery Center
- Touched up paint in Public Works

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff is setting up the Department Holiday Luncheon
- Staff attended the grand opening for the new First-Step shelter
- Staff hosted a Coffee with a Cop event
- Staff attended a DARE graduation at Temple Beth-El
- Staff attended a PAL awards banquet
- Staff attended a promotional ceremony
- Staff attended a communication meeting with the City PIO

Community Outreach

- Youth Leadership Council (YLC)
 - OBPAL YLC member, Akarri Davis was honored at the State of Florida Association of Police Athletic League's Annual Banquet Sunday, December 15 as the SFAPAL Boy of the Year.
 - The YLC assisted with meals and gifts at the OBPAL Annual Holiday Party on Wednesday, December 18 at the South Ormond Neighborhood Center.
- OBPAL Basketball
 - Practices for basketball will 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
 - The Science on Patrol program at Ormond Beach Middle School continues. The program is held on Monday and Thursday after school from 4:20 – 5:35 p.m. Currently, twenty-eight (28) students are registered for the program. Parent night was held on Tuesday, December 17.
- Reading with a Cop
 - Fourteen attended "Reading with a Cop" on Wednesday, December 11 at the Ormond Beach Library. Ken Jones, Evidence Unit Supervisor, did a great job reading to our audience.
- PAL Annual Holiday Party
 - The PAL annual holiday party was held on Wednesday, December 18 at the South Ormond Neighborhood Center at 5:45 p.m. Families enjoyed a light meal before Santa and Mrs. Claus arrived at 6:15 p.m. Over 100 children received new gifts to brighten their holiday. Special thank you to the Ho Ho Ho Girls, the Margarita Society of Volusia County, Aberdeen and Anchor Certified Planners Group Inc. for sponsoring this event

Community Services & Animal Control

- Animal Calls responded to: 32
- Animal Reports: 3
- Trap Neuter Release: 1
- Animal Bites: 2

- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 6
- Inactive: 7
- Fraud: 0
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 3
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 4
- Suspicious Incident: 0
- Baker Act: 1

Records

- Walk - Ins / Window: 101
- Phone Calls: 131
- Arrest / NTA'S: 16
- Reports Generated: 124
- Reports Entered: 100
- Citations Issued: 54
- Citations Entered: 22
- Warnings Entered: 22
- Trespass Warnings: 14
- CORF Entered: 64
- Mail / Faxes / Request: 23

Patrol

- Total Calls: 1,617
- Total Traffic Stops: 171

Operations

- Crime Opportunity Report Forms: 64

12/11/2019

- Battery, 1571 North United States Highway One (OPEL). Suspect pushed the victim but the victim did not want to press charges.
- Shoplifting, 145 North Yonge Street. Suspect stole Tide Pods and fled in a vehicle.
- Narcotic Arrest, 88 South Atlantic Avenue (Julian's). Subject was arrested for trespassing and possession of narcotics.

12/12/2019

- Burglary/Residence, 450 Tomoka Avenue. Window was forced open and jewelry was stolen.
- Burglary/Residence, 876 Riverside Drive. A package was stolen off the front porch.

- Battery Arrest, 900 Block Arroyo Parkway. Subject was arrested for battery on a law enforcement officer and possession of narcotics.
- Traffic Arrest, 700 Block South Nova Road. Subject was stopped for a traffic violation and arrested for driving on a suspended license.

12/13/2019

- Larceny, 505 South Atlantic Avenue. Wallet and keys were stolen by a known subject.
- Larceny Arrest, 1521 West Granada Boulevard (Wal-Mart). A manager was stealing money from the store.
- Warrant Arrest, 247 Woodstock Court. A subject with a warrant was contacted at this address.
- Battery/Domestic Violence, 5 Fishermans Circle. Subject battered the victim and fled the scene when police arrived.
- Traffic Arrest, 100 Block North Yonge Street. Subject committed a hit and run crash and was found shortly after. Subject was also intoxicated and arrested for driving under the influence.
- Narcotics Arrest, 7 South Yonge Street. Subject was found at this location with crack cocaine.

12/14/2019

- Battery/Domestic Violence Arrest, 1227 Vanderbilt Drive. Subject battered the victim during an argument.
- Traffic Arrest, 1500 Block West Granada Boulevard. Subject was found to be intoxicated during a crash investigation.
- Traffic Arrest, North Tymber Creek Road at River Chase Way. Subject was found to be intoxicated during a crash investigation.

12/15/2019

- Warrant Arrest, 280 Grove Street. Subject with a warrant was contacted at this location.
- Shoplifting, 795 West Granada Boulevard (CVS). Subject filled a basket with items and fled the store.

12/16/2019

- Stolen Vehicle, 6 Coolidge Avenue. A trailer was stolen overnight.
- Burglary Residence, 126 Hand Avenue. Entry was made by force and tools were stolen.
- Larceny, 151 Loyola Drive. A ladder was stolen from outside of the home.
- Larceny, 170 North Old Kings Road (Avante). A resident is missing checks.
- Larceny, 175 South Nova Road (Firehouse Subs). An employee is suspected of stealing cash from the register.
- Shoplifting, 1298 West Granada Boulevard (AT&T). Two (2) cell phones were stolen from the store.
- Warrant Arrest, 600 Block South Center Street. A subject with a warrant was contacted at this location.

12/17/2019

- Burglary Business Arrest, 600 South Nova Road (Prince of Peace). Subject used forced entry and stole a generator and other items. The property was found nearby with the subject.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole items then returned them for store credit.
- Shoplifting Arrest, 145 North Yonge Street (Dollar General). Subject walked out with unpaid items and was stopped by store staff.
- Larceny, 250 South Atlantic Avenue (Dunkin Donuts). Victim left a credit card and when returned to get it, it was gone and had unauthorized purchases.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 73
 - Number of Uniform Traffic Citations Issued: 41
 - Number of Written Warnings Issued: 47

- Number of parking tickets issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 15
 - 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: 7 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 2 Cases initiated
- 6 signs have either been removed or sign cases created.
- 4 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and fifty-five (55) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor is nearly complete with the sewer lining operations on North Beach Street. The remaining storm pipe lining will resume in early January.
 - 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 in process and the floating docks have been delivered and are being installed.
 - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting was held on December 5.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Construction is 75% complete for the entire project. The north/south concrete parking areas & clay pavers have been completed. Landscaping is completed at Ames Park. Landscaping will be installed in Cassen and Bailey Riverbridge parks over the next 2 weeks.
 - HVAC Replacements – City Hall, SONC, The Casements – Work at City Hall 2nd floor is underway. Work at SONC is ongoing. The Casements construction will start after the holidays so as not to disrupt scheduled events.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – All plant removal within the medians have been completed, tree removals will start in January. All directional bores for irrigation and electrical conduit have been completed, except for the south bores.
 - 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 has been distributed to Leisure Services. Work is ongoing.
 - WTP Chemical Feed System Upgrades – Purchase order for the static mixer has been issued and shop drawings are approved. Static mixer is on order and is scheduled for delivery in February 2020.
 - 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 – A pre-construction meeting was held on December 19, and work is anticipated to begin by the end of January.
- Bidding
 - The Casements North Side Improvements and Carriage House – Bid award to DSR Construction Inc. is scheduled for the January 7 City Commission meeting.
 - Fiber Optic Connectivity – A pre-proposal meeting was held on December 11. Proposals are due January 8.
 - Gazebo Replacements CP II – Project was advertised on December 8. A pre-bid meeting was held on December 19. Bids are due January 16.
 - CDBG Riviera Park Parking Improvements – CDBG has approved this project and bid award is scheduled for the January 7 City Commission meeting.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – The 90% review meeting was held, the consultant is revising plans accordingly.
 - 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.
 - Police Station/EOC Relocation Study – Staff is scheduling a meeting with consultant to review their preliminary findings.
 - Airport Road/SR40 Water Main Loop – A pre-design meeting will be held the 2nd week of January.
 - 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 design in-house.
 - 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 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/Planning Department.
 - Birthplace of Speed Overlook Replacement - Working with construction manager for this project and will be receiving a quote early January.
 - Granada Streetscape Pavers - Working with 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 an 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 created Work-in-the-Right-of-Way permit for 2230 Old Dixie Highway directional bore, per Brighthouse/Spectrum request.
 - Calculated the square footage of several City easements, as requested by Finance Department.
 - Researched old drawing files and provided PDF copies of the Ormond Art Museum building plans, as requested by Planning Department.
 - Staked out drainage ditch limits along Harmony Avenue, per Stormwater Division request.
 - Investigated and completed field visit to locate drainage structures related to drainage issues at 397 John Anderson Drive.
 - Meet with TECO directional bore contractor to identify New Britain right-of-way location.
 - Plotted Cassen Park dredging survey, and Stormwater flap gate plan sets.
 - Calculated square footage of 113 Sawtooth Lane, per Planning Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Holiday parade clean-up – Public Works complex
- Ripped-out 5x5 slab – Fairview Ave
- Poured 20x9 patch after utility repair – Laurel Oaks Cir
- Dug out lime rock and filled with 2x2 asphalt patch – Donnie's Donuts

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
- Parade take down/message boards back to county yard - citywide
- Trimming – Fleming Ave

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 area
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Barricade construction – Public Works Shop

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Putting away holiday parade signs, barricades, & cones – citywide

Stormwater Maintenance

- Reach out – State Road 40
- Locates & basins inspect & clean – citywide
- System inspect & basin clean zone 1 – 300 block John Anderson Dr.
- Parade cleanup & equipment returns – Public Works complex
- Utilities locates – citywide
- Replace ceptor & elliptical storm pipe – 1200 block Overbrook
- Assisted Robinson Concrete with dump & disposal debris removal
- Cleaned catch basins, mud in structures – 1200 block Overbrook

Street Sweeping/Streetsweeper (5 day week)

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

Fleet

- Mileage traveled by all departments for the week: 22,346
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 12,680 gallons unleaded, 7,010 gallons diesel
 - Fuel used in one week: 2,272 gallons of unleaded and 732 gallons of diesel.
 - Fleet completed 47 work orders this week.

Utilities

- Projects Summary
 - Preliminary Planning
 - Clyde Morris Sanitary Sewer Pipe Rehabilitation – 12/17 site visit with consultant to develop 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 – 12/12 “diamond” filter reps visited site to develop planning level cost estimate to replace filter #1 traveling bridge.
 - Design & Bidding
 - Western Service Area Master Plan – 90% draft report comments returned to consultant 12/5.
 - Secondary Raw Water Main – Plans are approximately 75% complete. Anticipate receiving 90% submittal in December. Easement ultimately needed along south boundary of parcel 4125090000070.
 - North US1 Water Main and Force Main Improvements – 90% plan review comments from Utility & Engineering staff submitted to consultant on 12/11.
 - FDEP SRF Facility Plan for Project Funding – Revised scope will be an agenda item at a future city commission meeting.
 - Holly Hill Reuse Interconnect – Hydrant shipping from Texas 12/20. Installation 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. Progress meeting scheduled for 12/19. Revised shop drawings received for review. Date for field construction work TBD.
 - WTP Sludge Residuals Facility Improvements – City to direct purchase of centrifuge. Shop drawings of the centrifuge to be submitted by the end of December. Target 3/1/20 mobilize, 180 day construction and final completion 8/31/20.
 - WTP Static Mixer (aka Chemical Feed Upgrade) – Direct purchase of mixer approved. Anticipate delivery in February/March 2020. Precon to be scheduled.
 - WWTP Sludge Dewatering Improvements – Construction commenced. Bypass scheduled to commence week of January 6. Next Progress meeting scheduled for Jan 9.
 - Storm & Sanitary Sewer Lining (3 year contract) – Slip lining VCP sanitary sewer on Beach Street under construction 11/20 through 12/20.
 - 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.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Final Inspection 11/5. Final payment forthcoming.
 - WWTP Influent Pumps VFD Replacement – Complete.
 - Breakaway Trails Yard Electrical and Lift Station Pump Upgrades – Complete.
- SPRC Projects (Utilities Review)
 - Planning & Design
 - 1345 N US Hwy 1, Total Comfort – Reviewed and approved plans.
 - 550 Granada Boulevard, Shoppes at Granada – Plans approved.
 - Hunters Ridge Force Main – “Utility Service Agreement” (CILC) under review by Legal for developer & City.
 - Under Construction
 - 221 Vineland, Salty Church – Cost participation proposal submitted to PW Director & City Engineer for 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 – As of 12/16, meters OK'd for installation in Ph 1 but no CO's until final acceptance of subdivision improvements by City. Paper copies of sewer, reuse & lift station as built received for Phases 1, 2 & 3. Awaiting paper as-builts for water.
 - Huntington Green – Provided comments on draft as-builts for sanitary sewer. (Draft water as-builts previously reviewed.)

Water Treatment Plant

- Delivered 38.27 million gallons for the week ending December 14, 2019 (5.65 MGD).
- Backwashed 13 filters for a total of 864,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 14, 2019 @ 6.86 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled ~81 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 329,500 gallons.

Wastewater Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.62 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.66 MGD.
- Produced 32.62 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 117.82wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 12-13-2019.
 - 6 trailer loads of treated sludge went to processing facility.
- There were 0 fecal detections for the weekly reporting period. There were 0 out of 10 fecal coliform hits for the month of December with a 100% non-detection reporting value whereas the permit limit is 75% minimum.
- Sand filter pre-chlorination has been online since 11/21/19 and Sand Filter #3 has been online since 12/4/19. Ran a fecal study on 12/10/19 with 12 additional fecal samples taken throughout the CCT's and EQ tanks with no pattern realized.
- Met with M&H and sand filter/diamond filter representatives to review new technologies and fecal reduction strategy including equipment and process improvements.

Water Distribution

- Responded to 18 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 14 calls for water service leaks.
- Replaced 11 broken meter boxes.
- Replaced 3 water service due to leaks or low pressure concerns.
- Continued fire hydrant maintenance schedule for the mainland, 5 fire hydrants checked in S. Beach St. area.
- Completed valve maintenance activities on 12 main line valves.
- Located 3 water services for customers.
- Installed 1 new residential water service.
- Replaced 2 faulty residential water meters.
- Replaced pedestal style flushing device at 1455 N. US1 due to an erosion concern. Installed discharge pipe underground to retention pond. Replaced 10 yards of clean fill and re-sod area.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 110 regular and 2 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Checked all broken PEP tanks to make sure areas were still "safed up" and systems still working.
- Repaired broken C/O at 904 -912 N. Halifax Dr.
- Located sanitary service at 538 N. Halifax Dr.
- Installed new PEP system at 10 Foxfords Chase and abandoned existing tank in place.
- Located C/O at 50 Jill Alison Cir.
- Flushed 103 Hickory Hills Cir.
- Located manhole and customer sanitary lateral at 72 Fairway Dr.
- Prepped for PEP tank replacement at 49 Forestview Way.
- Conducted field evaluation of all manholes in Airport Business Park. Report to follow.
- Met with consultant for field evaluation of Granada and Clyde Morris gravity issues.

- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 12 psi, Ocean Mist Hotel 0 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 17 psi, Westland Run 22psi Shadow Crossing Blvd. (4 inch) 17 psi.

Reuse Distribution

- Responded to 1 reuse trouble calls.
- Made adjustments to reclaimed system due to heavy usage.
- Reclaimed system is currently 100% open to avoid surface water discharge.
- Located and marked reclaimed connection for customer at 116 Hilldale Ave.

Wastewater Plant – Lift Stations

- Reaeration Blower #1 – called by operator on shift, blower tripped, found broken drive belt, replaced, system now operational.
- Security First – received station into City inventory – tested SCADA operations, placed into service.
- Arroyo Parkway – grounds keeping.
- Sand filter influent trough – began running electrical circuit for additional mixers.
- 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

- HSP 7 – completed integration programming of VFD 7 into SCADA.
- Tomoka State Park Booster Station – Pump 2 not responding, reset thermal overload.
- Conducted PM's at wells.
- Chlorine Pump #4 – replaced pump tube shoes and changed oil.
- 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 on the 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 affected dental facilities in the City's sewer collection service area.
- 2019 Annual Reuse Report – Staff began compiling information for this annual report. The report assists the State in tabulating the amount of reuse water utilized for irrigation throughout the state.
- Industrial Pretreatment Program – Staff requested the sampling kit from the City's contract laboratory to begin the annual sampling of the four permitted facilities which are governed under this program, and has scheduled the sampling and inspection of the facilities as require 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 began 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
- Agenda packet preparation for January 7, 2020, 56 N. Beach Street Use Analysis Workshop
- Agenda packet preparation for January 7, 2020, City Commission Meeting