

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 12, 2015

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 City Attorney, HR Director, Fire Chief and Police Chief
- Weekly staff meeting with senior staff
- Property maintenance discussion with NID staff
- Continued budget meeting with departments

Spoke to, attended and/or met with:

- Rotary meetings
- Roundtable of Volusia County Elected Officials meeting
- State of the Hospital, at Florida Hospital Memorial Medical Center
- Commissioner Partington, City Attorney and Jeff Lefever of Sunrise Aviation discussion about airport issues
- County Council meeting, Ormond Crossings CRA agenda item
- Chamber of Commerce Executive Director Rick Fraser and Economic Development Director, discussed various topics
- City insurance program committee meeting

Community Development

Planning

- The Planning Board conducted public hearings on an amendment to a Special Exception (SE) for Riptides and an LDC amendment. Staff did not recommend changes to the prescribed hours of the Riptides SE. The City Commission approved the amended hours for Riptides and the LDC amendment.
- The 2040 Long Range Transportation Plan subcommittee met to discuss the Cost Feasible and Needs List. Hand Avenue Extension was scored and placed on the Needs List.
- Staff and the Department's intern attended the Public Implementation Plan for the CRS communities. This effort is spearheaded by Ormond Beach and Volusia County to coordinate public outreach for all Community Rating System (CRS) communities. The end result is to improve our CRS rating from a 6, which the City received in 2012 to a CRS rating of 5, which would increase flood premium savings from 20% to 25%.

Building Inspections, Permitting & Licensing

- 238 inspections performed.
- 5 business tax receipts issued.
- 74 permits issued with a valuation of \$589,857.00

NOTE: Private Provider inspection services conducted 92 inspections of the 238 inspections performed.

Development Services

- The SPRC activities for this week included:

1. 175 West Granada Boulevard parking improvements
2. 105 Interchange, McDonald's - proposed dual driveways

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff is meeting with Tomoka Holding to discuss options for facilitating the development of the Commerce Park portion of the Ormond Crossings project.
- The Community Redevelopment Area (CRA) agreement for the funding of Crossings Boulevard was to terminate next month. The County Council, at their June 11 meeting, voted unanimously to extend the CRA agreement for five years.

Airport Business Park

- Staff is working with a local existing manufacturing firm to assist in their location of additional space to accommodate expansion plans. The buyer is expected to purchase the property in the next several weeks.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers. The parties continued to move forward with their discussions on a purchase and sale of the property.
- Staff met with a local business that is in the process of expanding its workforce and has outgrown their current office building. A number of sites in the city are being considered. Additional Ormond Beach sites have been presented to the business representative.
- Staff met with a prospective business interested in purchasing Lot 2 in the Airport Business Park. A conceptual plan will be prepared to determine whether the lot can accommodate the proposed 40,000 square foot industrial facility.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff met with Chamber of Commerce staff to revise the "Doing Business in Ormond Beach" resource guide, which should be published in September.

Prospective Business Attraction/Retention/Expansion

- Staff prepared a preliminary proposal to an out of state aviation related business that is in the process of selecting a 10 acre site. Staff continues discussion with the prospective company regarding the proposed economic development incentive package.

Airport Operation and Development

- Staff worked with AVCON, Inc. to prepare for commencement of the construction phase of the Air Traffic Control Tower Systems Upgrade project. A pre-construction meeting for the project was held last week on Friday, June 5th.
- Staff worked with Hoyle, Tanner and Associates to further the ramp studies and runway analysis aspects of the ongoing Airport Master Plan Update project. The next public meeting for this project is expected to occur in August.
- Staff facilitated a visit to the airport by representatives from the FAA and a group of potential bidders on a project to rehabilitate the VOR (Very High Frequency Omni Directional Radio Range) building located in the northeast quadrant of the airport. The VOR is a type of radio navigation system, enabling aircraft pilots to determine their position and stay on course by receiving radio signals transmitted by a network of VOR beacons.
- The required annual inspection and re-certification of the airport's AWOS (Automated Weather Observation System) was successfully completed this week.

- Staff attended a meeting of the East Central Florida Metro Area (CFASPP) Steering Committee this week. The CFASPP was established by the FAA and the FDOT. The overall objective is to maintain and enhance the Florida aviation system. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) in step with changes by updating the FASP periodically.
- Staff is working with Hoyle, Tanner and Associates to compose a scope of services for a proposed airport security upgrade project.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
- Completed Projects - Weekly
 - Processed 40 Journal Entry Batches (#3746 - 3848).
 - Approved 24 Purchase Requisitions totaling \$707,893.09.
 - Issued 28 Purchase Orders totaling \$422,706.69.
 - Processed 4336 cash receipts totaling \$578,927.04.
 - Prepared 98 Accounts Payable checks totaling \$109,167.67 and 38 Accounts Payable EFT payments totaling \$316,269.60.
 - Prepared 26 Payroll checks totaling \$21,649.05 and 327 Direct Deposits totaling \$400,385.16.
 - Transferred IRS 941 payment of \$152,324.90.
 - Processed and issued 7,742 utility bills with billed consumption of water of 44,274k.
 - Issued 667 past due notices on utility accounts.
 - Auto-called 83 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Residential Structure Fire (6/7)
 - Family Nutrition Program (June-August)
 - Open Gym (6/19)
 - Residential Structure Fire (6/10)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed and submitted Florida League of Cities Conference Ad.
 - Attended Local Mitigation Strategy (LMS) meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted "DRAFT" Annual Plan for CDBG FY 15-16 eligible activities which will be on the June 23 City Commission agenda for consideration.

Fire Department

Weekly Statistics

- Fires: 6
- Fire Alarms: 8
- Hazardous: 5
- EMS: 77
- Motor Vehicle Accidents: 8

- Public Assists: 58

TOTAL CALLS: 162

- Aid provided to other agencies: 15 Calls: Daytona Beach (4), Holly Hill (4), Volusia County (7)
- Total staff hours provided to other agencies: 22
- # of overlapping calls: 45
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 61

Training Hours

- NFPA 1001: Firefighting 5
- NFPA 1002: Driving 12
- NFPA 1021: Officer 30
- NFPA 1500: Safety/Equipment 51
- NFPA 1620: Preplanning 11
- EMT/Paramedic 23
- TOTAL TRAINING HOURS: 132

Station Activities

- Updated 22 pre-fire plans
- Conducted 5 fire inspections
- Instructed Child and Babysitting Safety (CABS) training to 19 students at Fire Station 92.

Significant Incidents

- 6/1/15, 2:50 PM: Timberline Tr. – Structure Fire – Responded to a fire of a wood frame duplex structure with detached two car garages – Upon arrival found fire through roof of one garage – fire extinguished before extending into adjoining garage – cleared scene at 5:52 PM.
- 6/7/15, 1:46 AM: Flomich St. – Structure Fire – Provided assistance to Holly Hill for a fully involved fire of a single story home – Ormond Beach Battalion provided command and Q92 established water supply – fire under control at 2:16 AM – cleared scene at 3:49 AM.
- 6/7/15, 6:45 PM: Muddy Creek Ln. – Structure Fire – Upon arrival found a single story home with visible fire through roof – gas grill blew up and caught roof on fire – all occupants out of home with no injuries – cleared scene at 9:16 PM.

Human Resources

Staffing Update

Position Requisitions

- Part Time Special Events Technician (Leisure Services)

Approved/Active Recruitment

- Chief Building Official (Planning & Building) was advertised 3-6-15 on the City web site; internally; on the Building Officials Association of Florida (BOAF) web site; on the International Code Council (ICC) web site; and will remain open until filled.
- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site; internally; on the Building Officials Association of Florida (BOAF) web site; on the International Code Council (ICC) web site; and will remain open until filled.
- Engineering Inspector (Planning and Building) was advertised 6-2-15 on the City web site and internally and will remain open until filled.
- Neighborhood Improvement Officer (Police Department) was advertised 6-3-15 on the City web site and internally and will remain open until 6-17-15.
- Maintenance Worker III (Streets – Public Works) was as advertised 5-26-15 on the City web site and internally and will remain open until 6-10-15.
- Recreation Program Specialist (Leisure Services) was as advertised 6-5-15 on the City web site and internally and will remain open until filled.

- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader at Nova Community Center (Leisure Services) was re-advertised 6-2-15 and will remain open until filled.
- Part Time Recreation Leader at The Casements (Leisure Services) was advertised 6-1-15 on the City web site and will remain open until filled.
- Part Time Custodian at The Casements (Leisure Services) was re-advertised 6-2-15 on the City web site and will remain open until filled.

Applications Under Review

- Community Service Officer (Police Department). Thirty-one applications were received.
- Records Clerk (Police Department). Forty-six applications were received.

Interviews Scheduled

- Maintenance Foreman (Leisure Services). Interviews will be held 5-29-15 and the week of 6-1-15.

Background/Reference Checks/Job Offers

- Office Assistant II (Public Works). A candidate was selected and began pre-employment processing.
- Part Time Recreation Leader at Nova Community Center (Leisure Services). A candidate was selected and began pre-employment processing.
- Summer Camp Counselors (Leisure Services). Seventeen candidates were selected and began pre-employment processing.
- Part Time Maintenance Worker II (Leisure Services) – Athletic Fields. Three candidates were selected and began pre-employment processing.

Promotions /Changes of Status

- Neighborhood Improvement Manager (Police Department). Promotion of Neighborhood Improvement Officer effective 6-28-15

Terminations/Resignations/Retirements

- Police Officer (Police) – effective 6-18-15
- Recreation Program Specialist (Leisure Services) – effective 6-19-15
- PT Office Assistant I (Leisure Services) – effective 6-26-15
- Police Sergeant – (Police) – effective 6-30-15
- Neighborhood Improvement Manager – effective 6-30-15
- Police Officer (Police) – effective 7-31-15

City Events/Employee Relations Update

- Nationwide representative will meet with employees on 6-11-15.
- Sam's Club will be available to meet with employees on 6-19-15.

Risk Management Projects

- Attended Insurance Program Committee meeting.
- Conducted random drug and alcohol testing. All results were negative.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
 - Community Development – Electronic Plan Review – Moving forward with sample plans submissions.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 10 New work - 35 completed - 40 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,314	Inbound E-Mails Blocked	7,823
Delivered Inbound E-Mails	13,291	Quarantined Messages	200
Percentage Good Email	62.4%	Virus E-Mails Blocked	27

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 6 Changes: 1 Corrections: 2
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 20: Total in system = 22,973; 22,315 potable, 647 Irrigation, 11 Effluent
 - Updated four street atlases for Administration's EOC boxes.

Leisure Services

- Administration
 - Assistant City Manager's Meeting
 - City Manager's Meeting
 - Public Works Meeting
 - Supervisory Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - R&R Review
 - Youth Rowing Discussion
 - Building Maintenance/Parks Budget Discussion
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades Softball of the OBYBSA continued their spring practices this week on Tuesday, Wednesday and Thursday at 6pm at the Sports Complex on the Softball Quad.
 - SHS Summer American Legion Baseball started games this week on Wednesday at 11am at the Sports Complex Wendelstedt Fields.
 - 6-a-side soccer games continued this Saturday at the Soccer Fields (#9 - #11) at the Sports Complex at 10am. This is a rental.
 - The OBSC soccer clinic ran this week at the Sports Complex on Field #4 from 9am to 2pm.
- Athletic 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
 - Cleaned handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad

- Cleaned all sports parks daily of debris/trash from the events during the week
- Marked and painted baseball fields for games all week
- Dragged infield clay daily for practices and/or games
- Put out flags and repaired nets for 6-a-side games on Saturday
- Swept out Maintenance Building
- Filled in "travel areas" at Sports Complex with dirt
- Pressure washed bleachers at Championship Field #7
- Cleaned up Optimist Park

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday-Thursday: CMT Dance Camp was held.
 - Friday: South Beach Dance rehearsal was held.
 - The Performing Arts Center is preparing to host the following events:
 - South Beach Dance Spring Showcase, Saturday, 7:00pm to 9:30pm

- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Fitness room open Center hours
 - Open gym Center hours
 - Youth basketball practice Monday and Wednesday
 - Summer Camp Orientation Saturday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended staff meeting
 - Preparation for the "Reel in the Fun" Fishing Tournament scheduled for Saturday, June 20th at the Neptune Beach Approach
 - Attended Senior Games Committee Meeting
 - Planning for Independence Day Celebration
 - Assisted with daily lunch meals for Campus Outreach Program

- Gymnastics
 - Classes are going well and growing
 - June session in progress – registration now open
 - Upcoming Open Gym session June 19
 - Working on plans for library display window
 - Working on plans for Junior Olympics in August

- 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.
 - Preparation for Camp T-Rec continues.

- The Casements
 - Classes met this week including Pilates and Yoga.

- Guild summer tour hours are in effect from 1:00pm to 4:00 pm Monday through Friday and on Saturday from 10am to 12:00pm.
- A wedding ceremony was held in Rockefeller Gardens on Saturday from 1:00pm to 5:00pm.
- Wall Ministries met at Bailey Riverbridge on Sunday from 11am to noon.
- A wedding ceremony was held in Ormond Memorial Gardens on Sunday from 9:00am to 10:00am.
- Staff prepared the classrooms this week for Art Camp and Enviro Camp.
- Security cameras were installed this week as part of the security system upgrade.
- The Casement Guild Crafters met this week on Thursday from 12pm to 3:30pm.
- A wedding rehearsal will take place at Ormond Memorial Gardens on Friday from 11am to noon.

- Parks Maintenance
 - Installed memorial plaque on dedicated tree at Central Park II
 - Poured concrete slab and installed picnic table at Central Park II
 - Repaired swing at the Boundless Playground
 - Repaired fire truck play apparatus at the Magic Forest
 - Removed graffiti from restroom walls at Central Park I
 - Replaced lock on a toter at Joyce Ebbets Pier
 - Trimmed low hanging limbs over sidewalk on Hand Avenue
 - Repaired vandalized soffit at Central Park I
 - Installed new parking stop in parking lot at Fortunato Park
 - Cleaned up broken bottles and glass under bridge at Bailey Riverbridge
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

- Building Maintenance
 - Weekly inspection of airfield runway, taxiways and directional signage
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Perform preventative maintenance inspections on 13 City Owned A/C systems
 - Changed water filters on all 14 City owned ice machines
 - Cleaned and sanitized three City owned ice machines
 - Assisted with installation of surge protectors on electronic gates at Airport
 - Repaired toilets at Fortunato Park and Softball Quad
 - Rewired pole light for palm trees on Granada
 - Repaired outside ladies room toilet at Nova
 - Repaired bay light at Public Works
 - Remounted 2nd floor stair sign at City Hall
 - Replaced toilet handle ladies room at Art Museum
 - Repaired pole light at Central Park I
 - Removed broken door closer at the Skate Park
 - Replaced workout room transition strip at the Police Department
 - Installed new outlets for the Streets Division
 - Checked barrier wall at Airport
 - Repaired filter at SONC
 - Repaired jail door at Police Department
 - Changed ceiling tiles at Fleet

Police Department

Administrative Services

- Command Staff and members of the Criminal Investigative Unit attended a COMPSTAT (Complaint Statistics) meeting at the Flagler County Sheriff's Office.
- Command Staff and the Traffic Unit supervisor attended a Fourth of July planning meeting sponsored by Leisure Services.

- Command Staff and members of the Criminal Investigative Unit hosted a motorcycle gang meeting with members of the Volusia County Sheriff's Office.
- Command Staff met with representatives of Energizer Products on North U.S.1 regarding a new chemical tank and first responder applications.

Community Outreach

- "Soda Pop with a Cop" at Chick-Fil-A with 283 participants in 2½ hours.
- Confirmed Women's self defense seminar at ENCORE with over 30 participants.
- Crime Prevention presentation at Trails North Forty subdivision with 50 people in attendance.

Community Services & Animal Control

- Animal calls responded to: 45
- Animal Bites: 1
- Animal Reports: 5
- Animals to Halifax Humane: 6
- Trap Neuter Release: 1
- CSO's and (Mc Gruff) attended "Soda Pop with a Cop"

Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 18
- Inactive: 22
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 7
- Grand Theft: 3
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0

Records

- Walk - Ins / Window 114
- Phone Calls 109
- Arrest / NTA'S 12
- Citations Issued 161
- Citations Entered 254
- Reports Generated 123
- Reports Entered 110
- Mail/Faxes/Request 24

Patrol

- Total Calls 1,629
- Total Traffic Stops 231

Operations

Crime Opportunity Report Forms Issues: 158

- 6/04/15
 - Carbreak, 26 Oak Brook Drive. Vehicle was left unlocked and cash was taken.
 - Carbreak, 305 West Park Place. Vehicle was left unlocked and cash was taken.
- 6/05/15
 - DUI Arrest 200 Block Oceanshore Boulevard, suspect was arrested for DUI after being stopped for speeding.
- 6/06/15
 - Carbreak, 353 West Granada Boulevard (Winn Dixie). A rock was thrown through the vehicle's window and a purse taken. Winn Dixie's video revealed that at approximately 3:26 a.m. a suspect wearing shorts, a T-shirt, and a ball cap approached the vehicle and smashed out the window.
 - Narcotics Arrest, 305 South Clyde Morris Boulevard, suspect arrested for possession of marijuana during a traffic stop.
 - Narcotics Arrest, South Yonge Street/West Granada Boulevard, two males arrested for felony and misdemeanor drug charges and resisting arrest during a traffic stop.
- 6/07/15
 - Aggravated Battery-Domestic Violence Arrest, 228½ North Beach Street. Victim has been letting her boyfriend live in a tent at the rear of her residence. Suspect was intoxicated and cutting down trees with a handsaw. Victim approached suspect and told him to put the saw away. Suspect struck victim in the face with the handsaw and pushed her to the ground. Victim suffered facial lacerations from the attack. Boyfriend was charged with aggravated domestic violence battery.
 - Carbreak, 1478 West Granada Boulevard (Publix). The victim placed her wallet and phone on the front seat of her vehicle while she was loading her groceries. The victim stated when she went to leave she realized someone reached in through the open window and stole her wallet and phone.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for dealing in stolen property after he shoplifted an item from Wal-Mart and returned it for cash.
 - Battery-Domestic Violence Arrest, 87 Ford Street. Suspect was arrested after getting into a physical altercation with his former girlfriend.
- 6/08/15
 - Grand Theft, 873 Peninsula Drive. Landlord reported that when the ex-tenant moved out they took several items from the residence that did not belong to them.
 - Battery-Domestic Violence Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect called 911 to advise that his wife would not give him the car keys to their car so that they could return to Georgia. During the officer's investigation it was learned that during their argument the suspect slammed his wife's hand down on the vehicle shift causing injury to her wrist.
 - Warrant Arrest, South Nova Road/Hand Avenue. Suspect was stopped for a traffic violation. A subsequent teletype check revealed that he had an open warrant for cocaine possession. He was taken into custody on the open warrant and transported to the branch jail.
- 6/09/15
 - Carbreak, 4 Sun drop Watch. Unlocked vehicle entered and change and keys stolen.
 - Grand Theft, 1521 West Granada Boulevard (Wal-Mart). Delivery person left his handheld computer and printer unattended while inside the store stocking shelves. When he went to retrieve the items he discovered them to be missing.
 - Grand Theft, 242 Military Boulevard. Victim reported that several thousand dollars of jewelry came up missing from her residence over the past week. The names of several possible suspects were provided.
 - Carbreak, 492 South Beach Street. Victim called police after hearing glass breaking outside and finding a car window had been broken out. Two pairs of Ray-Ban sunglasses and a wallet were taken.

- Armed Robbery, 700 South Atlantic Avenue. Victim advised he had just been robbed at gun point and knife point by two males in a white vehicle. Victim advised he was walking on South Atlantic Avenue when he was approached by the two subjects in the white car and asked if he wanted to purchase a brand new iPhone 6. The victim offered \$350 dollars for the phone. The passenger then brandished a knife and robbed the victim.
- 6/10/15
 - Carbreak, 100 South Nova Road (McDonalds). Someone entered the victim's unlocked vehicle and removed his wallet from the center console.
 - Narcotics Arrest, SR A1A / South City Limits. Motorist was found to be in possession of less than 20 grams of cannabis discovered during a traffic stop.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 108
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 116
 - Number of Written Warnings Issued: 13
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injuries: 0
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800-Block Hull Road
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 4; Total Hours Spent: 3.75
 - Citations Issued: 14; Written Warnings Issued: 2
 - Comments: None
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200-Block North Orchard Street
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments:
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 600-Block Division Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 1.5
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 2000-Block West Granada Boulevard
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1.5
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: None
- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 300-400-Block Clyde Morris Boulevard
 - Reason for this STEP: Self-Initiated

- Number of times worked: 2; Total Hours Spent: 1.5
- Citations Issued: 8; Written Warnings Issued: 0
- Comments: None

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200-Block South Old Kings Road
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block John Anderson Drive
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 2
 - Citations Issued: 5; Written Warnings Issued: 0
 - Comments: None

- 8. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 700-Block Fleming Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.75
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 9. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block North Tymber Creek Road
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 10. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200-Block North Orchard Street
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.25
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None

- 11. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block Oakmont Circle
 - Reason for this STEP: Complaint of speeding; running stop sign
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: Very light traffic. No violations observed.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 17 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Cases initiated
- 9 signs have either been removed or sign cases created.
- 19 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and seventy-three (73) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – The work is complete. Final contract closeout will be completed.
 - Nova Community Park Paving Improvements – Speed tables were installed, the project is complete.
 - Downtown Streetscape Planting (Orchard to A1A) – The contractor has completed all the proposed tree planting from US1 to Beach Street, and Halifax to A1A, 90 of 140 medjool date palms are complete.
 - Riverside Drive Drainage Improvements – Construction is complete, project to be finalized with FEMA.
 - South Peninsula Reclaimed Water Extension – The contractor has completed approximately 75% of the 16" pipe installation on South Halifax. Work is continuing to connect Halifax Drive to Seton Trail.
 - A1A North Peninsula Forcemain Extension (Volusia County project) – Connections between the directional drill runs and service line stubouts were completed.
 - Sports Complex Restrooms Utilities Extension - Electrical conduit was installed from Hull Road to the restroom building site.
 - Laurel Oaks Stormdrain Extension – Sod was installed and site restoration was completed, the project is complete.
 - OBSC ADA Parking and Sidewalks (CDBG) – The contractor is digging-out and forming the new sidewalk between the Wendelstedt baseball fields and Softball Quad. The courtyard area between the (3) Wendelstedt fields is 90% complete. The overall project is 40% complete.
 - Fiber Optic Network Expansion - Phase 3 – Work continuing down Orchard Street toward Division Avenue.
 - Ormond Beach Sports Complex – Regrading of the drainage swale located south of the ballfield quad is expected to begin June 13.
 - Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Manholes and stormwater structures were field marked. Work is scheduled to begin on June 26.
 - 2015 Roadway Resurfacing - Project mobilization has begun. Reviewed contractor submittals.

- Design Projects:

- City Welcome Sign – The consultant submitted the revised plan to the FDOT for Community Aesthetic Features (CAF) review and approval. District 5 FDOT completed their review and have forwarded the plans to Tallahassee for final review.
 - Nova Community Park Trail – Staff is finalizing the drawings and preparing the bid documents.
 - Fleming Avenue Drainage – Zev Cohen study of the area concluded that the pond serving Hickory Village Subdivision is undersized and recommends looking to purchase undeveloped property to the south to expand the storage capacity and also recommended that the outfall ditch be regraded and cleaned. In addition should the Phase 2 Central Park Lift Station project be approved for funding by FEMA, the possibility to connect the Fleming Drainage System directly to Laurel Lake should be investigated. Staff intends to include a CIP project for the purchase of a drainage maintenance easement along the outfall ditch and for the purchase of property for additional stormwater storage.
 - Water and Wastewater Master Plan Update – The formal adoption of the document by the City Commission occurred at the June 2 meeting.
 - North US1 Landscaping (Airport Road to I95) – The revised plans have been approved by the FDOT review committee. The bid opening is scheduled for June 25th.
 - A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.

- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- Downtown Stormwater – Staff is reviewing plans submitted by the design consultant. It is anticipated that bid documents will be finalized for disposition at the July 28th City Commission Meeting.
- Ph II 2-Inch Water Main Replacement - Mainland – Contracts are being prepared for execution.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Contracts are being prepared for execution.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Contracts are being prepared for execution.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted to FAA for review.
- Environmental Learning Center – The Construction Management firm is preparing final construction cost estimates for staff review.
- Water Treatment Plant Lime Silo Dust Arrestor – Design consultant and City staff met at the site and are working on plans to submit 30% for input and review.
- Water Treatment Plant Controls and Pump Upgrade – Design is in process.
- Granada Bridge Lighting Feasibility Report – The final draft report was presented to the Main Street Executive Board. The presentation included several lighting conceptual designs and costs. Mainstreet has responded that this initial study was to determine the feasibility and general costs for lighting the bridge and with that done, they feel the project is a good one and worth moving forward. They have requested that a competitive design process occur which would yield a wider variety of lighting concepts. Staff has included this in the CIP for design funding; however, the City Commission has elected to place the project in the unfunded section for now.
- FEMA Phase 2 Central Park Flood Mitigation Project – Staff has submitted the Phase 2 HMGP grant to FEMA and will await their review comments.
- WWTP Sludge Thickener Improvements – The consultant has submitted 30% plans for review.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going), and old engineering drawings.
- Reviewed multiple SWMP submittals for residential construction (on-going).
- Airport Business Park - Prepared preliminary cost for developing East Tower Circle extension and future lot site preparation.
- Reviewed plans and created approved Work-in-the-Right-of-Way permit for 21 Soco Trail directional bore, per FPL request.
- Reviewed plans and created approved Wetland Protection permit for 22 South Beach Street proposed dock.
- Completed additional elevation grade shots to verify the slope along the Laurel Oaks Ditch piping project, to finalize grade.
- Continued updating the design plan drawings for the proposed Shadow Crossings Forcemain upgrade, per Utilities Division request.
- Created fire hydrant plan for the proposed Environmental Learning Center, per project manager's comments.
- Created exhibit drawing of the proposed Tower East Lane extension, per Economic Development Department request.
- Prepared and delivered Roadway Resurfacing Notifications to the residences and businesses along the following streets: Amsden Drive, Woodridge Drive, East River Oak Drive, Northside Drive.
- Created project specific standard details for the Utilities Division, per request.
- Completed the research and began the sketch and legal description for 1151 North US1 annexation, per Planning Department request.
- Completed the research to determine Right-of-Way ownership/maintenance along Durrance Lane, per Planning Department request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Pulled form on Melrose Ave
- Concrete patch on Robin Dr
- Utility patch on East Granada Blvd
- Form for concrete driveway and concrete patch at 800 block of North Beach St

- Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Tree removal on Sanchez Ave
- Tree removal on Melrose Ave
- Trimmed at The Casements
- Trimmed on Crooked Tree Trail
- Ground stumps on Ormond Shores Dr, North St Andrews Dr, Northbrook Ln, the Tennis Center, and the entrance to the Transfer Station

- Maintenance Crew

- 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 & Wilmette and on the Tomoka River bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches City-wide
- Assisted concrete crew with concrete pours
- Assisted tree crew with trimming

- Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Prepared and installed signs for 4th of July event at various parks
- Installed two new stop signs and stop bars on Santa Ana Ave
- Replaced 25 MPH speed limit sign on Hand Ave between Orchard St and Sauls St
- Replaced Stop Sign on Kimberly Dr
- Inspected street signs for Trails North Forty HOA
- Fabricated labyrinth sign for Hammock Ln
- Met with vendor regarding job on Arroyo Pkwy

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned citywide
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Prepared sandbags for hurricane season

Vactor

- The Trails subdivision
- Dry wells
- Santa Ana Ave

Mowing

- Reachout Mower – Arroyo Pkwy; US 1 Hwy
- Slope Mower – SR40; Tomoka Ave; US 1 Hwy

Street Sweeping/Streetsweeper

- 55.0 miles of road cleaned (two operating days)
- 8.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week
27,411

PM Services completed for the week:

Emergency—Vehicles and Equipment
12

Non-Emergency Vehicles and Equipment
14

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 9,234 gallons of unleaded and 11,484 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,404 gallons of unleaded and 637 gallons of diesel.
- Fleet completed 56 work orders this week.

• Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – Project scheduled to begin 6-15-15.
- Division Avenue Well Field Raw Water Piping – A preconstruction meeting was held on 6-5-15. The notice to proceed was issued for 6-22-15.
- Fire Hydrant Replacement Program – Addendum 1 was issued to answer questions received during the bid process. Bids were due on 6-11-15.
- Hunters Ridge Low Pressure FM Upgrade – Received a draft set of plans from Engineering Division for review.
- Laboratory Testing Services – The apparent low bidder is Pace Analytical Services.
- Lift Station 8M1 – Project is under design. Legal Department is reviewing survey information concerning partial encroachment of existing lift station outside of the easement to determine appropriate resolution.
- Oak Drive Water Main Replacement – Plans were drafted by Engineering and received for review.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Legal Department is working with the attorneys for the contractor and supplier to determine appropriate measures needed to schedule replacement of the impellers in pumps 1 & 2. Specifications for replacing the sodium hypochlorite storage tanks are prepared. A spare tank is being purchased.
- Rima Wells Auxiliary Power Generator – desired operational features for SCADA were obtained from the design engineer for review.

- Saddler's Run Lift Station Rehabilitation – A work authorization for consultant construction services is being processed to oversee recently awarded project. A preconstruction meeting is scheduled on 6-23-15.
- Sanitary Sewer Pipeline Repair – The notice to proceed date is 6-8-15.
- Storage Tank Repairs and Maintenance – The structural consultant performed inspections of the concrete storage tanks on 6-5-15. A work authorization was prepared for a manlift to access the elevated storage tanks. Structural inspections were performed on the elevated water tanks at Leeway, Breakaway Trails and the water plant. A proposal was received from another continuing firm to prepare design plans and specifications for the water plant elevated tank repair.
- Wastewater Sludge Thickener Upgrades (CIP) – Engineer is incorporating staff comments in the design.
- Water Plant Aerator Housing Rehabilitation (CIP) – A revised proposal for design and bidding services was received from the consultant for review.
- SPRC: Commercial Construction Warehouse Addition – Development Order 2015-087 issued. Environmental Learning Center – Reviewed lift station calculations for review. Huntington Villas – A meeting is set up next week to discuss how irrigation to the subdivision is to be provided. New Britain Roadway & Drainage Improvements Phase 1 – Reviewed plans using Project Dox. Ormond Beach Sports Complex – Development Order 2015-074 issued. Shoppes on Granada – Water clearance form executed and returned to design engineer for processing.
- 134 and 136 Beau Rivage – Field checked drawings prepared for the Volusia County Use Permit application and returned drawings to Engineering Department for modifications.
- Received system model results for Plantation Oaks utilities considerations. Model results were reviewed and comments provided to consultant for recommended modifications. Upon receipt will assess results for any offsite utilities needs and meet with developer to discuss.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 40.103 million gallons for the week ending 6-7-15 (5.729 MGD)
 - Backwashed 9 filters for a total of 422,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - We had no Precautionary Boil Water notices this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 27.02 Million Gallons.
 - Produced 27.02 Million Gallons of Reuse. (100% this week)
 - Produced 0.00 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.86 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 161.06 (14%-18% Solids).
 - P.O. issued for a sodium hypochlorite storage tank.
- Water Distribution
 - Exchanged 7 water meters per Finance Department work orders.
 - Installed 2 new residential customer water services and meters.
 - Responded to or repaired 12 water service leaks.
 - Replaced or repaired 9 water meter boxes.
 - Replaced 6 residential water services and a 2" irrigation water service at 38 E. Granada Blvd due to aged piping.
 - Repaired a leaking 3" commercial water meter serving 756 S. Atlantic Ave. Adjusted location of the 1" irrigation meter to accommodate new water meter vault encompassing both meters.
 - Assisted 17 customers with a water quality and/or low pressure concerns.
 - Pressure tested 3 city owned backflow prevention devices. One backflow device did not pass and was repaired. The repaired unit passed.

- Performed accuracy testing of commercial water meters: 10- 1½” and an 8” tested accurate. Tested 2 residential water meters per Finance Department work orders.
- Completed contractual fire hydrant maintenance activities in Ormond-by-the-Sea.
- Performed maintenance on 27 fire hydrants in Forest Hills and Fiesta Heights subdivisions.
- Located and exercised 15 water distribution system main line valves north of SR40, between N. Beach St and US1 as part of the valve maintenance program.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: 120 regular and 4 emergency utility locates were performed during the previous week.

- Wastewater Collection – Reuse
 - Crews responded to five trouble calls in the Breakaway/Hunters Ridge PEP System service area and two in town.
 - Crews repairing leaking 20” force main check valve in Melrose Park
 - Replaced 1” reuse valve at 145 John Anderson Dr.
 - Rewired septic tank control panel junction box at 2 Carriage Creek
 - Installed new septic tank pump at 30 Tomoka Ridge Way
 - Installed new valve box at 170 East Granada Blvd.
 - Installed new low pressure 1.5” sewer service at 35 River Chase.
 - Televised 2, cleaned 5 and root controlled 8 sewer laterals.
 - Televised 4,193’ of sewer main in 4M system
 - Shut off reuse service 67 Black Hickory and 88 Shadow Creek Way.
 - Total rain for Hunters Ridge & Breakaway Trails 6/4/15 to 6/10/15 was 2.50”.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 26/18psi. Foxhunters Flat (2 inch) 16/6 psi & Shadow Creek Blvd. (4 inch) 4/2 psi.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 43 psi, Ocean Mist Hotel @ 39 psi, Ormond Mall @ 20 psi. Air is being released from the force main at high points to reduce the system pressure.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - 1M - WIN911, phase voltage loss alarm - power restored upon arrival
 - 7P- fabricated and installed mounting bracket for new controller.
 - 8M1, pull check valve top hat to allow camera crew access to the force main to check the extent of force main deterioration.
 - McDonalds – SCADA indicated that the lift station pumps did not turn off, heavy rag build up in the wet well interfered with the level probe readings indicating that the wetwell was not pumping down. Cleaned rags from the wetwell to eliminate the interference with the probe signal to resolve the problem.
 - Wal-Mart – WIN911, high level alarm – resolved by pulling pump #2 to clear blockage at the volute,
 - B.A.T. reuse pump #3 – replaced packing material.
 - Influent Pump Station – Weekly deragging of influent pumps.
 - Centrifuge Conveyer Belt - follow up from PM replaced one nonfunctional roller.
 - Lift Station Preventative Maintenance (PM): 22 monthly and 1 annual performed.
 - Weekly PM’s: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
 - Monthly PM’s: Influent Odor Control Unit; Digester Blowers, #1, #2, #3; Poly Blends, #1, #2; Screw Pumps, #1, #2, #3; Effluent Transfer Pumps, #1, #2, #3.
 - Quarterly PM’s: Clarifiers, Telescopic Valve cleaning.
 - Semiannual PM’s: none
 - Annual PM’s: Centrifuge Conveyer Belt; Carrousel Surface Aerator #1S.
 - Plant wide oil & grease route.
 - 66 work orders completed this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- 10D - overloads tripped - Megger test indicated shorted motor windings, well logged out of service until motor repairs can be performed.
- Well 24H - moved Marathon Generator to Hudson Well 24. The generator overheated during a test run under load. Generator was returned to Fleet for repairs.
- Well 38R – replaced damaged and worn lock set.
- Lime slurry tank #2 – installed new blade on mixer, replaced 1” pipe nipple on water feed line.
- Salt brine tank – replaced non-functioning solenoid valve.
- Centrifuge building overhead crane – removed old power rails for painters to begin painting of I-beam
- Filters 5&6 – continue electrical upgrades.
- Above ground storage tanks – escort engineers to Standish and Water Plant.
- Begin Contractor mowing at Well sites.
- Housekeeping/Inspection – Riverview, Granada, Tomoka State Park Booster Station; City to City interconnects.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation - Staff is collecting the data necessary to calculate the limits and is establishing a sampling regiment to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
- Industry Pretreatment (IPP) Annual Report – The Utility received a letter from the FDEP noting a few recommendations to the Enforcement Response Plan (ERP).The Utility will resubmit ERP after incorporating changes and consulting Legal to be sure the changes are represented in the City’s Sewer Use Ordinance.

Water Supply/Treatment And Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation – The contractor began installations of the backflow prevention devices in the City’s Reuse Service Area. From June 1st to the 5th, 48 valves and 27 rebuild kits were installed. Staff continues to field calls from residents with questions and concerns regarding this project. Prepared the contract status inquiry for the bonding company.
- Consumer Confidence Report – the Utility received approval of the draft 2014 CCR from the Volusia County Health Department. The local printer has begun typesetting the draft for the brochure and web ready PDF version. Paper copies will also be provided to large commercial users, such as apartment complexes.
- Wetlands Monitoring Report – Staff is compiling the data and securing an environmental consultant to complete the report for the SJRWMD. The consultant will perform the field analysis of the vegetation surrounding the wetland monitoring wells in Rima Ridge.
- Cross Connection Control Program – Staff is fielding calls from business customers with questions concerning their need to have the backflow device tested for compliance. The new backflow data management company is increasing compliance of the utility along with correcting misinformation within the database.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended Insurance Program Committee Meeting
- Agenda packet preparation for June 23, 2015, City Commission Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal department.