

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: July 20, 2012

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Discussion with Economic Development Director
- Weekly meeting with HR Director
- Monthly meeting with Risk Manager
- Bi-weekly meeting with Fire Chief
- Weekly budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Weekly conference call with FCCMA staff
- Phone call with Ryck Hundredmark on MainStreet update
- Held Walking with the Manager, SONC Coordinator Liviston Edwards and PAL Coordinator Lisa Messersmith were guest walkers.
- FCCMA conference call on intergovernmental partnerships
- Meeting with Ms. Elizabeth Robinson to discuss code enforcement issues
- Attended Eggs & Issues, topic was homeless assistance in Volusia County
- Monthly conference call with FCCMA executive committee

### **Community Development**

- Planning
  - Staff attended two re-application neighborhood meetings conducted by Capital Telecom for a 150' high camouflaged mono-pine telecommunications tower. There were two potential locations considered which are 1102 West Granada Boulevard (shopping center at Clyde Morris Boulevard) and Granada Boulevard and 1000 Old Tomoka Road (Tomoka United Methodist Church).
- Building Inspections, Permitting & Licensing
  - 5 new business tax receipts issued.
  - 145 inspections performed within the City.
  - 95 permits issued within the City, with a valuation of \$1,598,622.00
- Development Review
  - Revision to Village Business Center, SPRC #10-63 (Volusia County project), for a modification of the water pipe material.
  - Review of Kings Crossing Center (formerly Olive Grove, Lot 1) for final Site Plan Review Committee approval.
  - Issued Request for Additional Information for the Dr. Batniji Medical Office project, SPRC #12-112.

- Received variance application for a 10 Oriole Circle B for a building addition. The addition proposes an 8.5' front yard setback where the Land Development Code requires 25'.

### **Economic Development**

#### Economic Development

##### Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. The Board members would like to discuss the workshop at their next scheduled meeting prior to scheduling a public meeting. Following the meetings with the Planning Board, staff will present the findings to the City Commission for review and approval.
- Staff is arranging a meeting with a Jacksonville Industrial Developer to visit Ormond Beach and visit the Ormond Crossings property.

##### Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle in the Business Park.
- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff walked the power line easement with FPL representatives to determine the area of vegetation clearing necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming which will require City participation.

##### Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff is working with the Committee to formulate incentive plans to encourage redevelopment projects in the CRA District.

##### Prospective Business Attraction/Retention/Expansion

- Staff has concluded the annual business visits to survey existing businesses regarding their outlook of the economy and to present a variety of county and state economic development material. Staff is preparing a summary report for the Commission.
- Staff is preparing for the August International Council of Shopping Center's annual trade show in Orlando. Staff has recommended Team Volusia formulate strategies for the investment of private sector commercial and industrial development projects. The development sub-committee is formulating strategies to address the challenges to business recruitment.
- Staff met with the CEO Business Alliance management to discuss business prospects and other related economic development initiatives. Staff is working on a location for a business prospect.
- Staff met with two local companies to discuss strategies and programs to expand their markets. Follow up on their space needs and funding continues.
- Staff contacted the property owners of the Food Lion along East Granada Boulevard and discussed possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. Staff is in contact with the real estate agencies representing the property owner and Food Lion to discuss retail reuse opportunities. An

Orlando Real Estate firm has been recently hired to market the property. The broker is in discussion with other food grocers to reuse the property.

#### Special Economic Development Projects

- Staff is preparing the details for the Economic Development/Business Assistance Fund for discussion with the Commission.

#### Airport Operation and Development

- Staff attended the LEAPS Academy “Creating and Maintaining an Ethical Workplace” event this week. The focus of this interactive workshop is to help employees understand individual and organizational values and their connection to ethics in the workplace and why the critical nature of ethical behavior is important in their role as a representative of the City.
- Staff worked with the Information Technology (IT) Department to diagnose and repair a PC that controls the airport’s Automatic Terminal Information Service (ATIS) and certain functions of the ground and air controller workstations in the control tower. The ingenuity and resourcefulness of the IT staff restored important control tower services in an efficient and expeditious manner, eliminating the need to engage potentially expensive outside technical services.
- An updated survey has been completed and received for FBO Areas 1 & 2 at the airport. Staff will use these surveys to complete and submit an amended and restated lease agreement for these areas for consideration and approval by the City Commission.
- Staff prepared and submitted a Staff Action Item requesting approval from the City Commission for the execution of a work order to secure fair market value appraisal services for certain parcels of leased airside property at the airport.
- Staff met again this week with a representative from a local production company regarding the possibility of hosting a community event at the airport. Staff reviewed a draft proposal and provided additional information that will be used to further refine and compose a formal proposal for the City.
- Staff acquired a tree removal permit to remove approximately twelve (12) pine trees from the airport. These trees are located adjacent to Runway 8 and Taxiway Echo, and have grown to the point that they have begun to obscure visibility for the control tower and departing aircraft. Staff has tentatively scheduled removal of the trees to occur in two weeks.
- Staff continues to work with the Engineering Division on landscape and storm water drainage improvements to the air traffic control tower site.
- Staff continues to work with the FAA Airports District Office (ADO) in Orlando regarding airport grant programming for the current and next fiscal year. Staff has been apprised by the ADO that the pending grant application for the Taxiway Alpha Relocation & General Airfield Improvements project is under review by the Department of Transportation.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Finalize the five-year Capital Improvement Program.
  - Preparation of FY 2012-13 personnel and operating budget.
- Completed Projects - Weekly
  - Processed 37 Journal Entry Batches (# 4000 – 4083).
  - Approved 14 Purchase Requisitions totaling \$30,370.25.
  - Issued 24 Purchase Orders totaling \$118,254.60.
  - Mailed Letter of Intent to Award for RFP #2012-13 Investment Advisory Services, on 7/17/12.
  - Mailed Letter of Intent to Award for RFP #2012-15 Arbitrage Calculation Services, on 7/17/12.
  - Mailed Letter of Intent to Award for Bid #2012-17 Decorative Lighting Purchase, on 7/18/12.
  - Mailed Letter of Intent to Award for Bid #2012-22 Pretreatment Effluent Pump (PEP) Replacement on 7/18/12.

- Advertized RFP No. 2012-25, Property, Liability, and Workers' Compensation Insurance, in the News Journal and posted to DemandStar on 7/18/2012.
- Prepared 178 Accounts Payable checks totaling \$555,784.55 and 37 Accounts Payable EFT payments totaling \$557,821.98.
- Processed 4,567 cash receipts totaling \$416,999.78.
- Processed 1,304 utility bill payments through ACH totaling \$82,533.60.
- Processed and issued 6,623 utility bills with billed consumption of water of 28,741k.
- Issued 750 past due notices on utility accounts.

#### Grants/PIO

- Press Releases
  - Nova Community Center...New Summer Hours
  - Open Workout
  - Adult Coed Softball
  - Men's Fall Softball
  - National Security Exercise at OBMA
  - Movies on the Halifax (8/3)
  - Nova Road/US1Improvements and Old Memorial Hospital Demolition
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements on the City's website.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended FAA eInvoicing training.
  - Attended VFPIN meeting.

#### **Fire Department**

##### Weekly Statistics

- Fires: 2
- Fire Alarms: 4
- Hazardous: 3
- EMS: 74
- Motor Vehicle Accidents: 7
- Public Assists: 51

**TOTAL CALLS: 141**

- Aid provided to other agencies: 14 calls – Volusia County (11), Daytona Beach (3)
- Total staff hours provided to other agencies: 22 hours
- # of overlapping calls: 23
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 55

##### Training Hours

- EMS Protocols: 8
- EMT Refresher: 9
- Driving: 6
- Medical Director Procedures: 4
- Preplanning: 2

- Tactics: 12

**TOTAL TRAINING HOURS: 41**

#### Station Activities

- Updated 27 pre-fire plans
- Conducted 2 fire inspections
- Participated in Daytona College community event.

#### Significant Incidents

- 7/10/12, 10:01 PM: Seaside Dr. – Structure Fire – Assisted Volusia County in extinguishment, search and overhaul of single family structure – cleared scene at 11:19 PM.
- 7/14/12, 1:59 AM: Ocean Shore Blvd. / Buttenheim Dr. – Motor Vehicle Accident – Provided automatic aid to Volusia County – two vehicle head-on collision – three patients transported to hospital with two determined to be trauma alerts.

#### Operations

- Attended meetings regarding the following:
  - Interlocal Planning and Urban Services Agreement
  - Closes Unit Response and Automatic Aid Agreement

#### Human Resources

- Job Requisitions
  - Public Works Department/Water Distribution – Maintenance Worker III
- Approved/Active Recruitment
  - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (re-advertised the position) advertised on City web site and will remain open until filled. A total of seven (7) applications have been forwarded to department for review. Division has asked HR to remove ad from website in anticipation of re-evaluating the current position needs of the division.
  - Public Works Department/Engineering – Civil Engineer position was advertised on the Florida Engineering Society web site and the City web site on 06-01-12 and will remain open until filled. Eighteen (18) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held with four (4) candidates on 07-13-12.
  - Leisure Services/Special Populations – Part Time Recreation Leader was advertised on the City web site with a closing date of 03-30-12. The advertisement is being distributed to local colleges. Re-advertised through 04-27-12. On 06-06-12 this position was again re-advertised as open until filled. Seven (7) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader position was advertised on the City web site with a closing date of 03-23-12. Seven (7) applications were received, and interviews have been conducted. Selected applicant did not pass pre-employment processing. On 06-06-12 this position was re-advertised with a closing date of 06-22-12. Four (4) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - Planning Department – Planning Technician position was advertised in-house and on the City web site and closed on 07-06-12. Thirty-four (34) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - Public Works Department/Fleet Operations – Fleet Systems Specialist position was advertised in-house and on the City web site with a closing date of 07-13-12. Eight (8)

- applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Leisure Services/P.A.C. – PT Box Office Attendant was advertised 06-20-12 with a closing date of 07-06-12. Twenty-two (22) applications were received and forwarded to the department for review.
  - Public Works Department/Streets – Maintenance Worker III position in the Sign Shop was advertised on 07-13-12 on the City Web Site and in-house and will close on 07-20-12.
  - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker IV position was advertised in-house and on the City Web Site on 07-13-12 with a closing date of 07-20-12.
  - Support Services – The City Clerk position was advertised in-house and on the City Web Site on 07-17-12 and will close on 07-24-12.
- Screening/Interviews Scheduled
    - Leisure Services/Casements & P.A.C. – Two Part Time Custodian positions were advertised 06-20-12 with a closing date of 07-06-12. Twelve (12) applications were received and forwarded to departments for review. Interviews have been conducted with six (6) applicants and selections are expected soon.
  - Background/Reference Checks
    - Leisure Services/Casements – A Part Time Custodian has been selected to fill The Casements position.
  - Job Offers
    - Public Works Department/Fleet Operations - Fleet Operations Manager advertised as open until filled. Conditional offer made to a candidate and accepted with starting date of 07-23-12.
    - Leisure Services/Recreation – Twenty-one applicants for Summer Camp Counselors (including Enviro Camp, Nova and SONC) were extended conditional offers of employment. Last three candidates started at the Enviro Camp on 07-02-12.
    - Police Department – A candidate was selected from the Police Officer eligibility list after successfully completing the pre-employment requirements and will begin employment on 07-23-12.
  - Promotions
    - Finance Department – Purchasing Coordinator- interviews were conducted and an in-house applicant was selected and promotion is effective 07-23-12.
    - Public Works Department/Water Distribution – An in-house candidate was selected for the Maintenance Worker IV position after interviewing four (4) candidates from the outside advertisement and in house.
    - Public Works Department/Stormwater – An in-house candidate was selected for the Maintenance Worker III position after interviewing seven (7) candidates from the outside advertisement and in house.
  - Terminations/Resignations/Retirements
    - FY Attrition – M/E 6-30-12: 2.76% (excluding retirements)
    - Public Works/Streets – A Maintenance Worker III is retiring effective 08-31-12 after 38 years of service to the City of Ormond Beach.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program June 2012 monthly report reflects savings of \$75,866.48 for City residents in the two years that the program has been in effect in Ormond Beach. Over 1,753 residents have utilized the program during that time.

City Events/Employee Relations Update

- Florida's Blood Centers will be holding a blood drive at City Hall on Monday, 07-23-12. Currently, there are four (4) employees who have signed up to donate.

Training & Development Opportunities

- The City of Ormond Beach LEAPS Academy started "Ethics in the Workplace" training for all full time employees. The next sessions are scheduled for 07-19-12 and 07-20-12. To date, 53% of Full Time employees have attended the training sessions.

Risk Management Projects

- Attend Police Department Safety Committee meeting.
- Collected rate quotes for pre-employment physicals.
- Sending subrogation requests for several incidents of property damage.

Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Email system upgrade (cloud based) – On hold until Customer Relationship Management (CRM) vendor selection is further along to address potential compatibility issues.
    - City Clerk – Agenda Preparation application – Software and updates are being installed.
    - City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected.
    - Finance/Community Development – CRM system replacement – Reviewing information, Selection Committee to meet shortly.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 37 New work - 45 completed - 39 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,321	Inbound E-Mails Blocked	10,776
Delivered Inbound E-Mails	10,458	Quarantined Messages	64
Percentage Good Email	49.1%	Virus E-Mails Blocked	15

- Notable Events: Major Email maintenance performed over the weekend. Successfully reduced email storage by just over 20% and improved server performance.
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 4 Corrections: 6
  - Map/Information Requests: 10
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 1,519 (6.7%) potable 1,367, Irrigation 152
  - Notable Events: None.

### Leisure Services

- Administration

Meetings attended/hosted:

- Staff Meeting
- Coordinator one on ones
- Performance Evaluation
- Campus Outreach Volunteer Daily Meeting
- Central Park Information Finalization
- Park Visits
- Titusville Sports Complex Tour
- Conducted several evaluations
- Public Works Meeting
- Met with painting contractor to discuss progress of City Hall and Memorial Arts Projects
- Met with contractor doing deck work at Fortunato Park
- Attended Safe Production with Reduced Effort seminar offered by Wesco Turf
- Met with landscaping contractor to discuss concerns
- Returned calls to several residents regarding landscape issues

Events/Activities attended:

- Summer camps at Nova, SONC, Casements and PAC
- Summer Sounds Concert – 7/20

- Athletics

- The Ormond Beach Shuffleboard Club continued to hold its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
- The Lady Renegades Softball competitive program continued their practices at the softball quad, Sports Complex, Monday, Wednesday and Thursday from 6pm to 8pm.
- Luis Camacho's 6-a-side Soccer League plays each Monday evening from 6pm to 8:30pm. This is a rental.
- The City Summer Youth Volleyball continued this week on Tuesday and Thursday nights from 6:15pm to 8pm at the Nova gym. Ages range from 10 to 17 years old. Currently, the program has 30 participants.
- Ormond Beach Golden Spikes continued summer practices on Tuesday and Thursday evenings at 5:30pm at the Sports Complex.
- The City Summer "Power" Hitting Camp was held this week at the Nova Community Park, field #2, Monday through Friday, 9am until noon. Twenty five (25) youth, ages ranging from 9 to 15 participated in the camp program.
- Upcoming Events: additional Youth Summer Sports Clinics.

- Athletic Field Maintenance

- Mowed South Ormond (SONC) outfield and prepped infield for games.
- Repainted soccer fields at SONC.
- Cleaned SONC tennis and basketball courts.
- Tended to the infields, tennis and handball courts at Osceola Elementary school.
- Mowed infields and outfields at Nova Park.
- Cleaned skateboard park, tennis and handball courts at Nova Park.
- Picked up and dropped off equipment to Fleet daily.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of the maintenance building.
- Mowed the baseball fields 3 times per week.
- Continued to mow the soccer fields.
- Continued to mow the softball fields.
- Replaced sprinklers as necessary.

- Cleaned Limitless Playground daily.
- Baseball practice and games continued for Golden Spikes.
- Prepared all baseball and softball fields for games and practices daily.
- Continued spraying insecticide on all ball fields.
- Began verti-cutting ball fields at the Sports Complex.
- Prepared 7 fields for the summer 6 vs. 6 soccer league.
- Began summer sprinkler inspections for all fields.
- Began top dressing fields at the Sports Complex.
  
- Senior Center
  - Scheduled July classes and programming coordinated through the Council on Aging were held Monday through Friday.
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: CMT Musical Theatre Camp and CMT Dance.
    - Tuesday: CMT Musical Theatre Camp and CMT Dance.
    - Wednesday: CMT Musical Theatre Camp and CMT Dance. Living Word Family Church met.
    - Thursday: CMT Musical Theatre Camp and CMT Dance.
    - Friday: CMT Musical Theatre Camp and CMT Dance.
    - The next scheduled show at the Performing Arts Center is Thursday, July 26<sup>th</sup>, CMT Theatre Camp Performance, \$5.
  
- South Ormond Neighborhood Center
  - Splash Pad was open daily from 10am until dusk.
  - Youth Basketball attended AAU Nationals from July 13<sup>th</sup> through July 19<sup>th</sup>.
  - Free-play basketball was held on Tuesday from 6:30pm until close.
  - Summer Camp Connection, Monday through Friday 8am until 5:30pm.
  - Adult Basketball on Sunday and Wednesday.
  - The fitness room was open from 6pm until 9pm on weekdays.
  
- Community Events
  - For 2012 Senior Games: assisted in planning of 2012 games, including location confirmations, updating the application, sponsorships and marketing.
  - For 2012 Independence Day Celebration: clean-up and reorganization of supplies and equipment, sponsorship recognition.
  - Coordinated the Summer Sounds Free Concert Series, Friday, July 20<sup>th</sup>, Rockefeller Gardens, 7pm to 9pm.
  - Assisted with Campus Outreach lunch schedules.
  - Attended Home for the Holidays Parade initial committee meeting.
  - Walk with the Manager, Thursday, July 19<sup>th</sup>, 8am, SONC.
  - Weekly administrative tasks, office work, meetings and activities.
  
- Gymnastics
  - June/July session classes for various age groups and levels were held Monday through Friday.
  - Open gym was held Monday evening.
  - Held the first cheer team meeting of the season.
  - Prepared for upcoming cheer team try-outs.

- Nova Community Center and Special Populations
  - FitGyms conducted their personal training, tennis lessons, summer camp, and FitMoms.
  - Regular classes continued throughout the week, including: Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, ping pong, pickleball, the game room and the exercise room.
  - Youth Volleyball practices were held Tuesday and Thursday from 6pm to 8pm in the gymnasium.
  - Nova Community Center started the second session of Summer Connection Day camp.
  - Camp T-Rec began the second session of summer camp.
  
- The Casements
  - Classes met this week including Pilates and Yoga Groove.
  - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
  - Church services were held at Bailey Riverbridge on Sunday morning.
  - "More Mosaic Mania" was the theme for the fifth week of Art Expressions Summer Camp at The Casements from 9am until noon Monday through Friday.
  - "I Dig History" was the theme for the second week of Enviro Camp with 30 campers attending from 8am to 5pm at The Casements Monday through Friday.
  - Donna Oldham's photography exhibit entitled "Perceptions 2" will be on display in the Gallery through the month of July during normal business hours.
  - The Women's FBI Luncheon was held in the Gallery on Monday at The Casements.
  - The Guild Crafters met on Thursday afternoon at The Casements.
  - The Coordinator met with a bride for a wedding consultation on Friday afternoon.
  - On Friday staff set up for a wedding to be held at The Casements on Saturday.
  - The second in a series of three Summer Sounds Concerts was held Friday in Rockefeller Gardens from 7pm to 9pm.
  
- Parks and Irrigation
  - Repaired loose deck boards at the Magic Forest playground.
  - Replaced missing pickets at the Magic Forest playground.
  - Set three concrete slabs for trash cans at Cassen Park.
  - Remove rusted out trash receptacle at Cassen Park.
  - Trimmed low hanging limbs from around the pier at Sanchez Park.
  - Removed graffiti from a picnic table at Sanchez Park.
  - Removed six picnic tables and prepped slabs for new ones at Sanchez Park.
  - Applied insect repellent at Birthplace of Speed Park.
  - Set up additional tables and chairs in the commission chambers.
  - Installed new U.S. flags at Rockefeller Gardens and Fortunato Park
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of parks facilities for reservations
  - Removed a broken timer and installed a new timer and solenoid on W. Granada Blvd. median #6.
  - Ran all 18 zones at Central Park II and Central Park III, flagged broken rotors, replaced 2 rotors and 1 bubbler.
  - Cleaned debris from a valve on the Granada Blvd. streetscape (across from Los Amigos restaurant).
  - Ran all zones at fire station #93, repaired 1 line break, installed 3 new rotors, and adjusted heads.
  - Ran zones at Fortunato Park, replaced 2 ball field rotors, and adjusted heads.

- Ran all zones at fire station #92, replaced 3 heads, flushed the system, and changed filters.
- Ran zones 1 and 2 at Rockefeller Gardens, replaced 5 rotors, and adjusted heads.
- Ran zone on W. Granada Blvd. median #1 and changed out 8 nozzles.
- Replaced damaged spray head and rotor at Cassen Park.
- Cleaned debris from the solenoid and adaptor, and adjusted flow control at Memorial Gardens.
- **Building Maintenance**
  - Completed weekly inspection of airfield lighting and signage.
  - Daily preventive maintenance of City vehicles and equipment.
  - Performed monthly safety inspection of 12 controlled access gates.
  - Started fourth quarter preventive maintenance service on A/C systems.
  - Repaired clogged condensate line at the Wastewater Treatment Plant lab.
  - Performed preventive maintenance service of exhaust system at the Wastewater Treatment Plant lab.
  - Replaced lanyard assembly and flags on two poles at the Airport Sports Complex.
  - Replaced a window A/C unit at the Bait House.
  - Found two burnt out compressors at fire station # 93.
  - Responded to many "hot in building" calls.
  - Repaired lights at City Hall.
  - Repaired irrigation controller at the Airport.
  - Repaired lights at Fire Station # 92.
  - Performed a fire alarm inspection at the Police Dept.
  - Installed a new ceiling fan at City Hall.
  - Repaired dock lights at Ames Park.
  - Repaired dock lights at Fortunato Park.
  - Repaired front doors at Nova Rec. Center.
  - Repaired a door at the Police Dept. records room.
  - Fixed a door latch in the Neighborhood Improvement Division at the Police Dept.
  - Repaired handicap women's restroom at City Hall.
  - Installed 8 Sloan auto flush valves at Nova Rec. Center.
  - Added brackets to repair the water wheel at The Casements.

### **Police Department**

#### **Administrative Services**

- Attended FBI National Academy re-trainer conference.

#### **Community Outreach**

- 20 youths participated in the PAL Summer Tutoring program.
- 25 youths participated in a PAL Summer Basketball practice
- 30 youths participated in a field trip to Daytona Lagoon on July 13th.
- Approximately 30 youths will participate in the Mascot Games Field Trip on July 19<sup>th</sup>.
- Outreach Unit Staff offered 45 youth art and science activities July 15 - 17 as a part of the FBINAA conference.
- 4 Members of the YDC attended the State of Florida Youth conference Committee workshop July 13 - 15.

#### **Criminal Investigations**

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 7
- Inactive: 9
- Fraud: 5

- Burglary Residential: 3
- Larceny Car break: 11
- Grand Theft: 2
- Offense Against Family/DCF Reports: 1
- Missing Persons: 1
- Robbery: 1

Comments:

- Suspect arrest on one of our warrants from a Felony Lane car burglary in Broward County.
- Car Burglary: Latent print evidence identified the subject responsible for a car burglary on Lakeview Circle. Complaint affidavit filed on a known adult male who has been arrested in the past for multiple car burglaries.

Community Service/Animal Service

- Animal Calls responded to : 66
- Animal Reports: 8
- Animal Traps: 2
- Animals to Flagler Humane Society: 4 (cats)
- Notice of Violation issued: 2
- Animal Citations: 1
- Animals returned to owner: 1

Records

- Walk - Ins / Window 156
- Phone Calls 216
- Arrest / NTA'S 13
- Citations Issued 133
- Citations Entered 245
- Reports Generated 139
- Reports Entered 176
- Mail / Faxes / Request 62

Patrol

- Total Calls 1,564
- Total Traffic Stops 178

Operations

Crime Opportunity Reporting Forms issued: 137

7-12-12 Burglary attempt at 403 Riverside Dr. A female resident saw a man trying to open her window and heard another person attempting to enter the front door. Both suspects ran from the area and were not found.

7-12-12 Disturbance at 247 Fairway Dr. An adult male was arrested for battery.

7-13-12 Burglary at 116 Bosarvey Dr. Forced entry to the back door.

7-13-12 Grand Theft at Coquina Center 170 W. Granada Bv. I-Pad was stolen from a resident's room.

7-13-12 Car Burglary at 440 N. Nova Rd. A purse was stolen.

7-13-12 Car Burglary at 1 S. Beach St. A window was broken out and a purse taken.

7-13-12 Car Burglary at Ormond Lanes N. US-1. Suspect entered an unlocked vehicle and stole a purse.

7-14-12 Theft at 157 Valencia Dr. A bracelet was stolen during a party at the home.

7-14-12 Disturbance at 801 S. Nova Rd. Rockin' Ranch, no arrests, several persons issued trespass warnings for the property.

7-14-12 Robbery at S. Atlantic and Riverbeach Dr. Two suspects known to the victim forcibly stole her cell-phone.

7-14-12 Trespassing at Bailey Riverbridge Gardens. Three local transients were issued trespass warnings for the park.

7-15-12 Theft at Walmart, Two persons were charged with shoplifting.

7-15-12 Burglary at 376 N. Ridgewood Ave. Items were stolen from the carport.

7-15-12 Theft at Winn Dixie on W. Granada. Two persons fled the store after consuming fried chicken from the deli while on the premises.

7-16-12 Car Burglary at 440 N. Nova Rd. A window was broken out and a purse taken.

7-16-12 Car Burglary at Gold Gym on W. Granada Bv. A window was broken out and a purse taken.

7-16-12 Trespassing at Bailey Riverbridge Gardens, One suspect arrested for trespassing after previously receiving a warning.

7-17-12 Car Burglary at 335 Clyde Morris Bv. A window was broken out and a purse taken.

7-17-12 Car Burglary at 325 Clyde Morris Bv. A window was broken out, nothing taken.

7-17-12 Burglary at 183 S. Ridgewood Ave. A hole was cut in a screen to gain entry. Jewelry was stolen.

7-17-12 Theft at 1458 W. Granada Bv. Beall's, juvenile suspect fled the area

7-17-12 Robbery at Rockefeller Dr. and Bayberry Ct. Victim riding a bicycle was confronted by two suspects who demanded money. Suspects stole \$70 and fled in a gray colored SUV.

#### Traffic Unit

- 12-07-00201, DUI Crash, Hand Avenue / Spring Meadows Blvd. Eastbound vehicle ran off the roadway to the right, struck a coquina rock, and then deflected into the path of a westbound vehicle. At fault driver was arrested after a DUI investigation.
- 12-07-00216, Motorcycle Crash w/ Injury, 1670 W. Granada Blvd. (Race Trac). Motorcyclist ran off the roadway while attempting to turn into the gas station. He overturned and sustained serious injuries.
- Ops plan and roster for old OBMH demolition complete. Traffic Unit met with Central Environmental Services and Flash Rite, Inc. to finalize planning.
- After Action Report for Coke Zero 400 completed.
- SMART Trailer deployed to the Hand Avenue detour on Orchard Street.
- The Ormond Beach Police Department was recognized by the Florida Department of Transportation as one of the top agencies committed to traffic enforcement in the State of Florida. OBPD was awarded third place within its category and received \$10,000 in traffic safety incentive funds. These funds will be used to purchase additional equipment for traffic safety and enforcement. OBPD has been committed to FDOT and NHTSA campaigns such as "Drive Sober or Get Pulled Over," and "Click It or Ticket." The agency's increased traffic enforcement initiatives have led to a decrease in the overall number of traffic injury related incidents.
- Traffic Citations 98
- Parking Citations 1
- Crash - No Inj. 19
- Crash - Injury 5
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park Corridor
      - Fleming Avenue
      - Hand Avenue
      - Division Avenue
      - Hidden Hills
      - N. US 1
      - N. Beach Street
    - Enforced Complaints:
      - John Anderson Drive
      - Dix Avenue

- Clyde Morris Blvd.
- Riverside Drive
- Beach Street
- Breakaway Trails

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 7 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 2 Case initiated
- 15 signs have either been removed or sign cases created
- 14 tree removal permit requests
- Administrative staffs assisted with eighty-four (84) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

#### Zone 1:

- 1) 153 E. Lindenwood Circle – Received a complaint about the condition of the residence. The property is in foreclosure. The gutter system is in disrepair. There is probably some fascia work that needs to be done. There is also a torn tarp located partially on the roof to the rear portion of the residence and partially on the ground. NID will process cases with regard to registration of the property and use of tarp for an extended period of time. No other issues can be addressed at this time. There has been no change in the status of this case.
- 2) 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28<sup>th</sup>. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. Staff will continue to pursue enforcement action until compliance has been achieved.

#### Public Works

- Engineering

##### Construction Projects:

- Roadway Resurfacing- Held Pre-Construction Conference. Construction began on July 18, 2012 on Airport Road.
- Transfer Station Pump Station- Contractor is obtaining pump equipment. All project equipment will be acquired prior to site work.
- SR 40 Sidewalk / Trail Phase III- Final project restoration is underway.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Approximately 650 feet of reclaimed watermain was installed and 250 feet of forcemain. Directional boring of the reclaimed watermain across US1 at Airport Rd has begun.
- Tomoka State Park- Approximately 250 feet of sidewalk was constructed. The project is approximately 75% complete.
- Andy Romano Beachfront Park –The contractor has installed water mains, sewer, and storm mains east of the CCCL line. Work on the west side is commencing.
- Hand Avenue –The contractor has started work at US 1 with milling of the asphalt roadway and water main installation. The jack and bore under the RR tracks was completed.

- US1 & Nova Turnlane- The contractor began construction on June 24<sup>th</sup> and is scheduled to complete the project by September 15<sup>th</sup>.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has achieved several significant equipment start-ups including the following components: Bar screens at Influent headworks, Clarifier No.4, two new screw pumps, first anoxic zone aerators and diffused air systems, electrical building and associated electrical control panels, Filter No.3 and rehab of Filter No.2. As the rehab work on the existing clarifiers is complete, the full cost of the rehab work has been determined. A change order is to be presented to the CC on August 8<sup>th</sup> associated with the rehab work. While the contract does require specific components of the clarifiers to be refurbished other components below the normal water operating elevation were found in need of refurbishment that were not included in the original contract resulting in additional work requested from the contractor.

Design Projects:

- Granada Utilities Underground – A special design coordination meeting was held with all franchise utilities to specifically address the coordination of the undergrounding work.
- OBSC T-Ball Fields – A work authorization to A.M. Weigel is scheduled for July 31<sup>st</sup>.
- Nova Street Light Painting- Received written quotations for street light repainting. Processing purchase order.
- Nova Community Park Basketball Court- Project consultant is preparing final engineering design for staff review.
- Nova Community Park Racquetball Court- Project consultant is preparing final engineering design for staff review.
- Nova Community Park Master Plan- Staff is currently reviewing the revised layout following the public meeting held last week.
- Ormond Scenic Loop- FDOT is working with their consultant to finalize the sign design.
- South Peninsula 2-inch Water Main Replacement- A walk through of the affected streets is scheduled with the consultant to confirm the project's approach.
- Audible Pedestrian Signals- Consultant provided an updated project schedule.
- Mainland 2-inch Water Main Replacement- Consultant is performing the survey work.
- North Peninsula 2-inch Water Main Replacement- scheduled 60% design review meeting. This will be followed by a meeting with the affected residents.
- SR40 Washington to Beach St.- FDOT is currently reviewing the proposed street light relocation design plans.
- Central Park Paving – Held Pre-Bid Conference.
- Downtown Medians- The proposed landscape, irrigation and lighting plan have been submitted for FDOT review.
- Tymer Creek Phase I – Attended Pre-Bid conference.
- N. Halifax Dr. Improvements- The project has been advertised for bidding. Pre-Bid Conference was held on July 19, 2012.
- Side Street Lighting Conversion- The material purchase bid award is scheduled for July 31<sup>st</sup>.
- John Anderson Drive – The City Commission voted to amend the design contract to a limited option that included milling and resurfacing and providing for spot drainage repairs in flood prone areas. Engineer is modifying the design plans. A meeting was held with the consultant to confirm the design intent and identify spot drainage area improvements.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane- Project to interconnect the Central Park lakes 1&2 and 2&3. SJRWMD has notified consultant that permit has been approved and will be issued. Final plans are being prepared for bidding.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set

pipes across the road and close the road as occurred during the May 2009 storm event. Recently received word that FEMA has approved the Phase II portion of the grant which includes construction phase. FEMA will be sending the grant agreement for City Commission approval.

Administration:

- Sixteen new monitoring wells have been installed at the Nova Road Landfill for the second phase site assessment report.
- Processed project invoices/pay requests totaling \$375,393
- Submitted annual reports to Volusia County for the ECHO Central Park and Boardwalk and The Casements and Rockefeller Gardens grants.

Other:

- Began creating a construction site plan of The Casements for the proposed Tennis Center Relocation.
- Tree locate at 11 Parkwood Ave. per Streets Division request.
- Created profile and plan drawing to determine the feasibility of a handicap access sidewalk at S. Ridgewood / W Granada intersection.
- Completed sketch and legal descriptions for additional annexations along N. US1 per GIS Division request.
- Provided additional drawings to QLH regarding the 2" watermain replacement project.
- Researched and provided easement restrictions and fence requirements regarding the Southern Pines Subdivision per HOA request.
- Completed on site visit to 441 Palm Ave. to meet with homeowner regarding the regulations to build new dock and boathouse.

Customer Service:

- Researched and provided easement restrictions and fence requirements regarding the Southern Pines Subdivision per HOA request.
- Completed on site visit to 441 Palm Ave. to meet with homeowner regarding the regulations to build new dock and boathouse.

Meetings:

- Onsite meeting with Streets and Stormwater Divisions at Bosarvey and S. Halifax intersection regarding the construction of handicap access ramps along the sidewalk intersections.
- Onsite meeting at N. Beach St. / Sharon Terrace intersection regarding possible solution to eliminate standing water.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Poured a concrete sidewalk on Bonita Place (Fiesta Heights)
- Pulled forms at Bosarvey & S. Halifax Dr.
- Assisted Stormwater removing a concrete spillway at Fleming & Laurel
- Removed forms, cut stress joints and backfilled at Ormond Lakes Blvd.
- Removed broken concrete and repaired a basin at Bosarvey & S. Halifax
- Dug out and formed for concrete at the Performing Arts Center
- Asphalt patches for the Water Department at 1064 Oceanshore Blvd. & 609 Andrews St.
- Pulled forms, backfilled and stress cut a sidewalk on Bonita Pl.
- Poured a concrete slab for Leisure Services at the Performing Arts Center

#### Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Removed more trees on Thompson Creek Rd.
- Helped with flagging on John Anderson Dr.
- Removed a cherry laurel tree at 421 Collins St.
- Cut back limbs that were dangerous on Nicholas Dr.
- Sprayed FDOT ROW various locations citywide
- Trimmed back brush on Center St. path

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Weed control for DOT on Nova Rd., Granada Bridge and Granada Blvd.
- Assisted Building Maintenance with the tractor for moving shell at Sanchez Park

#### Sign Shop

- Repaired, replaced or installed signs at the following locations:
  - Main Trl. & Shady Branch Trl., replaced a stop sign & post
  - 875 Willow Pond & Wilmette Ave., replaced a 25 mph speed limit sign & post
  - Shady Branch Trl. & Main Trl., straightened directional arrows in middle island
  - Arroyo Pkwy & S. Yonge St., replaced a stop sign, right turn only sign & post due to damage
  - Midway Ave. & N. Yonge St., replaced a stop sign, right turn only sign & post
  - Linden St., installed a 30" "No Outlet" sign
  - Warwick Ave. & N. Yonge St., replaced a stop sign & post due to an accident
- Fabricated (1) sign – Andalusia & Parque "Business Traffic Only"
- Picked up temporary "Cross Traffic Does Not Stop" signs at S. Beach St. detour
- Checked signs at various locations that may need attention or need to be replaced

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Removed a homeless camp on SR40
- Vacon – cleaned wash-pit at Fleet wash rack and Transfer Station grating pit
- System Inspections – Tomoka Ave. & South Beach St., Bosarvey & S. Halifax, Laurel Oaks & Fleming Ave. and Choctaw Trail Homeowner
- Did training for NIMS classes 100 and 700
- Reachout Mower – SR40 and on Woodland Trail
- Sprayed SR40 ponds
- DOT Ditch Inspections – US1, SR40 and A1A

- Replaced an iron grate at 29 Kingsbridge Crossing due to a car accident
- Met with chemical rep, Dharem from Se-Pro at ballfields on Hull Rd.

Street Sweeping/Streetsweeper

- 94.5 miles of road cleaned
- 20.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
33,905

PM Services completed for the week:

Emergency—Vehicles and Equipment  
11

Non-Emergency Vehicles and Equipment  
7

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 4,811 gallons of unleaded and 7,888 gallons of diesel fuel on hand.
- Fleet completed 58 work orders this week.

- Utilities

- Chemical Bids – Bids are due on August 9<sup>th</sup>.
- Concentrate Disposal Study – Plans and specifications comments are being incorporated into the final bid documents. Specs for the existing conductivity meter are being changed as the present model will be obsolete in December 2012. A cost estimate is pending from the engineer.
- Division Avenue Well Field Raw Water Piping – The work authorization was approved by City and executed by the engineer.
- WWTP Dewatering Station Bypass Project – Construction is scheduled to begin in October 2012 with Brasfield & Gorie performing work.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. The CC provided feedback to staff to retool the proposed plan based on several considerations.
- Airport Road Force Main/Reuse Main Extension – Approximately 650 feet of reclaimed watermain and 250 feet of forcemain was installed. The jack and bore crossing is being performed at US 1 and Airport Road. Obstacles with an existing gas main and power pole are being resolved. Staff preparing quarterly report for SJ MFL Cost Share Agreement and project cost reimbursement.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – Comments forwarded to McKim & Creed is being addressed in their scope and fee proposal. A revised work schedule was prepared and sent to FDOT.
- Hand Avenue Extension – Milling and water main installation is occurring west of US 1 to Coolidge. Conflicts between sanitary sewer laterals and the proposed water main are being resolved.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 was picked up and delivered to the manufacturer for retrofit with new style impeller.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. RAS Pump 4 is being removed. Clarifier #2 is being rehabilitated and structural work is being performed at equalization tanks to include floor concrete pours. Reuse pump station signal connected to main PLC in the operations building. Recycle pump 3 is being installed. Recycle Pump 2 was replaced and is in operation. Fermentation train #1 is out of service and submersible mixers and

- internal tank walls are being installed. Remedial efforts are underway with Contractor and Facilities Maintenance groups for mold removal. Met with the design team to discuss electrical and instrumentation equipment relocation scope of work and costs.
- Lift Station Repair and Replacement Project – The final pay request is pending until Worsham (Contractor) decides to accept final payment.
  - North Halifax Drive Rehabilitation Reclaimed Water Main Extension – Bids are due on August 8<sup>th</sup>.
  - Pretreatment Effluent Pump (PEP) Replacement – An award recommendation that the contract be awarded to Lucas Technologies is scheduled for the July 31<sup>st</sup> City Commission agenda.
  - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. John Searcy & Assoc. prepared a design proposal for the project.
  - Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by lining are being prepared.
  - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Electrical plans and specifications are being prepared.
  - Tymber Creek Phase 1 Utility Relocation – Bids are being obtained by Volusia County as part of the Tymber Creek widening project between State Road 40 and Peruvian Lane. Attended a pre-bid meeting with Volusia County. A culvert redesign was discussed using Con Span but no decision was made to make any changes. Bids are due August 2<sup>nd</sup>.
  - Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
  - Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
  - SPRC: Attended a meeting to discuss Plans for Lot 1 in Olive Grove. Construction plans for Tomoka Christian Church were received. Construction started for Alfie's. Questions arose concerning proposed size of 4 inch tapping sleeve & valve - information was provided to contractor. A change in water piping materials from DIP to PVC was approved for the Village Business Centre.
  - Received preliminary approval of draft Sewer Use Ordinance Legal from FDEP. Ordinance and Local Limits Resolution scheduled for CC consideration on July 31 and August 7 Meetings.
  - Replacement of 2" Galvanized Pipe North Peninsula Project Area – Reviewed plans for North Peninsula piping replacement group to include Nicholas Court and the Driftwood Ave and Halifax Drive intersection.
  - WWTP Sludge Conveyor System Replacement – All parts were received from RC Beach and Associates except for one shaft. The parts installation is scheduled for October.
  - Transfer Station Lift Station Upgrades – A schedule of values was received from the Contractor.
  - WWTP Operation Permit – The FDEP consent order is in effect until August 2013 through the facility construction period. FDEP approved the plans for the Pollution Prevention (P2) Project Plan.
  - Reviewed and updated draft award application for LPRO concentrate disposal to WWTP effluent reclaimed blend for upcoming submittal for WaterReuse Symposium to be held September 2012.
  - Met with Purchasing staff to discuss current activities regarding procurement of select products and services for insuring procedural accuracy is maintained.
- Water Distribution
    - Sodding and grading completed for relocated hydrant at Park Place.
    - Set 6 new meters: 1 @ 6", 1 @ 2', and 4 @ 3/4"
    - Responded to 2 low pressure complaints

- Flushed 8 cloudy water complaints and assisted 2 customers with misc. water issues.
- Performed backflow device testing for 11 City-owned devices. All tested working properly.
- Meter testing: Seven (7) large meters (2" and greater) tested for accuracy. One tested inaccurate, recalibrated and installed.
- Palletized 120 each - 3/4 inch residential water meters removed for testing - awaiting shipment to National Meter Testing.
- Leak Detection: continue logger deployment for eventual recon of water distribution main leakage conditions for Carol Rd and Margaret Rd. area.
- Utility locate service for miscellaneous water/wastewater/reuse requests.
  
- Water Treatment
  - Delivered 39.768 million gallons week ending July 15, 2012 (5.681 MGD)
  - Backwashed 11 filters for a total of 422,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Operated north & south plant generators under full load for routine PM.
  - Sampled, cleared and rescinded one Precautionary Boil Water notice.
  
- Waste Water Collection – Reuse
  - Crews responded to four trouble calls at Breakaway/Hunters Ridge area and one in town.
  - Televised and root controlled eight sewer laterals, cleaned another.
  - Cleaned reclaimed filter and checked pressure for 76 Nicolas Court.
  - Relocated sanitary sewer cleanout at 47 Mayfield Cir.
  - Replaced broken Pep tank at 67 Sounders Trail.
  - Repaired broken sewer clean out 28 Aaron Cir.
  - Ongoing flushing of reuse on beach side.
  - Checked force main pressure at 1800 US 1 (5 psi).
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Checked irrigation system at Breakaway and Hunters Ridge.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 27.38 Million Gallons.
  - Produced 20.74 Million Gallons of Reuse.
  - Produced 6.64 Million Gallons of Surface Water Discharge.
  - Influent flows average for week is 3.91 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 153.61 (14%-18% Solids).
  - Submitted Pathogen Report to FDEP.
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  
- Utilities Maintenance Division  
Water Plant - Well Fields - Booster Stations
  - Installed 7.5 hp pump / motor well 28H, found underground control cable severed, used 2 spare pairs from well 27H for SCADA control of well.
  - Potable water interconnects - pumped out excess rain water from vaults
  - Standish Booster Station: Repaired 1" chlorine feed line found split.
  - Installing new sample ports at wells and throughout distribution system.
  - Removed 200 hp motor for #4 H.S.P. Prepped for new installation.
  - Reset H.S.P. #7, auxiliary input fault on VFD. Pump Check arm is touching limit switch during filter back washing activities, operations to check Flow/Pressure settings.
  - Installed new motor - pump at well 34H, tested - turned over to operations.
  - Cleaned out the lime injection ports on both Claricones.
  - Installed new storage shelving for Water Quality Control technician.
  - Monitored storage tanks and wells at irrigation stations in Hunters Ridge and Breakaway. 2 wells in service in BAT and one out of service

- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.

#### Wastewater Plant – Lift Stations

- Assisted collections division with PEP System rehab at 15 Forrest View.
- Deragged Submersible aerators, daily
- Repaired polymer mix motor to Centrifuge #1.
- Repaired signal for analyzer to reuse flow meter.
- Performed scheduled preventative maintenance to plant equipment
- Replaced control transformer and float at scum well #1.
- Centrifuge #2 – operations complaint – high vibration alarm – run wash out water on manual cycle, all good
- Poly Blend #1 – operations complaint – controller in wrong program mode – reboot controller
- Assisted Contractor with Plant rehab activities
- Deragged Influent pumps
- Liftstation SCADA repairs to 12 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 27 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 1 liftstations. ( pull pumps and inspect and change seal oil)
- Utilities Division completed 86 work orders as reported in MP2 computerized maintenance management system, of which 67 were PM work requests and 19 were repair work orders.

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

- Industrial Pretreatment Program: A new permit cycle for the City's Industrial - Significant User (IU) facilities connected to the City's sewer system is underway and all significant user permit applications have been received. All current permits expire on September 30, 2012, and new permits must be in place prior to this date. Utility staff performed an initial review of the new permits. Staff intends to deliver the new permits to the IUs with ample time available for them to review and comment on prior to the implementation date.
- Staff performed the required annual inspections of the permitted facilities under the Industrial Pretreatment Program. The inspections allow the City to monitor the IU and provide a firm basis on which to issue the permits.

#### Water Supply/ Treatment and Distribution System Regulatory Activities

- The 2011 Annual Water Quality Report or Consumer Confidence Report (CCR) was distributed with the water bills throughout the month of June meeting the deadline of delivery to the customers by June 30, 2012. An advertisement was published in the News Journal on July 9 notifying the public that the City's CCR is available. The Certificate of Delivery of Consumer Confidence Report package has been prepared by staff for deliver to the Volusia County Health Department. This will complete the regulatory requirements for the 2011 CCR for the City.

#### 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, 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:

- Agenda packet preparation and creation for the July 31, 2012, City Commission meeting.
- Agenda packet preparation and creation for the July 30, 2012, City Commission Operating Budget workshop

#### Status of Department Projects

- Agenda Automation System
  - Project Status: On Going
  - Continued to provide one-on-one support to City staff during the implementation process
  - City Clerk trained Support Services staff on administrative side of system
  - Support Services staff began constructing guide for operation of MinuteTraq system
- Emergency Notification System (CodeRed)
  - Project Status: In Progress
  - Waiting on vendor to update customer database and geographic information.
  - Staff assisted citizens in signing up for the program
- Land Development Code (LDC) Conversion
  - Project Status: In Progress
  - Staff continued working with the Planning Department to have the LDC converted to a web based format.
  - Staff monitors and updates LDC amendments as needed on the City's website
  - Staff sent LDC files to vendor for conversion
- Mobile Phone Application (myOrmondBeach)
  - Project Status: In Progress
  - Staff is waiting on vendor to complete iOS version of mobile application.
- Records Management System Upgrade
  - Project Status: On Hold
  - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade
- City Clerk Transition
  - Project Status: In Progress
  - City Clerk trained staff on administrative functions of MinuteTraq
  - City Clerk trained staff on agenda preparation
  - City Clerk trained staff on election information and legal notices