

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 3, 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:

- Weekly meeting with City Attorney
- Weekly staff meeting with directors

Spoke to, attended and/or met with:

- Continued one on one budget review meetings with Commission
- Attended Rotary meeting
- Attended City Commission and Budget Advisory Board joint workshop
- Weekly conference call with FCCMA staff
- Met with Kerry Symolon regarding Team Volusia
- Attended United Way Power of the Purse event

### **Community Development**

- Planning
  - Staff attended the following meetings this week:
    - Budget meeting
    - Dimetri's On the Beach Restaurant noise assessment meeting at 79 S. Atlantic Avenue.
  - The Planning Technician interviews were completed and it appears that the Department has several good selections. Background checks, references, and salary discussions will follow the selection.
  - The Department received notice from Flagler County that a DRI Notice of Noncompliance pursuant to Florida Statute 380.06 was filed against Hunter's Ridge. A public hearing is scheduled for August 20, 2012, to hear the matter. Issuance of the Notice stops any permits or approvals to provide any extensions of service for any portion of the project outside Phase 1A until such time as the Hunter's Ridge performs substantial compliance with the order. Failed obligations to Flagler County by Hunter's Ridge include: failure to dedicate the 1,978 acre conservation/regional park area; failure to assign the hunting, equestrian and silvaculture rights over the conservation/regional park area; unauthorized timber harvesting; and conveyance of the public safety site.
  - Contact has been made with the four property owners (enclaves) to ascertain interest in annexing into Ormond Beach as part of the Chelsea Place annexation. In our meeting with Volusia County, enclaves present inefficient service issues which affect the MSTU (Municipal Taxing Services Unit) so Volusia County has requested the City to contact these enclaves for annexation. However, the entire area that includes Chelsea Place and the four property owners form a larger enclave. An argument could be put forth that annexing Chelsea Place would reduce the existing enclave – not create new enclaves. Planning will be meeting with Legal to determine the legality of this argument.

- Building Inspections, Permitting & Licensing
  - Issued 65 permits with a total valuation of \$813,237.00
  - Conducted 185 inspections
  - Issued 4 new business tax receipts
- Development Review
  - No SPRCR activities to report this week.

## **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. Staff is reviewing the material presented at the workshop and will schedule a public meeting as soon as possible. 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.

#### 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 has prepared a summary report, which will be provided to the Commission in August.
- 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 formulated marketing material for the trade show.
- 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. Much of the equipment has been removed from the store.

- Staff met with Volusia County Economic Development staff to discuss assistance with the various Enterprise Florida economic development incentive program applications.

#### Special Economic Development Projects

- Staff is preparing the details for the Economic Development/Business Assistance Fund for discussion with the Commission.
- Staff arranged a meet with Florida Hospital real estate representatives and Planning staff to discuss land use and zoning amendments in preparation for the development of the property at the former Memorial Hospital site.

#### Airport Operation and Development

- Staff is in the process of contracting the services of Slack, Johnston, and Magenheimer, Inc. to conduct the fair market value appraisal services for certain parcels of leased airside property at the airport.
- Staff reviewed a comprehensive presentation by CKS Productions regarding a proposal to host a large community event at the airport. This event is envisioned to eventually be of the same scale as annual events held at the Flagler County Airport and the New Smyrna Beach Airport, and will be designed as a unique, signature event for the City of Ormond Beach.
- Staff met with a crew from the Public Works Department to review areas on the airport that require tree clearing services, and to discuss scheduling of these services. Staff has 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.
- Annual inspection and periodic maintenance of the control tower fire suppression systems was completed this week.
- An updated survey has been completed for the proposed TowerCom communications tower site at the airport. Staff continues work to review the survey and prepare materials for review and approval by the FAA.
- An updated survey has been completed and received for FBO Areas 1 & 2 at the airport. Staff continued work this week to finalize preparation of an amended and restated lease agreement for these areas for consideration and approval by the City Commission.
- Staff completed work with the Volusia Aviation Advisory Committee to prepare and submit draft materials for the National Business Aviation Association convention in Orlando.
- 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 still under review by the Department of Transportation.
- Staff continues to work with the Engineering Division on landscape and storm water drainage improvements to the air traffic control tower site.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Finalize the five-year Capital Improvement Program.
  - Finalize the FY 2012-13 personnel and operating budget.
- Completed Projects - Weekly
  - Processed 46 Journal Entry Batches (# 4176 – 4284).
  - Approved 26 Purchase Requisitions totaling \$501,130.87.
  - Issued 19 Purchase Orders totaling \$294,324.30
  - Prepared 158 Accounts Payable checks totaling \$492,229.97 and 42 Accounts Payable EFT payments totaling \$355,324.89.
  - Processed 4,246 cash receipts totaling \$673,452.65

- Processed 954 utility bill payments through ACH totaling \$69,072.81.
- Processed and issued 1,985 utility bills with billed consumption of water of 13,297k.
- Issued 453 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Nova Community Center...New Summer Hours
    - Open Workout
    - FPL Tree Trimming
    - Youth Flag Football League Registration
    - Youth Volleyball League Registration
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements on the City's website.
    - Completed Employee Newsletter for August 2012
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### **Fire Department**

##### Weekly Statistics

- Fires: 4
- Fire Alarms: 3
- Hazardous: 4
- EMS: 62
- Motor Vehicle Accidents: 7
- Public Assists: 39

##### **TOTAL CALLS: 119**

- Aid provided to other agencies: 13 calls – Volusia County (8), Daytona Beach (4), Holly Hill (1)
- Total staff hours provided to other agencies: 32 hours
- # of overlapping calls: 17
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 49

##### Training Hours

- Aerial Operations: 2
- EMT Refresher: 12
- Leadership: 6
- Safety: 4
- Tactics: 6

##### **TOTAL TRAINING HOURS: 30**

##### Station Activities

- Updated 14 pre-fire plans
- Provided Station 92 tour for Kinder Care – 15 children
- Provided Station 91 tour for Unified Tae Kwon Do – 30 children

### Significant Incidents

- 7/26/12, 10:49 PM: South I-95 / Mile Marker 267 – Motor Vehicle Accident – Four vehicle crash on interstate – one trauma alert patient and two fatalities.
- 7/27/12, 11:35 AM: Hand Ave. / Williamson Blvd. – Single Vehicle Accident – Provided automatic aid to Volusia County – driver ran into gate at intersection – possible medical issues prior to crash – two firefighters assisted EVAC during transport to hospital due to patient in cardiac arrest.

### Human Resources

- Job Requisitions
  - Public Works Department/Water Distribution – Maintenance Worker III
  - Public Works Department/Drainage Maintenance – Maintenance Worker II
- 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. Twenty (20) 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. Waiting for position update status from Supervisor.
  - 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. Waiting for position update status from Supervisor.
  - 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. Six (6) applicants have been scheduled for interviews between 07-26-12 and 08-01-12.
  - 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.
  - 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 closed on 07-20-12. Eleven (11) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - 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. Eight (8) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.

- 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. Twelve (12) applications were received and are being entered on the applicant tracking sheet with qualifications prior to being copied and forwarded to the H.R. Director and City Manager for review.
- Screening/Interviews Scheduled
  - Leisure Services/Casements & P.A.C. – PT 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.
- Background/Reference Checks
  - 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. Candidate has been selected to begin pre-employment processing.
  - Leisure Services/Casements & P.A.C. – PT Custodian- Candidate has been selected to fill the P.A.C. position.
- Job Offers
  - Leisure Services/Casements & P.A.C. – PT Custodian- Candidate has been selected to fill The Casements position.
  - Police Department – Applicant was selected from the Police Officer eligibility list after successfully completing the pre-employment requirements and began employment on 07-23-12.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 6-30-12: 2.76% (excluding retirements)
  - Public Works/Streets – Maintenance Worker is retiring effective 08-31-12 after 38 years of service to the City of Ormond Beach.

#### Employee/City Benefits Program Update

- Legal Shield (formerly Pre-paid Legal) representative, Stacey McPherson will be available to meet with employees to discuss Legal Shield Plan Benefits and Identity Theft Shield on Wednesday, 08-08-12.
- 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. Public Information news release sent out on 07-20-12 to re-notify citizens about this benefit.

#### **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 – 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: - Applied numerous security updates to all servers.
    - Networking System: - None.
    - Work Orders: - 22 New work - 54 completed - 36 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

|                           |        |                         |        |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails     | 20,276 | Inbound E-Mails Blocked | 10,327 |
| Delivered Inbound E-Mails | 9,880  | Quarantined Messages    | 69     |
| Percentage Good Email     | 48.7%  | Virus E-Mails Blocked   | 36     |

- Notable Events: Two recent upgrades to Agenda software did not occur automatically as designed by the vendor. Required upgrading the software on each PC by staff.

- Geographical Information Systems (GIS)

- Addressing Additions: 4 Changes: 3 Corrections: 0
- Map/Information Requests: 14
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 1,653 (7.3%) potable 1,485, Irrigation 168
- Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

- Staff one on one meetings
- Supervisory staff meeting
- Parade meeting
- Soccer Club meeting
- CKS Productions regarding upcoming event at Airport
- City Commission workshop
- City Commission meeting
- Meeting with Hall Construction
- Public Works staff meeting
- City Manager weekly staff meeting
- Quality of Life Board meeting
- Park site visits

Events/Activities attended:

- Surfers With Autism event, Ponce Inlet
- 4th Annual Local Government Fair, News Journal Center
- Camp T Rec closing ceremony
- Enviro Camp
- Movies on the Halifax

- 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.
- 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 32 participants.
- Ormond Beach Golden Spikes continued summer practices on Tuesday and Thursday evenings at 5:30pm at the Sports Complex.
- The City Summer Base/Softball Clinic was held this week at Nova Field #2, 9am to 1pm, Monday through Thursday. Twenty-five boys and girls participated daily.

- The OBYBSA held their monthly meeting on Monday night, 7pm, at the PAC Conference Room.
- The Ormond Beach Soccer Club held their monthly meeting Wednesday night, 7:45pm, Soccer Meeting Room, at the Sports Complex.
- 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.
  - Prepared all baseball and softball fields for practices daily.
  - Continued spraying pesticide on all ball fields.
  - Finished summer sprinkler inspection for all fields.
  - Began verti-cutting ball fields at the Sports Complex.
  - Began top dressing fields at the Airport complex.
  - Prepped baseball infields for Bermuda seeding.
  - Employees took NIMS testing.
  - Employees took LEAPS ethics training classes.
  - Trouble shoot/repair of main irrigation pump with the help of the Stormwater Division.
  
- Senior Center
  - Scheduled July and August classes and programming coordinated through the Council on Aging were held Monday through Friday.
  - City Commission Budget Workshop was held on Monday from 5pm to 9pm.
  - 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: Show Club and Kopy Kats held regular classes.
    - Tuesday: Show club and Kopy Kats held regular classes. CMT Alumni Scholarship Benefit Show rehearsal was held.
    - Wednesday: Show Club and Kopy Kats held regular classes. Living Word Family Church met.
    - Thursday: Show Club and Kopy Kats held regular classes.
    - Friday: Show Club held regular classes. CMT Alumni Scholarship Benefit Show rehearsal was held.
    - Interior hallways were prepared for texture and paint.
  - The Performing Arts Center is preparing to host the following event:
    - CMT Alumni Scholarship Benefit Show, August 18<sup>th</sup>, 7pm, \$15.

- South Ormond Neighborhood Center
  - Splash Pad was open daily from 10am until dusk.
  - Youth Basketball was played Monday and Thursday.
  - Free play basketball was held on Tuesday from 6:30pm until close.
  - Summer Camp Connection week #3 continued Monday through Friday, 8am until 5:30pm.
  - Adult Basketball was played on Sunday and Wednesday.
  - The fitness room was open from 6pm until 9pm on weekdays.
  - Pavilions were rented Saturday and Sunday.
  
- Community Events
  - For 2012 Senior Games: assisted in planning of 2012 games, including location confirmations, updating the application, sponsorships and marketing.
  - Attended Senior Games Committee Meeting.
  - Completed weekly administrative tasks, office work, meetings and activities.
  - Processed Employee Health Fair donation(s) mail out.
  - Picked up loaned tents from OMAM for their Dogapalooza event.
  - City Commission Workshop, Monday, July 30<sup>th</sup>.
  - Attended 4<sup>th</sup> Annual Local Government Fair.
  - Attended Parade Committee meeting.
  - Attended meeting with CKS Productions and Economic Development.
  
- Gymnastics
  - August/September session classes for various age groups and levels began this week.
  - Open gym was held Monday evening.
  - Preparations were made for Ormond Pride cheerleading team to attend power tumbling classes beginning in August.
  - Implemented the new “tumble trak bar” equipment for students to practice handstand half turns and full turns.
  
- 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 continued with the second session of Summer Connection Day camp.
  - Camp T-Rec ended its second session of summer camp on Friday, with a closing ceremony at 1pm at the South Ormond Neighborhood Center.
  
- 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.
  - “Sea Life” was the theme for the fourth and final week of Enviro Camp with 31 campers attending, 8am to 5pm, Monday through Friday at The Casements.
  - The strike of Donna Oldham’s photography exhibit entitled “Perceptions 2” took place on Monday.

- A wedding rehearsal was held at Ormond Memorial Gardens on Tuesday afternoon.
- The Casements Camera Club met in the Preservation Room at The Casements on Tuesday afternoon.
- A wedding rehearsal was held at Ormond Memorial Gardens on Wednesday afternoon.
- The Guild Crafters met on Wednesday and Thursday afternoon at The Casements.
- The P.E.A.C.E. Gallery Exhibit created by Joan Baliker and Carol Bertrand was hung on Thursday. The Gallery opening was held Friday from 6pm to 8pm.
- A wedding ceremony was held in Ormond Memorial Gardens on Friday afternoon.
- Movies on the Halifax took place Friday evening with "The Haunted Mansion" being the feature presentation.
- The Casements will be closed to the general public on Monday, August 6, 2012, for FPL to work on correcting a power issue within the building. The work is anticipated to take the entire day. Limited staff will be in the building. The Casements Guild will not be conducting tours.
  
- Parks and Irrigation
  - Removed graffiti from the men's room at Sanchez Park.
  - Installed a new BBQ grill and repaired a damaged picnic table at Waldo O. Berry Heritage Park.
  - Repaired a hose bib lock at Fortunato Park.
  - Assisted Building Maintenance with electrical repairs on the Fortunato Park pier.
  - Removed graffiti from the men's room at Central Park I.
  - Transported surplus furniture from Ames House to Fleet Maintenance.
  - Installed restroom signage at Limitless playground.
  - Trimmed palm trees at the Birthplace of Speed Park.
  - Removed a damaged digger apparatus from the Magic Forest playground.
  - Performed City wide safety inspections of parks and equipment.
  - Performed weekly inspections of park facilities for reservations.
  - Lowered flags to half staff for the Colorado shooting.
  - Inspected medians in the City for chinch bugs.
  - Ran zones on S. US 1 medians.
  - Ran zones on W. Granada Blvd. medians, replaced 2 damaged rotors and adjusted them.
  - Installed a new battery on the A1A median timer, ran zones, and replaced 1 damaged head.
  - Installed a new solenoid and cleaned snails from the valve at Nova Rec.
  - Ran zones at Old Kings Rd. retention pond, checked bubbler and sprays.
  - Reset the timer at Fire Station #94.
  - Installed a new tree stake and rope on W. Granada Blvd. median #1.
  - At The Casements, dug a hole, planted a tree and back filled the hole.
  - Replaced a rotor on ball field #2 at Nova ball fields.
  
- Building Maintenance
  - Performed weekly inspection of airfield lighting and signage.
  - Performed daily preventive maintenance of City vehicles and equipment
  - Continued fourth quarter preventive maintenance service on City wide A/C systems.
  - Repaired the controlled access gate at the Water Plant.
  - Attempted to repair the lanyard on the Senior Center flag pole.
  - Approved final work on chiller taps at City Hall.
  - Performed fire inspections at City Hall, Ames Park and the Art Museum.
  - Repaired the conduit under Cassen Park fishing pier.
  - Repaired Airport runway lights.
  - Repaired lights at City Hall.
  - Made agility test hurdles for the Police Dept.

- Met with a contractor for weed control quotes for the Airport.
- Installed a new pipe gate for the lift station.
- Repaired a toilet in the first floor ladies restroom at City Hall.
- Repaired a urinal in the men's restroom at the Senior Center, building B.
- Met with Orkin Pest Control for the Senior Center.
- Met with inspectors for Waste Water Treatment Plant entrance repair.
- Made Senior Center office keys for D&A Cleaning.
- Remodeled the office maintenance building at Nova Rec.

### **Police Department**

#### Administrative Services

- Attended bi-weekly meeting with City Manager
- Attended monthly Volusia & Flagler Police Chief's Association meeting.
- Attended Operating Budget Workshop
- Attended weekly Police Department and Department Head staff meetings.
- Attended Missing & Abducted Children training.

#### Community Outreach

- Youths painted the summer mural project at the South Ormond Neighborhood Center. The mural is targeted for completion by August 10<sup>th</sup>.
- Youths in the SONC/OBPAL summer program participated in a field trip to SeaWorld on Friday August 3.
- 18 youths participated in the Summer Tutoring program.
- 10 YDC youths presented a reader's theater program to Easter Seals on August 1.

#### Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 14
- Cases Exceptionally Cleared: 8
- Inactive: 12
- Fraud: 6
- Burglary Residential: 6
- Larceny Car break: 7
- Grand Theft: 7
- Auto Theft: 2
- Offense Against Family/DCF Reports: 2

#### Comments:

- Car Burglary – car burglary occurred at Pirates Cove and Cassen Park on 07/30/2012, suspects were located at the Motel 6 in Ormond Beach. Boyfriend/girlfriend team that confessed to over 20 car burglaries in Ormond Beach and VCSO jurisdiction. Several items have been recovered from previous car burglaries and both subjects were arrested. More complaint affidavits to follow.
- The Drug Task Force did 7 buy walks.

#### Community Service/Animal Service

- Total Animal Calls: 70
- Total Animal Reports: 11
- Total Animals Returned to Owners: 1 Dog
- Total Animals to Flagler Humane Society: 12 (11 Cats/ 1 Dog)
- Total Number of Sick/Injured Animals: 3 (1 Bird/1 Squirrel to Rehab and 1 Deer Euthanized by Officer)

Records

- Walk - Ins / Window 146
- Phone Calls 226
- Arrest / NTA'S 28
- Citations Issued 212
- Citations Entered 200
- Reports Generated 154
- Reports Entered 161
- Mail / Faxes / Request 67

Patrol

- Total Calls 1,661
- Total Traffic Stops 266

Operations

Crime Opportunity Reporting Forms issued: 108

- 7-26-12 Burglary at 294 Fir St. Former tenants stole items from the home.
- 7-26-12 Warrant arrest at 1478 W. Granada Bv.
- 7-26-12 Narcotics at Harvard and S. Atlantic. A traffic stop resulted in two arrests.
- 7-27-12 Car Burglary at 1102 W. Granada. A purse was stolen from unlocked car.
- 7-27-12 Retail Theft at Walmart. An adult female was arrested for shoplifting.
- 7-27-12 Car Burglary at Cassen Park. A purse was stolen from a vehicle.
- 7-27-12 Trespassing at the Rockin' Ranch. Notice to appear was issued.
- 7-27-12 Disturbance at 700 S. Nova Rd. A male was arrested for disorderly conduct.
- 7-28-12 Car Burglary at 6 Rainbow Falls. Firearm and jewelry were stolen.
- 7-28-12 Auto Theft at 710 Flamingo Dr. A vehicle was stolen from the driveway.
- 7-28-12 Grand Theft of jewelry from a unit at the Oceans East condominium.
- 7-28-12 Burglary at 321 Hand Ave. A storage unit was entered and items taken.
- 7-28-12 Burglary at 702 Virginia Terrace. The home was entered and vandalized.
- 7-28-12 Disturbance at 489 Lakebridge Dr. A male was arrested for domestic violence.
- 7-29-12 Car Burglary at the Sleep Inn. A purse was taken from an unlocked vehicle.
- 7-29-12 Car Burglary (2) at 1 N. Beach St. Windows were broken out and a purse was taken.
- 7-30-12 Car Burglary at Pirates Cove on S. Atlantic Ave.
- 7-31-12 Retail Theft at Beall's 1458 W. Granada Bv. One adult female was arrested.
- 7-31-12 Theft from 610 Santa Ana St. Jewelry stolen by a known suspect.

Traffic Unit:

- 12-07-00573, Hit and Run Crash / Narcotics / Arrest, Hand Avenue / Orchard Street. Driver crashed into the detour barricades and left the scene. He was located at 347 S Orchard Street. Investigation led to arrest of driver for leaving the scene of a crash and possession of narcotics.
- SMART Trailer deployed to the Hand Avenue detour on Orchard Street.
- Speed survey conducted at the 300 BLK Riverside Drive. 1,200 vehicles, 48 hours, average speed 19 MPH. Enforcement continues.
- Radar re-certifications department-wide.
- Traffic Citations 164
- Parking Citations 1
- Crash - No Inj. 14
- Crash - Injury 6
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park Corridor
    - Fleming Avenue

- Hand Avenue
- Division Avenue
- N. US 1
- N. Beach Street
- Enforced Complaints:
  - John Anderson Drive
  - Dix Avenue
  - Clyde Morris Blvd.
  - Riverside Drive
  - Beach Street
  - Breakaway Trails
  - Southern Pines (parking)

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases Initiated
- Zone 2: 14 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Case initiated
- 75 signs have either been removed or sign cases created
- 13 tree removal permit requests
- Administrative staff assisted with one walk-in and fifty-nine (59) 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. The roof repair is scheduled to be completed by August 22, 2012.
- 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. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case is scheduled for the Special Magistrate hearing on September 24, 2012.

#### Public Works

- Engineering
  - Construction Projects:
    - Roadway Resurfacing- At this point in the project, Deer Lake Circle, Fiesta Drive, Big Buck Trail and Misners Trail have been paved.
    - Transfer Station Pump Station- Contractor is acquiring equipment.
    - SR 40 Sidewalk / Trail Phase III- The project construction is complete and final closeout is in progress.

- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – The TECO gas main that was encountered in the path of the US1 jack and bore operation on the west side of US1 has been offset and the jack and bore proceeded to cross the highway, until an abandoned underground vault located just off of the shoulder on the east side of US1, stopped the push from continuing. Contractor will excavate and demolish the abandoned structure in order to complete the jack & bore.
- Tomoka State Park- The trail is approximately 90% complete. Construction of a boardwalk to cross a small historic drainage ditch began. Staff talked with the FDOT about a proposed 100 foot extension on the east side of N. Beach Street towards the north end of the trail to connect the path crossing up to the park entrance gates. Staff met with DEP, and Forestry management about this plan and all agreed to it and it will be included with the current work on the project. Sufficient funding is available within the approved contract due to under run of quantities for concrete.
- Andy Romano Beachfront Park –The contractor has installed water mains, sewer, and storm mains east of the CCCL line. Service connections were made and meters set on the west side. Construction of the storm water collection system is underway. The foundation for the concession/bathroom facility is being prepared.
- Hand Avenue – The contractor has started work at US1 with milling of the asphalt roadway and water main installation. The jack and bore under the RR tracks was completed. Work on the storm water collection system is underway. Contractor is in the process of clearing the new water main so it can be placed into service and allow the old water main to be removed.
- US1 & Nova Turnlane- The FDOT contractor began construction on June 24<sup>th</sup>. The work is scheduled to be completed by September 15<sup>th</sup>.
- Sanchez Park Playground - Staff is in the process of finalizing the contracts and scheduling a pre-construction meeting.
- OBSC T-Ball Fields – Staff is in the process of finalizing the contracts and scheduling a pre-construction meeting.
- Wastewater Treatment Plant Expansion and Rehabilitation – Chlorine Contact Tanks walls have been poured, the internal recycle piping was completed. The base slab for the blowers was completed, the mold remediation work in the admin building was completed, demolition of the effluent transfer pumps, piping and slab were completed. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 60 days. 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.
- N. Halifax Dr. Improvements- Project is out for bidding. Future watermain replacement stub-outs were designed for those roads off of N. Halifax Drive which will have future 2-inch watermain replacements. The stub-outs will allow future watermain work on those roads to occur without impacting the new road construction on N. Halifax Drive.

#### 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.
- Nova Street Light Painting- Received written quotations for street light repainting. Processing purchase order.
- Nova Community Park Basketball Court- Hall Construction is preparing a written proposal for staff review.
- Nova Community Park Racquetball Court- Hall Construction is preparing a written proposal for staff review.

- Nova Community Park Master Plan- The proposed plan is scheduled to be presented to the Leisure Service and Quality of Life Board in September.
- 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- Preliminary design has started after completion of the site surveys.
- 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 – Bid opening was held on July 11<sup>th</sup>. Award of Bid is being prepared for City Commission.
- Downtown Medians- The proposed landscape, irrigation and lighting plan have been submitted for FDOT review.
- Tymber Creek Phase I – Project is currently out for bid.
- Side Street Lighting Conversion- The material purchase bid was awarded at the July 31<sup>st</sup> City Commission meeting.
- 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 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:

- FDOT District 5 Community Traffic Safety - Attended workshop, which included representatives from cities in Volusia County, the Highway Department and various police departments to discuss accident reports and focused areas of concern where safety improvements are needed.
- Processed project invoices/pay requests totaling \$376,473
- Prepared a work authorization totaling \$8,854

Other:

- Created and provided city wide shape files drawings for the water service area on the North Peninsula regarding the 2" watermain replacement project per consultant request.
- Completed elevation survey of the Sharon Terrace / N. Beach St. intersection for storm inlet and curb and gutter reconstruction and created site plan drawing of same per Streets Division request.
- Completed field surveys of the John Anderson Dr. roadway reconstruction and S. Peninsula 2" watermain replacement projects.

Customer Service:

- Researched and provided minimum and maximum slope requirements for residential lot grading per contractor request.
- Provided lot and plat survey information to homeowner at Harbor Lights Dr.
- Provided pictures of miscellaneous SR40 intersections to reflect emergency generator locations per Volusia County Engineering request.

Meetings:

- Onsite meeting with contractor and homeowner at 765 N Beach St. to discuss grading options to alleviate ponding of water on property.
- Meeting with Planning Division and homeowner regarding dock built without permit.
- Hand Avenue and Andy Romano Beachfront Park weekly progress meetings were attended. Progress on both projects is on schedule.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Repaired potholes Citywide
- Repaired asphalt for Water Distribution on S Orchard St.
- Cut, removed, and formed concrete at sidewalk on Granada Blvd near Lowes
- Cut concrete at sidewalk on Buena Vista Ave
- Removed and formed concrete at sidewalk on Granada Blvd near Chik-Fil-A
- Removed and formed concrete at Fleming Ave and Laurel Dr

- 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
- Trimmed over road on Old Kings Rd
- Trimmed at Senior Center
- Removed trees at Thompson Creek Rd
- Trimmed at Fire Station #93
- Trimmed on Woodmere Cir
- Trimmed on Lindenwood Cir North and West
- Removed invasive plants at Memorial Gardens parking lot

- 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
- FDOT weed control on US1 and A1A
- Assisted concrete crew on Buena Vista Ave
- Assisted Park Maintenance with coquina rocks at Central Park and Airport Sports

Sign Shop

- Repaired, replaced or installed signs at the following locations:
  - Replaced bent post and Stop Sign on Flagler Rd and Broadway Ave due to damage from a vehicle
  - Installed new sign at the Gateway Sign complex on S Yonge St and Arroyo Pkwy. Urban Forestry assisted by using the Tree Truck to install the sign. The sign was provided by Leisure Services and says "Playful City USA"
  - Installed rumble strips on Corbin Ave in front of Ormond Beach Elementary School
  - Continuing to fabricate new high intensity prismatic street names for intersections on beachside, north of East Granada Blvd
  - Replaced Stop Sign at Putting Green Ln and County Club Dr
  - Replaced Stop Sign and straightened post on Fairway Dr and Golfview Ln
  - Straightened sign post on Country Club Dr
  - Replaced Stop Sign at Fairway Dr and Country Club Dr
  - Replaced Stop Sign at Fairway Dr and Ocean Shore Blvd
  - Replaced Stop Sign at County Club Dr and N Halifax Dr

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ditch and Right of Way mowing
  - Railroad tracks and Hand Ave; 100,691 sq ft
  - Tomoka Ave and Granada Blvd; 17,000 sq ft
  - Northside Dr; 22,000 sq ft
  - Fleming Ave and Charleston Sq; 7,200 sq ft
  - N US1 Hwy; 212,000 sq ft
  - Granada Blvd; 393,539 sq ft
- Bush hog mowing
  - US1: 230,620 sq ft
  - Granada Blvd, north side; 126,200 sq ft
- Vaccon
  - Palmetto Ave and Marvin Rd; 1 basin; 700 gal
  - Fleming Ave and Laurel Oaks Cir; 1 basin, 500 gal
- Cleaned outfall at Arbor Dr and S Beach Street
- Cleaned Nova Rd FDOT ponds
- Sprayed S Nova Rd pond
- Mowed US1 with Reachout mower
- Mowed US1 ditches with slope mower; 65,300 sq ft

Street Sweeping/Streetsweeper

- 108 miles of road cleaned (4 days)
- 23.0 cubic yards of debris removed (4 days)

- Fleet

Mileage Traveled by all City Departments for the week  
32,289

PM Services completed for the week:

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

8

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 8,034 gallons of unleaded and 6,393 gallons of diesel fuel on hand.
- Fleet completed 57 work orders this week.

- Utilities

- Chemical Bids – Bids are due on August 9 at Palm Coast. Prepared a response for Addendum 1 concerning delivery of corrosion control totes to the water plant.
- Concentrate Disposal Study – Plans and specifications comments are being incorporated into the final bid documents. Bid drawings will be sent to FDEP once they are finalized.
- Division Avenue Well Field Raw Water Piping – A meeting was held with the consultant prior to beginning the modeling to predict the chloride concentration contained in the water after the Division Avenue wells are re-routed to the north raw water main entrance to the plant.
- WWTP Dewatering Station Bypass Project – Construction is scheduled to begin in October 2012 with Brasfield & Gorrie performing work.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Met to discuss how the CCC will affect the implementation of providing reuse to the Breakaway Trails and Hunter's Ridge Service areas. A wastewater operating permit modification will be required. The CC provided feedback to staff to retool the proposed plan based on several considerations.
- Airport Road Force Main/ Reuse Main Extension – Reclaimed water main connections are being made to the reclaimed water storage tanks at Breakaway Trails. 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 – McKim and Creed is preparing the design drawings for this project.
- Hand Avenue Extension – Work on the storm water collection and water distribution system is underway.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer.
- Ormond Beach Wastewater Treatment Plant Expansion – The internal recycle piping was completed and Recycle Pump 3 was placed in service. The base slab for the blowers was completed. The mold remediation work in the administration building was completed. The demolition of the effluent transfer pumps, piping and slab were completed. Clarifier #4 was inspected, damaged components were replaced and it was placed back into service. Structural work is being performed at equalization tanks to include floor concrete pours.
- 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>. Field checked potential connections to the water main on North Halifax to assist with the design effort to include piping that needs to be installed before the road work is completed.
- Pretreatment Effluent Pump (PEP) Replacement – The contract for replacement pumps was awarded to Lucas Technologies (Res 2012-110)
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. Prepared a design proposal for the project. The design proposal from John Searcy & Associates was reviewed and additional information was requested.

- 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 Project – Bids are being obtained by Volusia County as part of the Tymber Creek widening project between State Road 40 and Peruvian Lane. The bid date was extended to August 19<sup>th</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: Reviewed revised site plan for Batniji Medical Office.
- Received preliminary approval of draft Sewer Use Ordinance from FDEP. First reading Ordinance 2012-29 and Local Limits Resolution 2012-107 approved by CC consideration on July 31.
- WWTP Sludge Conveyor System Replacement – Brasfield and Gorrie intends to perform the rehabilitation in October.
- Transfer Station Lift Station Upgrades – Equipment is being ordered and the contract has been executed.
- WWTP Operation Permit – The first quarterly report was sent to comply with the FDEP consent order requirements.
  
- Water Distribution
  - Exchanged 38 residential water meters
  - Responded to and/or repaired 8 water service leaks
  - Replaced 5 water services due to aged piping
  - Repaired/replaced 21 meter boxes
  - Responded to 6 low pressure complaints
  - Flushed 16 cloudy water complaints, assisted 4 customers with misc. water issues.
  - Water main repairs: 2" GSP on Highwood Ridge Trail
  - Meter testing: tested 7-2", 2-3" and a 10" commercial water meters. 1- 3" meter needed repair. 1- ¾" residential water meter tested due to a billing issue.
  - Continued city owned fire hydrant maintenance program: 25 hydrants have been checked for operation and any maintenance needed has been completed.
  - Flushing: N St. Andrews Dr, S St. Andrews Dr, Pine Valley Cir, Pebble Beach Dr, Tomoka View Dr, Alanwood Dr, Oakmont Cir, Rio Pinar Dr, River Bluff Dr, Eagle Dr
  - Relocate 2" water main at Hand Ave and Parque Dr to accommodate the installation of a new storm drain system
  - Locate and GPS valves and water main to correct inaccuracy of as-built information in our drawing and mapping system for Alanwood Drive.
  - Utility locate service for Water/wastewater/reuse: 126 regular and 2 emergency locate have been completed
  
- Water Treatment
  - Delivered to distribution system 41.259 million gallons for week ending July 29, 2012 (Average day for weekly period @ 5.894 MGD)
  - Backwashed 12 filters for a total of 459,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators under full load for routine PM.
  - Sampled, cleared and rescinded one Precautionary Boil Water notices.

- Waste Water Collection – Reuse
  - Crews responded to five trouble calls out west Breakaway/Hunters Ridge. Area and three in town.
  - Televised eleven sewer laterals.
  - Root controlled eleven, cleaned fifteen sewer laterals
  - Repaired sewer lateral at 134 Dix Ave.
  - Adjusted clean out at 613 Robin Rd.
  - Cleaned out drain line valves at wastewater plant for B&G.
  - Drained storage tanks at Breakaway for reuse project tank modifications.
  - Ongoing flushing of reuse on beach side.
  - Checked force main pressure at 1800 US 1. (8 psi)
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Checked irrigation system at Breakaway and Hunters Ridge.
  - Repaired sink hole on Country Club Dr. – out of service drainage pipe not grouted properly prior to historic backfill activities.
  
- Waste Water Treatment
  - Weekly domestic - industrial wastewater flow @ 27.53 Million Gallons.
  - Produced 15.62 Million Gallons of Reuse.
  - Produced 11.91 Million Gallons of Surface Water Discharge.
  - Weekly influent flows average @ 3.93 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 135.61 (14%-18% Solids).
  - Submitted Ground Water Monitoring Report to FDEP.
  - Submitted Chronic Bioassay Report to FDEP.
  - Submitted Quarterly Report for Consent Order 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
  - Continued installation of new sample ports in Hudson Wellfield, work includes relocation of ports to outside building.
  - Replaced the packing on the #2 Backwash transfer pump.
  - Repaired the sample port at Nova and US1 for sample technician.
  - Repairing monitoring well sample pump.
  - Assisted ballfield maintenance personnel at Hull Road with irrigation pump house equipment repair and operation.
  - Painting air scrubber control cabinets white to reduce heat from exposure to sun.
  - Restored communication to well 29.
  - Truck 376 to Fleet for service
  - Flushed the hoses for the Claricones and reamed out the injection ports
  - Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway. All wells functioning
  - 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
  - Replaced Towne Square LS #2 circuit breaker to pump.
  - Replaced overloads at Airport Business Park liftstation.
  - Truck 366 to Fleet for service twice due to crane issues.
  - Aberdeen #1 – high run hours – found probe stuck to emergency cable – relocated and cleaned probe – all OK

- Adjusted belts on Centrifuge #1
- R.A.S. Room – customer complaint of manifold valve not working – exercise valve as needed
- 5M – test Flygt controller during generator operation – generator transfer switch problem – turned over to Fleet for generator issue – APP 731 controller test is all OK
- 6M – SCADA - pump #2 stuck on – clean transducer
- Walmart – SCADA - uneven starts – reset motor starter
- 8M2 – SCADA – no starts pump #2 – reset motor starter
- Assisted Contractor with Plant rehab activities.
- Deragged submersible aerators daily.
- Deragged Influent pumps.
- Liftstation SCADA repairs to 11 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 23 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 5 liftstations. ( pull pumps and inspect and change seal oil)
- Utilities Division completed 106 work orders as reported in MP2 computerized maintenance management system, of which 86 were PM work requests and 20 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 with all significant user permit applications 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 IU's with ample time for IU review and comment prior to the implementation date.
- The Commission approved Resolution No. 2012-107 authorizing Publicly Owned Treatment Works local limits as associated with the City's Sewer Use Ordinance and FDEP requirements. This will allow staff to update the allowable concentrations of pollutants to the permitted facilities from time to time and during wastewater treatment operating permit renewal cycles while eliminating the need to amend the current ordinance as a result. The Commission also approved the first reading of the revised Sewer Use Ordinance. The new ordinance will be utilized in issuing the new permits.
- 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. With the inspections completed, staff is issuing inspection reports to each of the IU's. The report will inform the facilities of any deficiencies as well as the positive aspects of the site visit.
- Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunter's Ridge. Utility staff is gathering information to apply for a waste water permit modification to include these areas in the reclaimed water service area.

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

- Cross Connection Control Program: Staff began reviewing the City's Cross Connection Control Plan. The plan is under consideration to ensure coverage for the expansion of the reuse supply area as well as meeting all regulatory requirements. Many recommendations for modifications were expressed during the meeting and a first draft of the plan is forthcoming.
- The City's cross connection control contractor issued a comprehensive commercial facility inspection and survey report to staff. Staff is currently reviewing the data to pursue any follow up activities with regard to the City improving compliance with this program.

**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:

- Staff attended the weekly City Manager Staff Meeting.
- Staff attended and provided support for the July 30, 2012, Operating Budget Workshop.
- Staff attended and provided support for the July 31, 2012, City Commission Meeting.
- Staff attended and provided support for the August 2, 2012, Quality of Life Advisory Board meeting.
- Agenda packet preparation and creation for the August 8, 2012, City Commission meeting.
- Agenda packet preparation and creation for the Pension Boards on August 10, 2012.

**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
  - 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
- 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