

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 10, 2012

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 staff meeting with Directors
- Weekly meetings with City Attorney, Acting City Clerk, HR Directors,
- Monthly meeting with Risk Manager
- Met with Economic Development Director on upcoming projects
- Participated in City Clerk interviews
- Weekly budget discussion with Assistant City Manager and Finance Director
- Meeting with City staff to discuss fluoride workshop
- Attended meeting with City Attorney, Planning Director and outside legal counsel to discuss pending litigation.

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended National Night Out
- Participated in Team Volusia CEO/President interviews
- Presented shovels from beachfront park groundbreaking to County Council
- Held FCCMA budget meeting with FCCMA executive committee and Fiscal and Administrative Affairs Committee chair

Community Development

- Planning
 - Staff met with Zev Cohen Associates and John Adams related to the vacant Memorial Hospital property. The property is 28.9633 acres of which 14.8351 acres are Public Institutional land use while the other half is Office Professional. At the very least the Public Institutional will require a land use plan amendment. Depending on the ultimate desired use of the property, the entire parcel may require a land use plan amendment. It will not be a small scale amendment but it can be processed through the expedited state review process assuming no critical state facilities are impacted by the plan amendment.
 - Timeframe for completion of a land use plan amendment is between 130-160 days. The following steps were discussed:
 - a) 45-60 days to get through Planning Board and 1st Reading and transmittal of the Ordinance by the CC to state agencies. During this time, transmittal to the VGMC will occur.
 - b) Within 10 days transmit to state agencies for review and comment
 - c) Upon receipt of amendment state agencies have 30 days to send comments to the OB.
 - d) 14-21 days to schedule CC for 2nd and final reading

- e) Within 10 days transmit adopted amendment package to DEO
 - f) DEO will notify OB of any deficiencies within 5 days of receipt of transmittal of amendment
 - g) Amendment is effective 31 days (appeal period) after OB is notified that the amendment package is complete.
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- Staff met with Volusia County School District staff along with representatives of Tomoka Holdings regarding school concurrency and the proposed dedication of two school sites.
 - Staff held a workshop with the Planning Board to review the draft Finding of Necessity (establishes a need for a CRA designation) as a precursor to the preparation of a Master Redevelopment Plan for the US 1 corridor.
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- Building Inspections, Permitting & Licensing
 - Issued 74 permits with a total valuation of \$939,431.00
 - Conducted 183 inspections
 - Issued 8 new business tax receipts

 - Development Review
 - Meeting with Applicants:
 - a) Pre-construction meeting: Cardinal Drive Lifeguard Station, 301 Cardinal Drive, SPRC #11-23.
 - b) Meeting with representatives of Wal-Mart in regards to the seasonal outdoor storage of trailers that would require a public hearing approval.
 - c) Meeting with applicant regarding re-zoning the property at 146 North Orchard Street to I-1 (industrial). The property has recently undergone a land use change from "Office/Professional" to "Industrial/Utilities".
 - Projects under review:
 - a) Tomoka Christian Church, 1450 Hand Avenue – modification to utilities based on site conditions

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 finding 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.
- Staff worked with the business in Park to facilitate the restoration of an ATT communications service disruption.

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 continues to work with CKS Productions regarding a proposal to host a large community event at the airport. Staff has requested that the initial proposal be scaled to work within an area of airport property that will allow for normal airport operations to continue uninterrupted.
- 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 advised the ADO that construction bids for our Taxiway Alpha Relocation & General Airfield Improvements project will expire on September 6, 2012 and that the City will be required to re-bid the project if unable to award a construction contract prior to that date.
- An updated survey has been completed for the proposed TowerCom communications tower site at the airport. A proposed option and ground lease agreement is under review, and staff continues work to prepare this and other 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 is working to review the updated survey with the respective lessees of that property, and continues work to finalize preparation of an amended and restated lease agreement for these areas for consideration and approval by the City Commission.
- Staff continues to work with the Volusia Aviation Advisory Committee to prepare for the National Business Aviation Association convention in Orlando this October.

- Staff continues to work with the Engineering Department 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 34 Journal Entry Batches (# 4288 – 4363).
 - Approved 15 Purchase Requisitions totaling \$161,727.77.
 - Issued 25 Purchase Orders totaling \$502,186.33.
 - Held opening for RFP No. 2012-24, Employee Group Health & Welfare Insurance Benefits on 8/6/2012.
 - Mailed Letter of Intent to Award for Bid No. 2012-20, Central Park Paving, Fleming Ave & Hammock Lane, on 8/7/2012.
 - Held opening for Bid No. 2012-21, North Halifax Drive Rehabilitation, on 8/8/2012.
 - Prepared 152 Accounts Payable checks totaling \$149,481.14 and 36 Accounts Payable EFT payments totaling \$380,221.68.
 - Prepared 62 Payroll checks totaling \$45,130.75 and 322 Direct Deposits totaling \$374,701.07.
 - Transferred IRS 941 payment of \$134,035.13.
 - Processed 4,608 cash receipts totaling \$708,454.95
 - Processed 1,061 utility bill payments through ACH totaling \$55,627.20.
 - Processed and issued 4,838 utility bills with billed consumption of water of 21,705k.
 - Issued 636 past due notices on utility accounts.
- Grants/PIO
 - Press Releases
 - 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 mandatory ECHO workshop for FY 12-13 applications.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 2
- Hazardous: 1
- EMS: 66
- Motor Vehicle Accidents: 9
- Public Assists: 32

TOTAL CALLS: 113

- Aid provided to other agencies: 14 calls – Volusia County (9), Daytona Beach (4), Holly Hill (1)

- Total staff hours provided to other agencies: 17 hours
- # of overlapping calls: 19
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 48

Training Hours

- Aerial Operations: 2
- EMT Refresher: 4
- Pediatric Injuries: 20
- Tactics: 6

TOTAL TRAINING HOURS: 32

Station Activities

- Updated 36 pre-fire plans
- Conducted 4 fire inspections
- Participated in Open House at KinderCare – 30 children and parents

Significant Incidents

- 7/30/12, 1:00 PM: 1109 Northside Dr. – Brush Fire – Caused by lightning strike – located behind address ¼ mile on border of Tomoka State Park – utilized 2000 gallons of water with foam – cleared scene at 4:33 PM.
- 7/30/12, 1:21 PM: 275 Williamson Blvd. – Brush Fire – Responded to Volusia County – upon arrival found smoke column in woods behind Love Whole Foods – fire slow moving in light fuel and pine trees – assisted county crews – cleared scene at 3:02 PM.

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 have been scheduled for four (4) candidates on 07-13-12.
 - 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. Eight (8) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department 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.
 - 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 qualification prior to being copied and forwarded to the H.R. Director and City Manager for review. Interviews with two candidates were conducted on 08-07-12.

- 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. Interviews scheduled for the week of August 13th.
- 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. Selected candidate failed background. Department to select another candidate.
 - Leisure Services - P.A.C. – PT Custodian – Selected candidate failed background. Department to select another candidate.
 - 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. Selected candidate to undergo background screening process.
- Job Offers
 - 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. Selected candidate was extended conditional offer of employment effective 08-27-12.
- Promotions
 - 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. Internal candidate was selected effective date TBD.
 - 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. Eleven (11) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Internal candidate selected effective 09-03-12
- 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.
 - Finance – Account Clerk II resigned effective 08-06-12.
 - Leisure Services – Special Events – PT Events Technician resigned effective 07-30-12.
 - Police – Police Officer resigned effective 08-03-12.

Employee/City Benefits Program Update

- Legal Shield (formerly Pre-paid Legal) representative met with employees to discuss Legal Shield Plan Benefits and Identity Theft Shield on 08-08-12.

Training & Development Opportunities

- The City of Ormond Beach LEAPS Academy started "Ethics in the Workplace" training for all full time employees. The last scheduled training sessions will be held 08-15-12 and 08-16-12. To date, 80% of Full Time employees have attended the training sessions.

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: - None.
 - Networking System: - None.
 - Work Orders: - 28 New work - 50 completed - 29 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,019	Inbound E-Mails Blocked	14,125
Delivered Inbound E-Mails	9,813	Quarantined Messages	81
Percentage Good Email	40.9%	Virus E-Mails Blocked	127

- Notable Events: Began email address update project. Implementing Firstname.Lastname@ormondbeach.org as the new standard. The existing old format (lastname@ormondbeach.org) email addresses will be valid for the foreseeable future. This modernizes the email addresses and nearly eliminates the duplicates issue caused by multiple employees with the same last name.
- Geographical Information Systems (GIS)
 - Addressing Additions: 6 Changes: 3 Corrections: 0
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 1,900 (8.4%) potable 1,726, Irrigation 174
 - Notable Events: None.

Leisure Services

- Administration
 - Meetings attended/hosted:
 - Staff one on one meetings
 - Supervisory staff meeting
 - Public Works staff meeting
 - City Manager's weekly staff meeting
 - Park maintenance follow up meeting

- City Commission meeting
- Volusia County Council meeting
- Project ROMP – meet with Play by Design representative
- Park visits
- Interviews for Athletic field Maintenance Worker 4
- Met with painting contractor to discuss progress of City Hall project
- Met with landscaping contractor to discuss items
- Attended Andy Romano Beachfront Park progress meeting
- Athletic Field maintenance staff meeting
- R&R Budget Review
- Operating Budgets reviews

Events/Activities attended:

- National Night Out event
- 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 Coed Softball Fall League held its annual pre-season meeting on Tuesday night at 6pm at the Sports Complex, Sports Office.
 - Ormond Beach Golden Spikes continued summer practices on Tuesday through Thursday evenings at 5:30pm at the Sports Complex.
 - The City Summer Golf Clinic was held this week at the Sports Complex Rotary Fields from 9am to 12pm, Monday through Friday. 15 boys and girls participated daily.
 - The Ormond Beach Soccer Club started their fall competitive soccer practices, which are held Monday through Friday, 6pm to 8pm.
- 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.
 - Maintenance and cleaning of new entrance sign to the Airport Sports Complex.
 - Prepared all baseball and softball fields for practices daily.
 - Continued spraying pesticide on all ball fields.
 - Began verti-cutting ball fields at the Sports Complex.
 - Began top dressing fields at the Sports Complex.
 - Finished taking NIMS testing.
 - Continued taking LEAPS ethics training classes in assorted groups.
 - Trouble shooting/repair of the main irrigation pump, with the help of the Public Works department.
 - Top dressed the practice field at OBMS.

- Edged all clay infields.
- Senior Center
 - August classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Civil Air Patrol met on Monday from 6:30pm 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: Kopy Kats held regular classes.
 - Tuesday: Show club held regular classes.
 - Wednesday: Show Club held regular classes. Living Word Family Church met.
 - Thursday: Kopy Kats held regular classes. CMT Alumni Scholarship Benefit Show rehearsal was held.
 - Friday: Show Club held regular classes. CMT Alumni Scholarship Benefit Show rehearsal was held.
 - Interior hallways were painted throughout the week.
 - The Performing Arts Center is preparing to host the following event:
 - CMT Alumni Scholarship Benefit Show, August 18th, 7pm, \$15.
- South Ormond Neighborhood Center
 - Splash Pad was open daily from 10am until dusk.
 - Youth Basketball held their end of season cookout.
 - Free play basketball was held on Tuesday from 6:30pm until close.
 - Summer Camp Connection week #4 continued Monday through Friday, 8am until 5:30pm.
 - Adult Basketball league finals were played on Sunday.
 - The fitness room was open from 6pm until 9pm on weekdays.
 - Pavilions were rented Saturday and Sunday.
- Community Events
 - For 2012 Senior Games: assisted with printing and mail out of application, assisted with planning of opening and closing ceremonies.
 - Processed Employee Health Fair donation(s) mail out.
 - Assisted with National Night Out, including the set-up, working event and strike of event, Tuesday, August 7th.
 - Delivered Independence Day sponsorship plaques.
 - Met with Tomoka State Park staff and Ormond Scenic Loop & Trail for Trail Ribbon Cutting event.
 - Met with Oceanside Country Club to review logistics for State of the City luncheon.
 - Researched quotes for Facility Fee equipment purchases.
 - Interdepartmental mail duty on Monday and Friday.
 - Completed weekly administrative tasks, office work, meetings and activities.
- Gymnastics
 - August/September session classes for various age groups and levels continued this week.
 - Open gym was held Monday evening.
- 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.
- Nova Community center held its final week of Summer Connection Day camp this week.
- Camp T-Rec counselors broke down camp and placed supplies into storage.
- National Night Out took place on Thursday. Many people from the community came to enjoy the event.

- The Casements
 - Classes met this week including Pilates and Yoga Groove.
 - Tours continued from 10am to 4pm Tuesday through Friday and Saturday from 10am to 11:30am.
 - The PEACE Gallery exhibit will be on display at The Casements through the month of August.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - The Casements was closed on Monday for FPL power repair.
 - The strike of Ormond MainStreet's ArtCentric event took place on Monday.
 - Staff and counselors packed and inventoried Enviro camp supplies Monday through Friday, and held a post-camp evaluation.
 - On Thursday staff set up for the City Manager's Executive Committee Meeting and Luncheon which was held on Friday.
 - The Guild Crafters met in Room 205 on Thursday afternoon.
 - The Treasure Coast Vintage Car Club toured The Casements on Friday afternoon.

- Parks and Irrigation
 - Assisted with electrical repairs at Cassen Park.
 - Repaired a post for the volleyball court at Birthplace of Speed Park.
 - Trimmed back overhanging limbs at the Central Park III tennis courts.
 - Replaced the bench at Indian Mound Park.
 - Made carpentry repairs at the Magic Forest playground.
 - Transported extra chairs from City Hall to Nova Rec.
 - Installed coquina rock and a bronze plaque at the Airport Sports Complex.
 - Repaired a parking stop at Central Park II.
 - Cleaned up a homeless camp at Birthplace of Speed Park.
 - Removed graffiti from a picnic table at Fortunato Park.
 - Conducted Citywide safety inspections of parks and equipment.
 - Performed weekly inspections of park facilities for reservations.
 - Installed a new timer and solenoid on W. Granada Blvd. median #5.
 - Installed a new solenoid and adaptor on the Williamson Blvd. median.
 - Checked timers on W. Granada Blvd. median #12.
 - Replaced a broken timer and replaced dead batteries in the timers on Granada Blvd. medians.
 - Repaired a broken zone line and installed a new head at Central Park III.
 - On Nova Rd. medians, replaced a timer and solenoid, repaired broken heads and repaired a broken zone line.
 - Repaired a zone at City Hall parking lot.
 - Repaired a zone line break on the Granada Blvd. median by Moe's restaurant.
 - Replaced a damaged spray head at Cassen Park by the gazebo.

- Replaced 2 rotors on W. Granada Blvd. median #11, and reset timers.
- 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 Citywide A/C systems.
 - Assisted with filter installation on the fountain at Riverbridge.
 - Repaired a sink at The Casements.
 - Repaired the water fountain at Cassen Park.
 - Assembled furniture for the Public Works manager.
 - Repaired a plaque in the atrium.
 - Assisted with roof cleaning.
 - Performed monthly performance maintenance of controlled access gates.
 - Repaired the circulation pump at SONC.
 - Drained and cleaned the fountain at Bailey Riverbridge.
 - Repaired the men's room sink in The Casements.
 - Checked a leaking faucet in the east side ladies room at SONC.
 - Finished the Nova Rec. break room remodel.
 - Changed a light timer on the outside restrooms at Nova Rec.
 - Sprayed a wasp nest at the outside restrooms at Nova Rec.
 - Replaced lights at The Casements steps.
 - Replaced 3 battery packs for emergency lights at The Casements.
 - Fixed ceiling tiles at the Senior Center.
 - Replace 2 fixtures at the Airport runway.
 - Replaced bulbs on reel lights at the Airport.

Police Department

Administrative Services

Attended the National Night Out Event

Community Outreach

- National Night Out Event attended and worked by the Outreach Unit along with numerous other agency and city employees and volunteers. Estimated attendance was 500 people. Over 400 hamburgers and hotdogs were served.
- 50 Youth participated in a field trip to Sea World on August 3
- 34 Youth participated in a field trip to Daytona Lagoon August 9th.
- 8 Members of the Youth Director Council assisted with National Night Out on August 7th.
- PAL programs will close on August 10th and resume in October. PAL Staff will be focusing on the upcoming Golf Tournament and planning programs for the upcoming academic year.

Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 9
- Cases Exceptionally Cleared: 13
- Inactive: 15
- Fraud: 6
- Burglary Residential: 5
- Larceny Car break: 6
- Grand Theft: 5
- Auto Theft: 1
- Offense Against Family/DCF Reports: 2
- Missing Persons: 1

- Recovered Missing Persons: 1
- Robbery: 1
- Suicide: 2

Narcotics: Investigator on vacation.

Comments

- Recent rash of car burglaries where windows were smashed out and purses taken were attributed to a white male and female team that were residing at the Motel 6 near the interstate. The two subjects have been arrested and more charges are pending.

Crime Trends: N/A

Community Service/Animal Service

- Animal Calls: 87
- Animal Reports: 7
- Animal Bites: 1
- Animals to Flagler Humane Society: 13
12 cats, 1 dog
- TNR: 1
- Animals Reclaimed:1
- Animal Traps: 3
- Notice of Violation issued: 2
- Animal Citations:1
- Solicitor Permits:2

Records

- Walk - Ins / Window 148
- Phone Calls 228
- Arrest / NTA'S 33
- Citations Issued 185
- Citations Entered 167
- Reports Generated 129
- Reports Entered 137
- Mail / Faxes / Request 40

Patrol

- Total Calls 1,660
- Total Traffic Stops 273

Operations Crime Opportunity Reporting Forms issued: 136

8-2-12 Disturbance at 105 Interchange by two homeless men in a physical fight. One was later arrested for aggravated assault.

8-2-12 Robbery at Bank of America - A suspect jumped over the counter and then fled with an undisclosed amount of cash.

8-3-12 Car Burglary 910 S. Atlantic Ave - Gym bag with credit cards and watch stolen.

8-3-12 Theft at 505 Cherrywood Dr - UPS packages stolen from the front porch.

8-3-12 Disturbance at 50 Williamson Blvd by Taco Bell - Male arrested for domestic violence.

8-3-12 Disturbance 288 S. Washington St. between girlfriend and boyfriend, boyfriend fled the area. Charges to be filed.

8-3-12 Shoplifting at 1521 W. Granada at WalMart. Adult male arrested for retail theft.

8-4-12 Trespassing at 801 S. Nova Rd. Rockin' Ranch. Suspect issued a Notice to Appear for trespassing after a warning.

- 8-4-12 Narcotics at SR-40 and Williamson Blvd - Traffic stop netted two narcotics arrests.
- 8-5-12 Warrant Arrest at 500 Shadow Lakes - Adult female arrested on Volusia County warrant.
- 8-5-12 Car Burglary at 1414 W. Granada - A window was broken out and a purse stolen.
- 8-5-12 Grand Theft at 16 Park Pl - Tools were stolen and later pawned by a known suspect.
- 8-6-12 Car Burglary at 440 N. Nova Rd - A window was broken out and a purse was stolen.
- 8-6-12 Disturbance at 1415 N. Beach St - Female arrested for domestic violence.
- 8-7-12 Auto Theft at 760 Santa Ana Dr - Vehicle stolen from driveway.
- 8-7-12 Car Burglary at 741 Santa Ana Dr - Unlocked truck was entered.
- 8-7-12 Shoplifting at Beall's 1458 W. Granada Blvd - One adult and one juvenile charged with retail theft.
- 8-8-12 Disturbance at 773 W. Granada Blvd - Suspect fled the area charges are pending for domestic violence.

Traffic Unit

- 12-08-00079, Crash / Serious Bodily Injury, 1000 BLK N US 1. Single vehicle ran off the roadway and rolled multiple times. All four occupants were injured. One was airlifted to HHMC by Air One. Roadway shutdown 2 hours. DUI investigation pending blood results.
 - SMART Trailer deployed to the Hand Avenue detour on Orchard Street.
 - Speed survey conducted at the 300 BLK Riverside Drive. 1200 vehicles, 48 hours, average speed 19 MPH. Enforcement continues, but almost zero activity. Highest speed measured at 21 MPH.
 - Radar re-certifications department-wide.

- Traffic Citations 129
- Crash - No Injury 16
- Crash - Injury 3

- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue
 - Division Avenue
 - North US 1
 - North Beach Street

 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Boulevard
 - Riverside Drive
 - Beach Street
 - Southern Pines (parking)

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 1 Case initiated
- 199 signs have either been removed or sign cases created
- 6 tree removal permit requests
- Administrative staffs assisted with two walk-in and sixty-six (66) 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 28th. 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

Construction Projects:

- Roadway Resurfacing - Kingsbridge Crossing Dr, Moreland Blvd, Shadow Lakes Blvd, China Moon Drive, Parque Dr, Sandpoint Cir, Aston Cir, Carson Dr, Katrinas Dr and Harbour Lights Dr were paved.
- Transfer Station Pump Station - Shop drawings were approved for pumps and pit hatch.
- 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 – Approximately 1,300 feet of reclaimed watermain was installed. Staff met with QLH and the Contractor to discuss the progress of the Jack & Bore across N. US1 at Airport Rd. The casing was pushed across from the west side of US1 to the east side but ended 10 feet short of the target end point due to an obstruction which was encountered and that is requiring additional work to bore through.
- Tomoka State Park - The trail is completed from Inglesa Ave up to North Beach St. The boardwalk crossing the dry ditch about mid path has also been completed. The contractor has laid out the path of the section of the path from the north park entrance to N. Beach St. The entire path is expected to be open to the public by September 1, 2012.
- 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 US 1 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 Turn Lane - The FDOT contractor began construction on June 24th. The work is scheduled to be completed by September 15th.

- Sanchez Park Playground - Staff is in the process of finalizing the contracts. The PO has been released and the equipment has been ordered.
- OBSC T-Ball Fields – Staff is in the process of finalizing the contracts and a pre-construction meeting is scheduled for August 10th.
- 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.
- N. Halifax Dr. Improvements - Issued Addendum to include additional work for 8-inch watermain stubouts to just beyond the proposed paved area of the project to accommodate future 2-inch watermain replacement projects on adjacent streets.

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. The consultant is preparing cost estimates and staff is coordinating with the utility companies regarding agreement necessary for the conversion to occur.
- Nova Street Light Painting - Received written quotations for street light repainting. Processing purchase order.
- Nova Community Park Racquetball Court - Hall Construction is preparing a written proposal for staff review.
- Nova Community Park Master Plan - The proposed plan is schedule to be presented to the Leisure Service and Quality of Life Board in September.
- South Peninsula 2-inch Water Main Replacement - A walk through of the affected streets was held with the consultant to confirm the project's approach. A meeting with the affected residents will be scheduled to introduce the project to the public.
- Audible Pedestrian Signals - Consultant provided an updated project schedule and will be submitting 60% plans by the end of the month.
- Mainland 2-inch Water Main Replacement - Preliminary design has started after completion of the site surveys.
- North Peninsula 2-inch Water Main Replacement - Held 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 – Award of Bid has been submitted for the August 21, 2012 meeting.
- Downtown Medians - The proposed landscape, irrigation and lighting plan have been submitted for FDOT review.
- Tymber Creek Phase I – Staff prepared responses to contractor's questions regarding utility offset plans to be issued with the County's Addendum.
- Side Street Lighting Conversion - The material purchase bid was awarded at the July 31st 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. Final Plans are expected to be submitted at the end of September.
- Riverside Drive Drainage Improvements – Received approval from FEMA for a HMA grant which will fund 100% of the estimated cost of drainage improvements to address

- flooding in the rear of properties along Riverside Drive that occurred during the 2009 May storm event.
- 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.

Department Activities

Administration

- Prepared a work authorization totaling \$8,000
- Prepared requisitions/PO's totaling \$11,750
- Reviewed and created permit for misc. work in the right of way at Riverbeach and S A1A.
- Reviewed and created AT&T franchise permit for work at Windward Cir.
- Met with Volusia County staff to discuss Volusia County's desire to eliminate 3 package treatment plants along A1A on the North Peninsula.

Other

- Compiled and supplied all required shape file information to QLH Engineers to assist in the 2" watermain replacement project.
- Created plan set for Utilities Div. for the replacement of forcemain sections in Breakaway Trails.
- Researched and supplied our standard details relating to McKim & Creed for their portion of 2" watermain project and compiled and provided as-built information.
- Completed stake out of 30' sight triangle at 138 Rockefeller Dr. per Neighborhood Improvement request.
- Researched deed information on properties submitted by the surveyor for the Downtown Underground Utilities project.

Meetings

- Attended Progress meeting with contractor on Andy Romano Beachfront Park project.
- Attended Progress meeting with contractor on Hand Avenue Collector Road Improvement project.
- Met with FDOT to discuss LAP requirements.

Environment Management

Street Maintenance

Asphalt / Concrete

- Sidewalk survey done in Zone 2 and Zone 5
- Replaced 6' x 5' section of raised sidewalk on Ormond Lakes Blvd.
- Pulled forms & backfilled on Ormond Lakes Blvd.
- Asphalt patch for Stormwater done on Country Club Dr.
- Asphalt patch for Wastewater done on Fairway Dr.
- Formed and poured concrete for a sidewalk on Laurel Oaks
- Placed rumble strips on Corbin at S. Ridgewood
- Utility cut replacement for a 12' x 4' sidewalk, backfilled and cleaned up on Laurel Oaks
- Ground down sidewalks at various city locations

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 trees on Lindenwood, various FDOT-ROW locations, Thompson Creek Rd., Hernandez @ N. Ridgewood, and Woodland Ave.
- Removed dead trees at Nova Recreation

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
- Graded Nova Recreation for "National Night Out"
- Changed out banners on SR40

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Hidden Hills Dr. & Raintree Ln., straightened a stop sign post
- Continued fabricating new HIP (High Intensity Prismatic) street names for various intersections citywide
- Fabricated a sign for the Cassen Park Bait House, "No Smoking Within 25 Feet of Building"
- Met with Officer DW Smith concerning a sign he is requesting for the Police impound yard
- Corbin Ave. in front of Ormond Beach Elementary School, installed additional rumble strips on the road

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin cleaning at citywide locations
- Mowed SR40 W (378,122 sq. ft.)
- Transported 638 yds. of dirt from Ormond Beach Middle School to Nova Recreation and Public Works
- Fixed pond pump at ABC pond on A1A
- System Inspection on John Anderson Drive (13 basins, 10 pipes and 2 outfalls)
- Basin Inspection at 8 Ridge Trl.
- Inspected depth of pond with contractor at Airports Sports Complex pond
- Mowed with Reachout Mower at Nova ponds, Division pond, Arroyo Parkway pond & ditch, Santa Fe ditch and Tennessee Terrace ditch
- Sprayed at Nova pond and Ballfield pond

Street Sweeping

Streetsweeper

- 136.5 miles of road cleaned

- 28.5 cubic yards of debris removed
- Fleet
 - Mileage Traveled by all City Departments for the week
28,980
 - PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
13	7
 - Road Calls for the week:
0
 - Quick Fleet Facts:
Fleet has 13,822 gallons of unleaded and 5,347 gallons of diesel fuel on hand.
Fleet completed 42 work orders this week.
- Utilities
Projects Summary
 - Concentrate Disposal Study – Plans and specifications comments are being incorporated into the final bid documents. The advertisement and bid date are being established.
 - Division Avenue Well Field Raw Water Piping – Chloride concentrations in the wells, design and performance data for the wells and GIS nodal information was sent to the consultant to use for modeling purposes.
 - 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 were completed to the reclaimed water storage tanks at Breakaway Trails and Hunter's Ridge. Bypass piping is being installed for the irrigation pumps. Staff preparing quarterly report for SJ MFL Cost Share Agreement and project cost reimbursement. The ATT fiber optic cable running along the southwest bound shoulder of Airport Road was broken in one location between Hangar Way and Sunshine Boulevard at approximately 8:00 AM, August 9, 2012, due to excavation by the Contractor, Masci Corporation, for installing new direct bury PVC reclaimed watermain pipe as part of the City's Airport Road Forcemain and Reclaimed Watermain Improvements Project. The Contractor had called for utility locates, which one (1) line was field marked for ATT service by the locator service. The contractor performed a soft dig and exposed the marked ATT line, then proceeded to excavate away from the located utility. The Contractor broke a separate, unmarked ATT fiber optic line, which was not field located by the locate service. ATT responded to the site and began the repairs which were completed at approximately 2:00 PM, August 9, 2012. The Contractor contacted the locate service, which revisited the site and admitted that they had not field located the second ATT line. ATT customers who suffered damages should check with their service provider (ATT) to see if they have service assurance warrantee.
 - FDOT State Road A-1-A Left Turn at Lynnhurst Drive – McKim and Creed is preparing the design drawings for this project. Subsurface utility excavation data was received from the consultant. Stationing data was requested.

- Hand Avenue Extension – Contractor is in the process of clearing the new water main so it can be placed into service and support removal of existing water main.
- 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 – Existing RAS Pump #1 was removed. The demolition of the effluent transfer pumps, piping and slab were completed. The contractor is in the process of obtaining chemicals to test the supplemental carbon storage tanks and pumping equipment. 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 were received on August 8th.
- Pretreatment Effluent Pump (PEP) Replacement – The contract was sent to Lucas Technologies for execution.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. John Searcy & Associates prepared a revised 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 were received for review.
- 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. Questions by potential bidders pertaining to the utility relocation were answered by staff and sent to the County for inclusion in a bid addendum. The bid date was extended to August 27th.
- 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: Received revised site plan for Tomoka Christian Church. Evaluating gravity sewer alternatives for S.R. Perrott instead of the pump station and force main proposed on the previously approved site plan. Attended the preconstruction meeting for the Cardinal Drive Life Guard Station. Demolition is scheduled to start next week.
- Received preliminary approval of draft Sewer Use Ordinance Legal from FDEP. 1st reading Ordinance 2012-29 and Local Limits Resolution 2012-107 approved by CC consideration on July 31. 2nd reading of Ordinance scheduled for August 21, 2012.
- WWTP Sludge Conveyor System Replacement – Brasfield and Gorrie intends to perform the rehabilitation in October.
- Transfer Station Lift Station Upgrades – Shop drawings were reviewed for the pumping equipment and hatch.

Departmental Activities

Public Works – Utilities Division

Water Distribution

- Exchanged 10 residential water meters
- Responded to and/or repaired 7 water service leaks
- Replaced 4 water services due to aged piping, disconnected 1 water service due to demolition
- Repaired/replaced 7 meter boxes
- Responded to 7 low pressure complaints
- Flushed and assisted 6 customers with misc. water issues.

- Water main repairs: 2-2" water mains on Island Cay Dr and River Lane
- Meter testing: tested 2-3" commercial water meters. Both tested accurate. 1- ¾" residential water meter tested due to a billing issue. Scheduled 5 commercial meters for testing
- Continued city owned fire hydrant maintenance program: 17 hydrants have been checked for operation and maintenance needs were completed.
- Flushing: Island Cay Dr, Upper Cay Cir, River Ln
- Install 1" irrigation meter at Fire Station 94 on Airport Rd
- Utility locate service for Water/wastewater/reuse: 134 regular and 1 emergency locate have been completed
- Sod/backfill excavations on W Lindenwood Cir, Laurel Oaks Dr, River Ln, Island Cay Dr
- Rescind boil water alert on River Ln.

Water Treatment

- Delivered to the City 42.990 million gallons for the week ending August 8, 2012 (Avg. Daily Demand for week at 6.141 MGD).
- Backwashed 11 filters for a total of 493,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators under full load for routine PM.
- Sampled, cleared and rescinded one Precautionary Boil Water notices.

Waste Water Collection – Reuse

- Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and one in town.
- Televised ten – root control four sewer laterals.
- Installed pressure gauge on 4" low pressure sewer main at Foxford Chase - Shadow Creek Blvd. Intersection. Showing 15 psi.
- Repair 1" reuse service at 109 Golf View.
- Televised sewer main at Wal-Mart due to sinkhole formed. Found no damage to 8" main sewer line. Checking on water service main impacts.
- Ongoing flushing of reuse on beach side.
- Checked force main pressure at 1800 US 1. Good.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 28.57 Million Gallons.
- Produced 19.85 Million Gallons of Reuse.
- Produced 8.72 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.08 MGD, plant designed for 6 MGD
- Hauled tons of sludge 155.0 (14%-18% Solids).
- 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 the trimmed impeller on H.S.P. #4, tested good, drawing 208 amps on 200 HP motor rated at 223 full load amps. Turned over to operations.
- Worked on the ball field irrigation pump #1, pulled and sent motor out for repair. Replaced seal on pump #2 and primed for operation. Pond needs cleaned out around suction pipes. Informed ballfield maintenance group.
- Installed the rebuilt motor on the #2 backwash transfer pump.
- Checked out well 21SR and found that the main breaker was tripped. Possible lightning strike, no damage to pump.
- Housekeeping and landscaped maintenance at Rima Ridge well field performed.
- Replaced burnt main line power leads from Circuit Breaker to Motor Starter on Well 8D.
- 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

- Clarifier #2 – install spray system at center ring
- Deragg check valves at Towne Square liftstation, also replaced pump #1
- R.A.S. #1 – adjust pump packing as needed.
- Replaced power lugs at 6P lifstation.
- Replaced overload contact block and 50 amp breaker at ABP lifstation.
- Replaced phone line on Guard- It system at Breakaway Trails liftstation.
- Disconnected reversing drum switches on Post anoxic mixers
- Sodium Bisulfite Tank #2 – replace site glass
- Towne Square – turn valves to direct flow back into lift station
- Scum Well #1 and #2 – replace Mix/Flush valve/ deragg Mix/Flush valve
- Bar Screen Structure – install sampler probe at Influent Trough
- Shop – assist Electrician with spare pump cable replacement 3127
- Poly Blend #2 – replace flow gauge
- Assisted Contractor with Plant rehab activities.
- Deragg submersible aerators daily.
- Deragg Influent pumps.
- Liftstation SCADA repairs to 14 stations
- Master Liftstations – pump down & wash down wet well – break up scum layer in wet wells
- Monthly PM's to 21 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. (pull pumps and inspect and change seal oil)
- Utilities Division completed 95 work orders as reported in MP2 computerized maintenance management system, of which 76 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.
- The Commission approved local limits for the City's IU program by resolution. This will allow staff to update the allowable concentrations of pollutants to the permitted facilities. The Commission also approved the first reading of the revised Sewer Use Ordinance. Second reading of Ordinance is scheduled for August 21, 2012 CC Meeting. 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. The report will inform the facilities of any deficiencies as well as the positive aspects of the site visit.
- Reuse Expansion: The new reuse distribution line is currently under construction to supply reuse to Breakaway Trails and Hunters Ridge. Utility staff is gathering information to apply for a waste water permit modification to include this new service area.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Cross Connection Control Program: Staff 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 August 8, 2012, City Commission Meeting.
- Staff attended and provided support for the August 10, 2012, Pension Boards meeting.
- Agenda packet preparation and creation for the Neighborhood Improvement Advisory Board on August 16, 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