

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 31, 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:

- Met with Assistant City Manager, Economic Development Director, Finance Director and Planning Director on economic development incentives
- General budget discussion with Assistant City Manager and Finance Director
- Work day - Permitting and Utility Billing divisions
- Met with Assistant City Manager and City Engineer on beachfront park construction update

Spoke to, attended and/or met with:

- Team Volusia candidates meet and greet
- Volusia County Retrospective
- County Manager, discussed sports center
- United Way Board of Directors meeting
- Team Volusia Executive Committee meeting
- Team Volusia President/CEO second round candidate interviews
- Monthly City/County Managers' meeting
- Meet and greet with Ann Benedetti of SJRWMD
- Agenda Review: Commissioner Boehm

### **Community Development**

- Planning
  - Staff attended the following meetings this week:
    - Site visit to Walmart for seasonal trailer locations in preparation of a Special Exception to the Planning Board in September.
    - Met with engineer concerning Tomoka Oaks
    - SR Perrott economic incentive meeting
    - Nelson Jackson regarding a Special Exception for outdoor activity during Biketoberfest and Bike Week for property located at 906 US1 North.
    - Third School District Interlocal Agreement meeting for the purpose of examining revisions to support infill development.
  - The City is in receipt of the EnviroTips, which are videos that will be placed on the City Green Ormond Beach web site. The event, which was reported in last week's report to be on September 5, has been moved to Wednesday, September 19, 2012, at the PAC from 6:00 pm to 7:00 pm. Planning and Leisure Services staffs are planning on about 100 participants. The program will be short and the following video segments will be put onto a flash drive for the premier:
    - Conserving Energy – runtime 2:33
    - Solar Power – 2:36

- Organic Gardening – 3:41
- Composting – 2:53
- Reduce – 3:30
- Recycling – 3:09
- Bicycle Riding 2:37
  
- Building Inspections, Permitting & Licensing
  - Issued 83 permits with a total valuation of \$1,564,889.00
  - Conducted 175 inspections
  - Issued 2 new business tax receipts
  
- Development Review
  - Meetings with applicants:
    - Met with property owner, business owner, and engineer regarding site improvements at 100 West Granada Boulevard for a B-B-Q restaurant.
    - Final inspection for Dodson Creek at 823 North US1.
    - Met with Wal-Mart store managers to determine location for proposed seasonal storage trailers as part of their Special Exception application.
  - KB Model Home Parking Lot, 2 Abacus Avenue, SPRC #12-131, revision to the approved parking lot.
  - Marshside Subdivision, corner of Airport Road and Tymber Creek Road, Planned Residential Development amendment, SPRC #10-152.
  - Dr. Batniji Medial Office, 121 East Granada Boulevard, 1st resubmittal, SPRC #12-114.

## **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 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. A power outage occurred this week and staff was in contact with the FP&L representatives and with all the businesses in the Park. FP&L is expected to notify the City and businesses of the problem and short and long term solutions to these ongoing incidents of power disruptions.

#### 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 presented economic development incentive programs used by the City of Delray CRA. Staff will be visiting the City of Delray next week with representatives of Main Street to learn more about the Delray CRA economic development incentive programs. The Committee will formulate incentive program that will be presented to the Main Street Board and City Commission.

#### 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 September.
- Staff attended the 2-day International Council of Shopping Center's annual trade show in Orlando. The marketing material prepared for the trade show was distributed to various retailers and developers. Staff will be contacting the retailers to provide more detail on the available properties in Ormond Beach.
- 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.

#### Airport Operation and Development

- Staff participated in a General Aviation Airport Security Assessment conducted by Kimley-Horn and Associates, Inc. on behalf of the Florida Department of Transportation.
- Staff has been apprised that a federal grant offer has been approved for the Taxiway Alpha Relocation and General Airfield Improvements Project. This grant agreement between the City and the Federal Aviation Administration will be on the September 18<sup>th</sup> City Commission agenda.
- The City has retained the services of Slack, Johnston & Magenheimer, Inc. to perform an appraisal and initial valuation of certain airport parcels due this year. Appraisal activities have already begun and are expected to be complete by mid-October.
- Verizon Wireless has apparently completed repairs to the lighting systems on their wireless communications tower located at 1203 US Hwy 1 in Ormond Beach, which is within the Airport Traffic Area.
- Staff continues to work with CKS Productions regarding a proposal to host a large community event at the airport. CKS Productions provided a scaled proposal that staff forwarded to the FAA for evaluation and approval. The FAA raised several issues that the company would need to address before an event could be planned at the Airport.
- 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.

### **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 37 Journal Entry Batches (# 4575 – 4686).
  - Approved 33 Purchase Requisitions totaling \$130,379.30.
  - Issued 20 Purchase Orders totaling \$69,153.61.
  - Prepared 153 Accounts Payable checks totaling \$283,764.28 and 40 Accounts Payable EFT payments totaling \$1,077,944.98.
  - Processed 3,623 cash receipts totaling \$5,829,519.67.
  - Processed 716 utility bill payments through ACH totaling \$60,199.57.
  - Processed and issued 4,943 utility bills with billed consumption of water of 22,115k.

### **Grants/PIO**

- Public Information
  - Press Releases
    - Open Gymnastics Workout
    - Tomoka Trail Ribbon Cutting (9/8)
    - Scott McKee, City Clerk
    - Meeting with the Manager (9/10)
    - Walking with the Manager (9/14)
    - OBYBSA Registration
    - Movies on the Halifax (9/7)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Completed September Employee Newsletter
    - Attended Community for a Lifetime Conference at VCOG
    - Attended webinar presented by the Alliance for Innovation titled "Nextdoor – Connecting Neighbors, Strengthening Neighborhoods, Building Community"
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Provided draft FRDAP applications (Nova, OBSC) to legal for upcoming agenda.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 0
- Fire Alarms: 6
- Hazardous: 2
- EMS: 67
- Motor Vehicle Accidents: 6
- Public Assists: 42

**TOTAL CALLS: 123**

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

- # of overlapping calls: 24
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 47

#### Training Hours

- Driving: 27
- Electro Cardiogram: 8
- Policies and Procedures: 5
- Tactics: 12

**TOTAL TRAINING HOURS: 52**

#### Station Activities

- Updated 33 pre-fire plans.
- Conducted 6 fire inspections.
- Held monthly Fire Explorers meeting at Fire Station 92.
- Held a vehicle accident prevention class for A-shift crews. Instructed at Fire Station 92.

#### Operations

- Attended Volusia County Fire Dispatch meeting at Saboda Training Center.
- Attended Volusia County Fire Chief's Association monthly meeting.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Public Works Department/Streets – 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. Re-advertised on the Florida Engineering Society (FES) web site and the American Public Works Association (AWPA) web site on 08-23-12 as open until filled.
  - Leisure Services Department/Community Events - PT Community Events Technician has been advertised and will remain open until filled.
  - Finance Department – Meter Reader position has been advertised on the City web site and in-house on 08-24-12 with a closing date of 08-31-12.
  - City Attorney's Office – Paralegal position has been advertised on the City web site and in-house on 08-24-12 with a closing date of 08-31-12.
  - Leisure Services Department – Performing Arts Center – PT Custodian has been re-advertised 08-28-12 with a closing date of 09-14-12.
  - Leisure Services Department/Athletic Fields Maintenance – The Maintenance Worker III position has been advertised on the City web site and in-house on 08-22-12 with a closing date of 08-31-12. Fourteen (14) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.

- Finance Department - Account Clerk II has been advertised with a closing date of 08-24-12. Fifty-nine (59) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Leisure Services Department/Recreation - PT Recreation Leader (SONC) has been advertised with a closing date of 08-23-12.
- Public Works Department/Water Distribution – Maintenance Worker III has been advertised with a closing date of 08-24-12. Fourteen (14) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  
- Screening/Interviews Scheduled
  - 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 held the week of August 13<sup>th</sup>.
  
- Background/Reference Checks
  - Police Department – A conditional offer has been made to a candidate for the vacant Police Officer position. This candidate was first on the eligibility list and pre-employment processing is being conducted.
  
- Job Offers
  - Finance Department – Meter Reader Supervisor has been filled with an internal candidate. Promotion effective 08-27-12.
  - Public Works Department/Streets – The Maintenance Worker III position in the Sign Shop was filled with an internal candidate. Promotion will be effective 09-03-12
  - Public Works Department/Fleet Operations – Fleet Systems Specialist position filled with an internal candidate. Promotion will be effective date 09-04-12.
  - Support Services – City Clerk position filled with an internal candidate. Promotion effective 09-04-12.
  - Leisure Services - P.A.C. – The part time Box Office Attendant position has been filled with an applicant who will begin employment 09-04-12.
  - Leisure Services/Special Populations – The selected candidate for part time Recreation Leader will begin employment on 09-04-12.
  
- Demotions
  - Finance Department – Meter Reader Supervisor demoted to Meter Reader effective 08-27-12.
  
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 7-30-12: 3.99% (excluding retirements)
  - Public Works/Streets – Maintenance Worker III effective 08-31-12.
  - Finance – Meter Reader effective 08-31-12.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program July 2012 monthly report reflects savings of \$77,770.96 for City residents in the twenty-five months that the program has been in effect in Ormond Beach. Over 1,807 residents have utilized the program during that time.

Training & Development Opportunities

- The City of Ormond Beach LEAPS Academy will be holding a customer service make-up training session, "Achieving Success Through *Exceptional Service!*" on Wednesday, 09-19-12.

Risk Management Projects

- Met with Insurance Program Committee regarding options for coverage for Property & Casualty Insurance.
- Attended Claims Committee meeting.
- Met with FHCP regarding biometrics for Mayor's Health & Fitness Challenge.
- Reviewed final draft of New Employee Orientation. Dry run planned for managers and supervisors in September then implementation will be in October.

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.
    - Transparency Website – reviewing work plan received from the City of North Port

- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 43 New work - 46 completed - 27 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,976	Inbound E-Mails Blocked	15,639
Delivered Inbound E-Mails	10,179	Quarantined Messages	158
Percentage Good Email	39.2%	Virus E-Mails Blocked	23

- Notable Events: FD Firehouse database issues required a rebuild of the database which took over 14 hours to process. FD staff has verified the data and has resumed entering current information.
- Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 1 Corrections: 0
  - Map/Information Requests: 19
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 2,272 (10.1%) potable 2,052, Irrigation 220
  - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

  - FRPA Conference attended by Director and Recreation Manager this week.
  - Weekly Public Works meeting

- Met with landscaping contractor
- Attended FRPA trade show
- Granada Blvd. median inspections
- One on one meetings with Building Maint. and Parks foremen
- Met with janitorial contractor
- Met with painting contractor to discuss Rockefeller Gardens project
- Met with dock contractor to discuss Central Park project
- Site visits with court resurface company at SONC and Central Park III
- R&R budget review
- Operating budgets review
- Met with utilities manager to discuss Wastewater plant project
  
- 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 held their annual fall tryouts this past weekend at the Softball Quad, Sports Complex, Saturday, 10am to 2pm. Make-Ups were held Tuesday evening at 6pm.
  - Ormond Beach Golden Spikes continued practices on Tuesday through Friday evenings at 5:30pm at the Sports Complex.
  - The Ormond Beach Soccer Club continued their fall competitive soccer practices Monday through Friday, 6pm to 8pm.
  - Pop Warner Football hosted their Opening Day on Saturday at the Sports Complex, Championship Field #7.
  - The City Youth Flag Football Program held their annual "skill assessment" day on Saturday from 9am to 3pm at the Softball Quad. Make-ups were Wednesday night at 6pm. Practices will begin after Labor Day.
  - The City Youth Volleyball Program started this week, Monday and Wednesday, 6pm to 8pm at the Nova gymnasium.
  - The OBYBSA held their monthly Board meeting Monday night at 7pm at the Performing Arts Center Building, Conference Room.
  - The City Adult Coed Softball League started games this week on Wednesday and Thursday at 6:20pm, 7:30pm, and 8:40pm at the Sports Complex, Field #7 (games are normally Monday through Thursday, but were moved due to the tropical storm). Currently, 9 teams are competing.
  - The City Men's Fall Softball League will begin next week at the Softball Quad, with 6 teams currently signed up.
  
- 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.
- Edged all clay infields.
- Prepared soccer fields.
- Hosted Pop Warner Football all day Saturday for opening day.
- Hosted competitive soccer games both Saturday and Sunday.
- Hosted adult 11v11 soccer league on Sunday.
- Mowed football fields at Ormond Beach Middle School.
  
- 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.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  - Chimaya church met on Sunday from 11:30am to 3pm.
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Kopy Kats and Show Club held regular classes.
    - Tuesday: Show club held regular classes.
    - Wednesday: Kopy Kats held regular classes. CMT class registration was held. Living Word Family Church met.
    - Thursday: Kopy Kats held regular classes.
    - Friday: Kopy Kats held regular classes.
  - The Performing Arts Center is preparing to host the following event:
    - Just Twistin' Hay Band, September 15<sup>th</sup>, 7pm, \$10.
  
- South Ormond Neighborhood Center
  - Splash Pad was open daily from 10am until dusk.
  - Free play basketball from 1pm until close.
  - The fitness room was open from 6pm until 9pm on weekdays.
  - Pavilion was rented Saturday.
  
- Community Events
  - Assisted with marketing, advertising and planning of opening and closing ceremonies for 2012 Senior Games.
  - Attended Senior Games Committee meeting.
  - Attended FRPA Conference, Orlando, August 27<sup>th</sup> through August 30<sup>th</sup>.
  - For the 2012 Parade, updated application and Save-A-Date mailer.
  - Continued annual cleaning and organizational projects.
  - Processed Employee Health Fair donation(s) mail out and tracking of incoming donations.
  - Continued development program for Tomoka State Park Trail Ribbon Cutting event.
  - 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.
  - Concentrated on preparing students for upcoming cheer and gymnastics competitive season.

- 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.
  - Normal operating hours resumed; the gym is open 9am to 9pm Monday through Saturday and 1pm to 5:30pm on Sunday.
  - 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.
  - Coordinator attended FRPA conference in Orlando.
  - Coed Youth Volleyball practice began August 27<sup>th</sup> and will continue to meet twice a week.
  
- The Casements
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
  - The PEACE Gallery exhibit was on display through Wednesday and closed Thursday, August 30<sup>th</sup>.
  - Church services were held at Bailey Riverbridge on Sunday morning.
  - The Casements Guild members held a gala preparation meeting on Monday morning at 10am.
  - On Monday afternoon The Casements Coordinator attended Communities for a Lifetime meeting in Daytona Beach.
  - The Guild Crafters met in Room 205 on Thursday afternoon.
  - The Dig and Find Club met at Bailey Riverbridge on Tuesday evening.
  - The Casements staff worked this week to organize the kitchen, carriage house, storage closets and linens in preparation of the upcoming holiday season.
  - Staff prepared for the 3<sup>rd</sup> anniversary celebration of "Movies on the Halifax" including a special giveaway for the spectators.
  - Staff set up for a wedding ceremony to be held on Saturday afternoon in Rockefeller Gardens.
  
- Parks and Irrigation
  - Removed graffiti from the gazebo at Birthplace of Speed Park.
  - Replaced basketball nets at Central Park I.
  - Installed a new bike rack at Fortunato Park.
  - Installed two new trash receptacles at Cassen Park.
  - Removed damaged weather vanes for refurbishing at Birthplace of Speed Park.
  - Repaired non-slip handicap mat at Birthplace of Speed Park.
  - Replaced missing pickets at the magic forest playground.
  - Repaired broken restroom sign at Central Park I.
  - Moved surplus items from Nova Rec. to Fleet for auction.
  - Repaired a loose step on the walkway at Birthplace of Speed Park.
  - Conducted city wide safety inspections of parks and equipment.
  - Conducted weekly inspections of park facilities for reservations.
  - Blocked access to retention pond after theft of gate on Tomoka Ave.
  - Splash pad was shut down due to lightning.
  - On N. Nova Rd., repaired a stuck valve and replaced broken heads.
  - Repaired a head at Nova ball fields.
  - Capped a head at Birthplace of Speed Park.
  - On A1A medians, repaired damage from mowers.
  - Flagged median #1 on W. Granada Blvd. for sod.
  - Flagged a median on A1A for plant replacement.

- Repaired damage to a homeowner's irrigation.
- On Granada Blvd. medians, checked timers from I-95 to Clyde Morris Blvd.
- Repaired a line on an A1A median.
- Repaired a valve on Granada Blvd.
- Repaired timers on Granada Blvd. medians.
- Checked the clock at City Hall.
- Checked Granada Blvd. medians.
- Building Maintenance
  - Conducted weekly inspection of airfield lighting and signage.
  - Daily preventive maintenance of city vehicles and equipment.
  - Completed fourth quarter preventive maintenance service on City wide A/C systems.
  - Replaced water filters on ice machines City wide.
  - Repaired compressor on A/C #3 at Fire Station 92, from lightning strike.
  - Repaired the ice machine at Fire Station 93.
  - Repaired broken A/C at the PAC.
  - The Casements had two failed AC units; one was repaired and one is pending repair.
  - Replaced a condensate pump that had failed.
  - Replaced a ceiling tile at The Casements.
  - Met with contractor for A/C replacement quote at the Water Plant.
  - Replaced the tank fill valve in the men's room at Central Park II.
  - Checked soap dispenser in the ladies room at Central Park I.
  - Met a contractor at the Airport Sports Complex for spigot repair.
  - Cleared toilets in the men's and ladies' rooms at Riverbend Park.
  - Cleared the ladies' room toilet at the PAC.
  - Checked ceiling tiles in the PAC conference room.
  - Checked and opened restrooms at Riverbend Park.
  - Patched a roof leak at the PAC.
  - Installed a wall in the coordinator's office at Nova Rec.
  - Replaced a cable at the PD gun range.
  - Hung a bulletin board at the PAC.
  - Installed tile in the closet behind the chambers at City Hall.
  - Repair the office door at Nova Rec.

### **Police Department**

#### Administrative Services

- Staff attended Code Red training this week

#### Community Outreach

- Staff is preparing for new school year projects and activities. All summer programs have concluded.

#### Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 14
- Cases Exceptionally Cleared: 5
- Inactive: 7
- Fraud: 6
- Burglary Residential: 2
- Larceny Car break: 4
- Grand Theft: 2
- Auto Theft: 1
- Sex Offense/Rape: 3
- Assaults: 1

- Narcotics:
  - Four Buy Walks
  - Three Buy Walk Attempts
  - Two Search Warrants

Comments:

- Burglary (Car Break): Investigators submitted a latent print from a car burglary on Loyola Dr. The latent print has identified a suspect responsible for the burglary. Investigation continues and charges are expected.
- A suspect has been identified in the recent Bank of America Robbery. Investigation continues and charges are pending.
- Investigators identified two more suspects involved in the theft of approximately \$30,000.00 in merchandise from Wal-Mart. Charges have been filed on persons involved.

Crime Trends: N/A

Community Service/Animal Service

- Animal Calls: 68
- Animal Bites: 1
- Animal Reports: 6
- Animals to Flagler Humane Society: 8
  - All cats
- Returned to Owner: 1
- TNR: 2
- Notice of Violation: 1
- Animal Citation: 1
- LCSO Owen attended a Special Master Hearing for a Cruelty Case

Records

- Walk - Ins / Window 133
- Phone Calls 215
- Arrest / NTA'S 10
- Citations Issued 129
- Citations Entered 104
- Reports Generated 106
- Reports Entered 120
- Mail / Faxes / Request 59

Patrol

- Total Calls 1,665
- Total Traffic Stops 184

Operations

Crime Opportunity Reporting Forms issued: 141

8-23-12 Burglary at Shadow Lakes Apartments #146, forced entry, nothing missing.

8-23-12 Car Burglary at Gold's Gym, a window was broken out of a car but nothing was taken.

8-23-12 Theft at 130 S. Nova Rd. A storm drain cover was stolen.

8-23-12 Fraud at Shell Station 201 W. Granada BV. A stolen credit card was used.

8-23-12 Theft at 300 Blk Tomoka Ave. A metal gate was stolen from a retention pond fence.

8-23-12 Assault at 507 S. Atlantic Ave. An adult male was arrested for battery on his girlfriend.

8-24-12 Burglary at the 7-11 store at I-95 and SR-40, a storage structure was forcibly entered and storage crates were stolen.

8-24-12 Burglary at 76 Riverbeach Dr. A TV, costume jewelry, and a lap top computer were stolen.

8-24-12 Narcotics at South City limits on Ridgewood Ave., traffic stopped resulted in one arrest.

8-25-12 Fugitive Arrest at 1200 N. US-1.

8-25-12 Disturbance at 194 Cambridge Ct. Boyfriend arrested for battery.

8-25-12 Fugitive arrest at 720 S. Nova Rd. 11 open warrants served on one arrestee.

8-25-12 Shoplifting at Walmart, adult male arrested for retail theft.

8-26-12 Car Burglary at 213 Lincoln Ave. Surfboards and tools stolen from a work truck.

8-26-12 Fraud at Guardian Pharmacy at 10 Aviator Way.

8-27-12 Fraud at Bealls 1458 W. Granada BV. Adult male arrested.

8-28-12 Theft at 6 Oak Brook Dr. Video game stolen by a known suspect.

#### Traffic Unit:

- Power outages to traffic signals intermittently through the week due to lightning strikes. Traffic direction handled by Motors and CSO's.
- School Zone ops plan and roster completed to maintain traffic issues for first week of school. No issues reported.
- OBMS contacted in reference to potential school zone / parking issues. They have opened all of their parking areas, which should relieve most of the problems we've experienced in the past.
- Riverside Drive: 2 citations issued for the stop sign. Community Policing Project to be completed this week.
- School zone enforcement and inclement weather impeded other traffic enforcement efforts this week.
- Traffic Citations 70
- Crash - No Inj. 10
- Crash - Injury 1
- 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
    - Clyde Morris Blvd.
    - Riverside Drive
    - Beach Street
    - Southern Pines (parking)

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases Initiated
- Zone 2: 4 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 3 Case initiated
- 14 signs have either been removed or sign cases created.
- 24 tree removal permit requests

Administrative staffs assisted with one walk-in and forty-three (43) 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. Repairs have not been made. A \$50 citation and notice of hearing has been issued. This case will be presented to the special magistrate on Sept. 24, 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.

Zone 2:

- 1) S. Ridgewood Avenue – From W. Granada Blvd. to Division Ave. – Staff received a complaint regarding the condition of the entire area. The following cases are still being acted upon:
  - 144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case will be presented to the special magistrate on Sept. 24, 2012.
  - 301 S. Ridgewood Ave. – C. Wright Landscaping, Inc. is being operated from this property. A Home Occupational License exists. The owner is in violation of the conditions of the home occupation license in that a boom truck, wood chipper, and stump grinder were observed in the driveway. A notice of violation has been previously issued. A citation and notice of hearing were generated on July 25, 2012. This case has been rescheduled from the August 27, 2012 special magistrate hearing to Sept. 24, 2012.

**Public Works**

- Engineering
  - Construction Projects:
    - Roadway Resurfacing- Thermal-plastic striping was installed on the milled and resurfaced streets.
    - Transfer Station Pump Station- Reviewed equipment shop drawing submittals.
    - Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Approximately 1,100 feet of reclaimed watermain pipe was installed along N US1 and Airport Rd. Progress meeting was held with the contractor, QLH and staff. The project is currently on schedule and is anticipated to reach substantial completion in November 2012. The project is currently approximately 70% complete.
    - N. Halifax Dr. Improvements- Award of bid has been submitted, scheduled for September 18.
    - Central Park Paving – Contracts are being executed.
    - Tymber Creek Phase I – Bids were received August 23 and are being reviewed.
    - Central Park Paving – Contracts are being executed.

- Tomoka State Park- Performed substantial completion walkthrough. Mutiluse trail from N. Beach Street up to the entrance of the Tomoka State Park was constructed. Contractor is working on final cleanup. All of the concrete trail has been constructed for the project. Staff is coordinating a ribbon cutting event for Saturday, September 8<sup>th</sup>, at 10 a.m.
- US1 & Nova Turn Lane-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. The PO has been released and the equipment has been ordered.
- OBSC T-Ball Fields – The contractor began rough grading the site, importing and stockpiling the Recycled asphalt paving.
- Side Street Lighting Conversion- Staff is processing the contract so the materials can be ordered.
- 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 almost complete. CMU's are being placed for the walls for the restroom/concession building. Other site work is commencing.
- Hand Avenue –The contractor has completed the installation of underground utilities in the first phase work area and is now working on the road reconstruction. On Monday August 20<sup>th</sup> the contractor began work on the phase 2 work area which will close Hand Avenue from Nova Road to Oak Brook Drive and begin utility work on that phase. Work is progressing on schedule.
- Wastewater Treatment Plant Expansion and Rehabilitation – Work has been completed on Clarifier 4, Carrousel/Reaeration blowers, RAS/WAS Pump Station, Acetic Acid Feed Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank , The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 78 days.

#### Design Projects:

- Granada Utilities Underground – Met with South Daytona to discuss their utility undergrounding project. Staff also talked with South Daytona's consultant to discuss the details for the project contract procurement method used. .
- 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 to introduce the project to the public is scheduled for September 19<sup>th</sup> at 6:30 pm at The Casements.
- Audible Pedestrian Signals- Consultant is finalizing 60% plans for submittal to FDOT by Sept. 4<sup>th</sup>.
- Mainland 2-inch Water Main Replacement- A site inspection is scheduled to determine the best design approach for the street segments included in the project.
- North Peninsula 2-inch Water Main Replacement- Held 60% design review meeting. A meeting with the affected residents to introduce the project to the public is scheduled for September 26<sup>th</sup> at 6:30 pm at The Casements.
- SR40 Washington to Beach St.- FDOT is currently reviewing the proposed street light relocation design plans.
- 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 schedule to be presented to the Leisure Services and Quality of Life boards in September.

- Downtown Medians- The proposed landscape, irrigation and lighting plan have been submitted for FDOT review.
- 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. A meeting was held with the consultant to confirm the design intent and identify drainage area improvements. The consultant submitted 60% plans which staff reviewed and are now working on 90% submittals which are due in September.
- 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 were submitted and being reviewed by staff.
- Riverside Drive Drainage Improvements – Received approval from FEMA for an RFC 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.

Administration:

- Processed requisitions/PO's totaling \$1,000
- Grant Administration: Submitted the final loan disbursement request #15 to FDEP for the Wastewater System Improvements SRF for \$58,838
- Held weekly progress meeting for Andy Romano Beachfront Park.
- Held weekly progress meeting for Hand Avenue Improvement project.

Other:

- Staked elevation and location of the retention berm at 31 Amsden to bring rear of lot into SWMP compliance per homeowner request.
- Completed sketch and legal description needed for proposed soccer fields 9 & 10 at the Ormond Beach Sports Complex per Grants Coordinator request.
- Researched and re-verified the accuracy of the sketch and legal description of 1438 N. US1 per Planning Dept / Volusia County GIS request.
- Researched and completed sketch and legal description needed for proposed Environmental Learning Center at Central Park per Grants Coordinator request.
- Researched original plans of Water Plant to determine underground stormwater piping locations per Stormwater Div. request.
- Completed tree locate at 36 Dix Ave. per Streets request.

Customer Service:

- Furnished requested standard details to Consultant (Mckim & Creed).
- Created and provided PDF section relating to Hand Ave. fiber optic conduit details per consultant (QLH) request.
- Researched and supplied information relating to subdivisions receiving re-use water for irrigation per FPL request.

- Environment Management  
Street Maintenance  
Asphalt / Concrete

- Assisted Stormwater with basin cleaning at citywide locations
- Inspected sidewalks in Zone 1 and Zone 8
- Asphalt patch at 926 Parkwood Drive
- Repaired a sidewalk with concrete at 825 S. Yonge Street
- Repaired sidewalks at 18 Dartmouth Trace, 37 Grey Dapple Way and at Hunters Ridge Boulevard & Amelia Lane
- Poured a sidewalk for the Water Department at 4 Magnolia Circle

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Removed a pine tree at Arroyo Parkway and Alcazar
- Removed a bay tree at 20 S. St. Andrews Drive
- Trimmed trees at Ormond Beach Business Park, Forest Hills, Victoria Circle, Deer Lake at Scott Drive and 229 Osceola Avenue
- Removed an oak tree at Central Park IV

- 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
- Picked up drag box from Airport Sports
- Edged and cleaned the sidewalk on Fairview between S. Ridgewood and S. Washington

- Sign Shop

- Repaired, replaced or installed signs at the following locations:
  - N. Ridgewood Ave. & Domicilio Ave., replaced a 3-way sign damaged by vandals
  - Seminole Ave. & Oleeta St., replaced (1) school crossing sign & (2) downward arrow signs
  - 229 Osceola Ave., replaced (1) school crossing sign & (1) ahead sign
  - Seminole Ave. & Carib Dr., replaced (2) school crossing signs & (2) downward arrow signs
  - Seminole Ave., east of S. Halifax Dr., installed a school crossing sign & the ahead sign below it
  - Seminole Ave., west of S. Atlantic Ave., installed a school crossing sign and the ahead sign below it
  - Harvard Dr, east of Oleander Ave., installed a 25 mph sign
- Picked up several traffic signs that were removed by the contractor doing the road construction on Hand Avenue

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Storm prep for Isaac – Sandbags filled, prepped 3" & 6" pumps
- Weedeated basins and swales – E & W Tower Circle
- Vactor used at Santa Ana (2 basins, 1 outfall and 200' of line cleaning)
- Assisted Streets Division in front of Wastewater Plant (removed water)
- System inspection on Lucky Drive and with HOA member at Hunter's Ridge Boulevard & Marsh Ridge Watch
- Bush hog mower used on DOT ponds (383,794 sq. ft.)
- Cleaned up (3) catch basins on Arroyo Parkway
- Pond maintenance on Nova Road
- Reachout mower used at FDOT ponds, Lakdebridge and Nova Road

Street Sweeping/Streetsweeper

- 124.1 miles of road cleaned
- 25.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week

29,441

PM Services completed for the week:

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

21

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 14,045 gallons of unleaded and 10,317 gallons of diesel fuel on hand.
- Fuel Used in one week 2,388 gallons of unleaded and 783 gallons of diesel.
- Fleet completed 56 work orders this week.

• Utilities

- Chemical Bids – Request packet prepared for bid award to lowest responsive vendor scheduled for September 18, 2012, City Commission meeting is being reviewed.
- Concentrate Disposal Study – A disposition memo was prepared for the September 4, 2012 City Commission meeting for illustration of project scope of work. Met with Lee Faircloth, representing Volusia County Health Department (VCHD) to discuss the connection of the concentrate feed line to the transfer pump discharge line. A letter explaining the project was requested by VCHD. The bid date is established as October 3, 2012.
- Division Avenue Well Field Raw Water Piping – McKim & Creed is modeling system to determine theoretical chloride concentrations upon majority of the flows from the Division Avenue wells being diverted to the north end of the water plant for treatment by reverse osmosis. The modeling will be completed next week.
- WWTP Dewatering Station Bypass Project – Tapping saddle was received by contractor awaiting performance of 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 is being prepared. The CC provided feedback to staff to retool the proposed plan based on several considerations.
- Airport Road Force Main/ Reuse Main Extension – Approximately 1,100 feet of reclaimed watermain pipe was installed along N US1 and Airport Rd. Project is 70% completed. Staff submitted Reimbursement Request No. 1 for 2<sup>nd</sup> Quarterly period report to District for SJ MFL Cost Share Agreement.
  - FDOT State Road A-1-A Left Turn at Lynnhurst Drive – McKim and Creed is preparing the design drawings for this project. Additional information was requested for the Microstation design files provided by WBQ, the FDOT Utility consultant. Stationing data was requested from WBQ, for subsurface utility excavation data. Received a revised set of plans from WBQ for review.
  - Hand Avenue Extension – Contractor performing phase 2 work area with Hand Avenue closed from Nova Road to Oak Brook Drive.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer. The retrofitted pump is expected to be installed in September.
  - Ormond Beach Wastewater Treatment Plant Expansion – New RAS Pump #1 was installed. The carousel was drained and excess liquid is being pumped before grit removal is started next week. Carousel and Re-aeration blowers were set and piping installed. Structural work was completed at equalization tanks prior to adding coating.
  - Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending. The City was contacted by an attorney representing Worsham although no claim has been filed to date.
  - North Halifax Drive Rehabilitation Reclaimed Water Main Extension – Bids were reviewed. The low bidder was P&S Paving at \$1,312,944.44. The award is scheduled for the September 18<sup>th</sup> City Commission agenda.
  - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. The revised design proposal prepared by John Searcy & Associates for the project is being reviewed.
  - 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 reviewed.
  - Tymber Creek Phase 1 Utility Relocation Project – Bids were obtained by Volusia County as part of a Joint Project Agreement for the Tymber Creek widening project between State Road 40 and Peruvian Lane. The portion of the bid to relocate the City of Ormond Beach water and sewer utilities totaled \$275,000 and is within the established budget.
  - 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 approved plan for Tomoka Christian Church. Received revised plans for Dr. Batniji Medical Center. Met to discuss proposed barbeque restaurant at the south west corner of Granada and Ridgewood.
  - Sewer Use Ordinance (2012-29) received Commission approval of 2<sup>nd</sup> reading on August 21, 2012. Staff forwarded recently CC approved ordinance and resolution to FDEP for further administrative activities.
  - WWTP Sludge Conveyor System Replacement – Brasfield and Gorrie intends to perform the rehabilitation in October.
  - Transfer Station Lift Station Upgrades – Pumps are ordered and expected to arrive in the middle of October.

Water Distribution

- Exchanged 10 residential water meters
  - Responded to and/or repaired 6 water service leaks
  - Installed 1 new water service connections
  - Replaced 4 water services due to aged piping
  - Repaired/replaced 5 meter boxes
  - Responded to 1 low pressure complaints
  - Flushed 4 cloudy water calls - assisted 1 customer with misc. water issue.
  - Tested 4 city owned irrigation backflow preventers, 1 needed repair
  - Meter testing: tested 2" commercial water meter serving Life Village Mobile Home Park, the meter register was inaccurate and replaced and tested accurate. Scheduled 5 commercial meters for testing. Tested a 5/8" residential meter due to a billing issue.
  - Continued city owned fire hydrant maintenance program: 12 hydrants have been checked for operation and any maintenance needs have been completed. Replaced the aged, corroded fire hydrant at 25 Sea Harbor Dr in Ormond-by-the-Sea
  - Repaired 2- 2" water main leaks on Bellewood Cir and S Yonge St
  - Flushing: Alden Dr, Royal Dunes Cir, Moss Point Sub, Sawtooth Sub, Misner Trail Sub, Hidden Hills Sub. Repaired the flushing devices on Cliffwood Lane, Bonnieview Cir, Buena Vista Ave
  - Valve Maintenance: Tymber Creek Rd, Hand Ave, Corbin Ave
  - Performed mock shutdown for the backflow replacement at City Hall, and for the future water main connection on Hand Ave.
  - Assisted Mastercraft Plumbing with shutting off the fire line valve for the repair of a broken fire system main on Aviator Way
  - Utility locate service for Water/wastewater/reuse: 112 regular and 5 emergency locates have been completed
  - Sod/backfill excavations on Royal Dunes Blvd, Palmetto Dr, S Yonge St
- Water Treatment
- Delivered to the City 34.977 million gallons for the week ending Aug. 26, 2012 (4.934 MGD)
  - Backwashed 10 filters for a total of 408,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
- Waste Water Collection – Reuse
- Crews responded to seven trouble calls Breakaway/Hunters Ridge PEP System service area and three in town. Total rainfall for Breakaway Trails (3.50") and Hunters Ridge was (4.25") from 8/23/12 to 8/29/12.
  - Televised twelve – root control fourteen - cleaned seven sewer laterals.
  - Installed new PEP System tank at 18 Coquina Lake Way.
  - Replaced broken PEP tank rear lids at 33,132 Black Hickory, 63 Coquina Lake Way and 40 Carriage Creek.
  - Installed pressure gage on 2" force main at Foxhunter Flat & 6 Huntsman Look - @ 16 psi on 8/28/12. Shadow Crossings Blvd. 4" @ 8 psi.
  - Removed older out of service E-One pumps at Riverbend Park and installed with new E-One pump on 8/30/12.
  - Prepared for TS Isaac. Monitored PEP System flow during evening of high rainfall.
  - Open drain valves on #1 carousel at wastewater plant for B&G support.
  - Ongoing flushing of reuse on beach side.
  - Checked force main pressure at 1800 US 1 – Stable at 5 psi.

- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 35.21 Million Gallons.
  - Produced 13.68 Million Gallons of Reuse.
  - Produced 21.53 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 5.03 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 174.25 (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

- Replaced reuse pressure transmitter at Melrose River crossing.
- Installed conduit for submersible & echo transmitters at Aerator Building.
- Continuing installation of new level transmitter for Aerator tank
- Installed new contactor and replaced burnt wiring on Jockey pump at Reuse High Service pumping station. All electrical connections checked and tightened in panels.
- Assisted operations with installation of new racks on Lime Slaker #1
- Repaired 2" water line on side of splitter box.
- L.P.R.O. #5 clearwell transfer pump breaker tripped – reset – all good.
- Mowed grass around Rima wells.
- 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

- Installed pressure transmitter at Hunters Ridge liftstation
- Hooked up sampler for operations at Wastewater plant.
- Checked Sodium Bicarbonate pump for operations, all good.
- 4m pump #2 soft starter bad, ordered new one and spare.
- Replaced overload relays and cleaned motor starter contacts at Homac liftstation.
- Transfer Station – cleared blockage at force main using gas powered pump, pump down station and surrounding grounds. Requested assistance from solid waste contractor to improve housekeeping efforts.
- Recycle Room – repaired sump pump
- Feed Pump #1 – deragged plug valve
- Transfer Station – cut notches in wet well doors for hoses to allow the wet well doors to close completely
- Influent Room – assist operations with deragg pumps – discharge isolation valve ragged – exercised valve until closed – check valve ragged – ran pump at full speed to clear check valve
- Performed PM's (daily, weekly, monthly) to multiple pieces of plant equipment
- Assisted Contractor with Plant rehab activities.
- Deragged submersible aerators daily.
- Liftstation SCADA repairs to 13 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 26 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. (pulled pumps, inspected and changed seal oil)

- Utilities Division completed 98 work orders as reported in MP2 computerized maintenance management system, of which 78 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 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 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 second reading of the revised Sewer Use Ordinance 2012-29 on August 21st. The new permits will be sent to the IU facilities this week for their review.
  - Reuse Expansion – The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunters 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:

- Agenda packet preparation and creation for the City Commission Meeting on September 4, 2012
- Agenda packet preparation and creation for the September 6, 2012, Quality of Life Advisory Board
- Preparation for new City Clerk on September 4, 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
  - Continued working with vendor to correct issues affecting the portal and agenda creation aspects that resulted from the last update

- 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 website
  
- Mobile Phone Application (myOrmondBeach)
  - Project Status: In Progress
  - Staff is waiting on vendor to complete iOS version of mobile application.
  - IT assisted staff in providing iOS developers licensing and information to vendor
  
- 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