

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 13, 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 meetings with City Attorney, and City Clerk
- Bi-weekly meeting with Police Chief
- Met with Assistant City Manager and City Engineer on the waste water treatment plant project, discussed upcoming change order
- Held weekly staff meeting with Directors
- Met with City Attorney and City staff on the Volusia County Interlocal Planning & Urban Services Agreement

Spoke to, attended and/or met with:

- Volunteered for United Way parking for Coke Zero race on Saturday, July 7
- Attended Rotary board meeting
- Met with City staff, Peggy Farmer and Sam Merrill regarding Hunter's Ridge
- Held weekly conference call with FCCMA staff
- Met with City staff and Mrs. Partington regarding Central Park and Heritage Trail project
- Attended the Historic Liberia-Sudan community signs dedication luncheon

Community Development

- Planning
 - Staff attended the following meetings:
 - Human Resources Board Meeting to discuss a personnel issue.
 - Cross jurisdictional meeting between Hunter's Ridge and city staff.
 - Two pre-neighborhood meetings (Non LDC required) are to be held by Capital Telcom for location of a 150 foot high monopine tower. One tower is needed but two sites have been evaluated. Capital Telecom is interested in gauging community interest in either site. Staff has indicated that both sites would require a PBD since exceptions would be required for a tower placement. The meetings are to be held on July 16 at 1102 West Granada Boulevard in Houligan's for a proposed site behind Bodez and the second meeting is July 17 at 1000 Old Tomoka Road in the Tomoka United Methodist Church.
- Building Inspections, Permitting & Licensing
 - Issued 53 permits with a total valuation of \$423,801.00
 - Conducted 161 inspections
 - Issued 7 new business tax receipts

- Development Review
 - The following site plan revisions were approved:
 - Tomoka Christian Church. Revisions include addition of water service, drainage pipe diameters, and drainage structures.
 - Stor-It, SPRC#11-09, to change water main pipe material.
 - The following site plans were reviewed for the second time:
 - Dr. Batniji, SPRC# 12-112, 121 East Granada Boulevard. Final comments due July 17, 2012.
 - The following meetings with applicants occurred:
 - Pre-construction: Tomoka Christian Church, SPRC #07-1201, 1450 Hand Avenue. Construction pending.
 - Pre-construction: Capital Telecom T-Mobile Tower, SPRC#10-96, 1 South Old Kings Road. Building permit issued and work has started.
 - Pre-construction: Alfie's, SPRC#12-86, 1666 Oceanshore Boulevard. Engineering permit issued for utility connection.
 - Olive Grove, Lot 1: SPRC #12-113. Review SPRC comments issued July 3, 2012.

Economic Development

Economic Development

Ormond Crossings

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

Airport Business Park

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

Ormond Beach Chamber and Main Street

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

Prospective Business Attraction/Retention/Expansion

- Staff has concluded the annual business visits to survey existing businesses regarding their outlook of the economy and to present a variety of county and state economic development material. Staff is preparing a summary report for the Commission.

- Staff is preparing for the August International Council of Shopping Center's annual trade show in Orlando. Staff has recommended Team Volusia formulate strategies for the investment of private sector commercial and industrial development projects. The development sub-committee is formulating strategies to address the challenges to business recruitment.
- Staff met with the CEO Business Alliance management to discuss business prospects and other related economic development initiatives. Staff is working on a location for a business prospect.
- Staff met with two local companies to discuss strategies and programs to expand their markets. Follow up on their space needs and funding continues.
- Staff contacted the property owners of the Food Lion along East Granada Boulevard and discussed possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. Staff is in contact with the real estate agencies representing the property owner and Food Lion to discuss retail reuse opportunities. An Orlando Real Estate firm has been recently hired to market the property. The broker is in discussion with other food grocers to reuse the property.

Special Economic Development Projects

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

Airport Operation and Development

- Staff conducted a quarterly meeting of the Aviation Advisory Board on Monday, July 9th at City Hall.
- Staff continues working with Aeroism Inc. regarding the proposed Unmanned Aerial Vehicle test site at the airport. Staff is scheduling further meetings with Aeroism over the next several weeks to discuss the project impacts.
- The final survey has been completed and received for a site proposed for lease by TowerCom, Inc. for a wireless communications tower to be constructed on the airport. Staff met with the City Attorney this week to review this matter and continues to work with TowerCom, Inc. and the FAA to submit documentation and other materials needed to begin an airspace study required for this project.
- Staff worked with the IT Department to replace the Automatic Terminal Information Service (ATIS) computer at the air traffic control tower. ATIS is a continuous broadcast of recorded non-control information and contains essential information such as weather data, which runways are active, available approaches, and any other information which may be required by pilots. Pilots usually listen to the ATIS broadcast before contacting the control tower, in order to reduce the controllers' workload and relieve frequency congestion.
- Staff developed updated procedures based upon the Code of Ordinances regarding access to the airport by vendor and delivery service vehicles. Copies of the procedure were sent via certified mail to all area vendor and delivery services that typically visit the airport.
- Staff met this week with a representative from a local production company regarding the possibility of hosting a community event at the airport. Staff conducted the representative on a tour of the airport, and provided information that will be used by the representative to compose a formal proposal for the City.
- Staff met this week to discuss certain updates to the airport page of the City website. Small changes have been made to provide better access to information and to more efficiently organize the way information about the airport is presented.
- Staff previously requested quotes to conduct an appraisal of certain airport properties for budgetary purposes. Six (6) responses have been received to date.
- Staff acquired a tree removal permit to remove approximately twelve (12) pine trees from the airport. These trees are located adjacent to Runway 8, and have grown to the point that they have begun to obscure visibility of the runway from the air traffic control tower. Staff is working to schedule removal of the trees.

- Staff continues to work with the Engineering Division on landscape and storm water drainage improvements to the air traffic control tower site.
- Staff continues to work with the FAA Airports District Office (ADO) in Orlando regarding airport grant programming for the current and next fiscal year. Staff has been apprised by the ADO that the pending grant application for the Taxiway Alpha Relocation & General Airfield Improvements project is under review by the Department of Transportation.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Finalize the five-year Capital Improvement Program.
 - Preparation of FY 2012-13 personnel and operating budget.
 - Preparation of the DR-420/TRIM reports.
- Completed Projects - Weekly
 - Processed 75 Journal Entry Batches (# 3823 – 3997).
 - Approved 37 Purchase Requisitions totaling \$4,127,022.85.
 - Issued 21 Purchase Orders totaling \$296,122.36.
 - Advertized RFP No. 2012-24, Employee Group Health & Welfare Insurance Benefits, in the News Journal and posted to DemandStar on 7/4/2012.
 - Advertized Bid No. 2012-21, North Halifax Drive Rehabilitation, in the News Journal and posted to DemandStar on 7/8/2012.
 - Held bid opening for Bid No. 2012-20, Central Park Paving, Fleming Ave & Hammock Lane, on 7/11/2012.
 - Prepared 236 Accounts Payable checks totaling \$160,571.36 and 70 Accounts Payable EFT payments totaling \$2,042,138.68.
 - Prepared 57 Payroll checks totaling \$45,454.70 and 320 Direct Deposits totaling \$379,253.50.
 - Transferred IRS 941 payment of \$137,252.04.
 - Processed 8,546 cash receipts totaling \$1,914,764.40.
 - Processed 1,939 utility bill payments through ACH totaling \$124,564.88.
 - Processed and issued 7,273 utility bills with billed consumption of water of 63,061k.
 - Issued 1,439 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Summer Sounds Concert Series (Begins July 13th)
 - Splash Pad Closed for Maintenance (7/9 and 7/10)
 - Nova Community Center...New Summer Hours
 - Open Workout
 - Summer Sports Clinics
 - Walking with the Manager (7/19 SONC)
 - 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.
 - Submitted Assistance to Firefighters Grant request for \$38,700 in funding for modifications to Fire Station 93 and facemask voice amplification kits with microphones.
 - Attended Justice Assistance Grant web training.

- Submitted acceptance package for a federal Justice Assistance Grant for patrol car digital cameras.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 5
- Hazardous: 3
- EMS: 57
- Motor Vehicle Accidents: 5
- Public Assists: 37

TOTAL CALLS: 109

- Aid provided to other agencies: 12 calls – Volusia County (9), Daytona Beach (3)
- Total staff hours provided to other agencies: 9 hours
- # of overlapping calls: 17
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 53

Training Hours

- Advanced Airway Management: 3
- EMT Refresher: 6
- Driving: 6
- Pump Operations: 10
- Tactics: 8
- Tools and Equipment: 5

TOTAL TRAINING HOURS: 38

Station Activities

- Updated 26 pre-fire plans.
- Conducted 5 fire inspections.
- Provided first aid training to city summer camp counselors.
- Instructed quarterly American Heart Association Heartsaver CPR/AED course to Ormond Beach residents.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department – Streets – Maintenance Worker III
 - Leisure Services Department – Athletic Fields Maintenance – Maintenance Worker IV
 - Support Services – City Clerk
- 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.
 - 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.

- Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader position was advertised on the City web site with a closing date of 03-23-12. Seven (7) applications were received, and interviews have been conducted. Selected applicant did not pass pre-employment processing. On 06-06-12 this position was re-advertised with a closing date of 06-22-12. Four (4) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Planning Department – Planning Technician position was advertised in-house and on the City web site and closed on 07-06-12. Thirty-four (34) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Public Works Department/Fleet Operations – Fleet Systems Specialist position was advertised in-house and on the City web site with a closing date of 07-13-12.
- 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.
- 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.

- Screening/Interviews Scheduled
 - Public Works Department/Engineering – Civil Engineer position was advertised on the Florida Engineering Society web site and the City web site on 06-01-12 and will remain open until filled. Eighteen (18) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews have been scheduled for four (4) candidates on 07-13-12.

- Job Offers
 - Public Works Department/Fleet Operations-Fleet Operations Manager advertised as open until filled. Thirty-one (31) applications were received and forwarded to the Assistant City Manager for review. Interviews were conducted on 04-17 & 18-12. Conditional offer made to a candidate and accepted with starting date of 07-23-12.
 - Leisure Services/Recreation – Twenty-one applicants for Summer Camp Counselors (including Enviro Camp, Nova and SONC) were made conditional offers of employment. Processing will be on-going with the main day being 06-04-12 in the Human Resources Training Room.
 - Police Department – An applicant was selected from the Police Officer eligibility list after successfully completing the pre-employment requirements and will begin employment on 07-23-12.

- Promotions
 - Finance Department – Purchasing Coordinator- interviews were conducted and an in-house applicant was selected and promotion is effective 07-23-12.
 - Public Works Department/Water Distribution – An in-house candidate was selected for the Maintenance Worker IV position after interviewing four (4) candidates from the outside advertisement and in-house.
 - Public Works Department/Drainage Maintenance – An in-house candidate was selected for the Maintenance Worker III position after interviewing seven (7) candidates from the outside advertisement and in-house.

- Terminations/Resignations/Retirements
 - FY Attrition – M/E 6-30-12: 2.76% (excluding retirements)

- Public Works/Streets – A Maintenance Worker III is retiring effective 08-31-12 after 38 years of service to the City of Ormond Beach.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program May 2012 monthly report reflects savings of \$73,826.15 for City residents during the twenty-four months that the program has been in effect in Ormond Beach. Over 1,693 residents have utilized the program during that time.

Training & Development Opportunities

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

Risk Management Projects

- Continuing final revision and dry run of New Employee Orientation.
- Attended planning committee meeting for Mayor’s Health and Fitness Challenge event.
- Attended Beautification Committee awards.
- Attended Health Fair 2012 planning meeting.
- Prepare Unit Statistical Report to State for WC accidents.

Information Technology (IT)

Information Systems (IS)

- Work Plan Projects
 - Email system upgrade (cloud based) – On hold until Customer Relationship Management (CRM) vendor selection is further along to address potential compatibility issues.
 - City Clerk – Agenda Preparation application – Software and updates are being installed.
 - City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected.
 - Finance/Community Development – CRM system replacement – Reviewing information, Selection Committee to meet shortly.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - Server OBFDT2 Drive failure, RAID redundancy protected the system, drive replaced.
 - Networking System: - None.
 - Work Orders: - 35 New work - 40 completed - 34 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	30,185	Inbound E-Mails Blocked	16,626
Delivered Inbound E-Mails	13,398	Quarantined Messages	161
Percentage Good Email	44.4%	Virus E-Mails Blocked	20

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 5 Corrections: 3
 - Map/Information Requests: 4
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 1,461 (6.5%) potable 1,313, Irrigation 148

- Notable Events: None.

Leisure Services

- **Administration**

Meetings attended/hosted:

- Administrative Staff Meeting
- Supervisory staff meeting
- Public Works staff meeting
- Park Visits
- Budget Information Preparation and Submission
- Community Projects Discussion
- Coordinator one on ones
- Performance Evaluation (1)
- Campus Outreach Volunteer Daily Meeting
- Ormond Beach Chamber Meeting to discuss State of the City Event
- Central Park Information Signs
- Met with landscaping company to discuss issues
- Met with dock contractor to create punch list for Cassen Park Gazebo
- Met with dock contractor to get price quote for R&R project at Central Park I
- Met with painting contractor to discuss progress of projects at Ormond Beach Art Museum, City Hall and SONC
- Inspection of sports fields at Ormond Beach Sports Complex
- Review of R&R budget
- Review of operating budgets
- Attended construction progress meeting for Andy Romano Park

Events/Activities attended:

- Summer camps at Nova, SONC, Casements and PAC
- Summer Sounds Concert – 7/13

- **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 through Thursday from 6pm to 8pm.
- Luis Camacho's 6-a-side Soccer League plays each Monday evening from 6pm to 8:30pm. This is a rental.
- The City Summer Youth Volleyball continued this week on Tuesday and Thursday nights from 6:15pm to 8pm at the Nova gym. Ages range from 10 to 17 years old. Currently, the program has 25 participants.
- Ormond Beach Golden Spikes continued summer practices on Tuesday and Thursday evenings at 6pm at the Sports Complex. Games were also held Wednesday morning at 11am (doubleheader).
- Upcoming Events: additional Youth Summer Sports Clinics.

- **Athletic Field Maintenance**

- Mowed South Ormond (SONC) outfield and prepped infield for games.
- Repainted soccer fields at SONC for the YMCA league.
- Cleaned SONC tennis and basketball courts.
- Tended to the infields, tennis and handball courts at Osceola Elementary school.
- Mowed infields and outfields at Nova Park.
- Cleaned skateboard park, tennis and handball courts at Nova Park.
- Picked up and dropped off equipment to Fleet daily.
- Made fuel runs for equipment.

- Cleaned restroom, offices and lunch area of the maintenance building.
- Mowed the baseball fields 3 times per week.
- Continued to mow the soccer fields.
- Continued to mow the softball fields.
- Replaced sprinklers as necessary.
- Cleaned Limitless Playground daily.
- Baseball practice and games continued for Golden Spikes.
- Prepared all baseball and softball fields for games and practices daily.
- Continued spraying insecticide on all ball fields.
- Began verti-cutting of fields at the Sports Complex.
- Prepared 7 fields for the summer 6 vs. 6 soccer league.
- Began summer sprinkler inspections for all fields.
- Helped with various projects for the July 4th Celebration.
- Began top dressing fields at the Sports Complex.

- Senior Center
 - Scheduled July classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Civil Air Patrol met on Monday from 6:30pm to 9pm.
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
 - Living Word Family Church was held on Wednesday from 7pm to 8:30pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT Musical Theatre Camp and CMT Dance.
 - Tuesday: CMT Musical Theatre Camp and CMT Dance.
 - Wednesday: CMT Musical Theatre Camp and CMT Dance. Leisure Services Advisory Board met.
 - Thursday: CMT Musical Theatre Camp and CMT Dance classes.
 - Friday: CMT Musical Theatre Camp and CMT Dance.
 - The next scheduled show at the Performing Arts Center is Thursday, July 26th, CMT Theatre Camp Performance, \$5.

- South Ormond Neighborhood Center
 - Splash Pad was closed Monday and Tuesday for resurfacing.
 - Youth Basketball, AAU Nationals, from July 13th through July 19th.
 - Free-play basketball was played on Tuesday from 6:30pm until close.
 - Summer Camp Connection, Monday through Friday 8am until 5:30pm.
 - Adult Basketball on Sunday and Wednesday.
 - Fitness room was open from 6pm until 9pm on weekdays.
 - "I Am Ormond Reunion" Friday evening and Saturday until 12pm.

- Community Events
 - Assisted in the planning of 2012 Senior Games with tasks including: location confirmations, updating application, sponsorships and marketing.
 - Attended Senior Games Committee meeting.
 - For 2012 Independence Day Celebration: Clean up and reorganization of supplies and equipment, sponsorship recognition.
 - Assisted with Campus Outreach lunch schedules.
 - Completed weekly administrative tasks, office work, meetings and activities.
 - Summer Sounds Free Concert Series begins Friday, July 13th, Rockefeller Gardens, 7pm to 9pm.

- Attended Ormond Beach Chamber of Commerce State of the City meeting.
- Gymnastics
 - June/July session classes for various age groups and levels were held Monday through Friday.
 - Open gym was held Monday evening.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week, including: Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, ping pong, pickleball, the game room and the exercise room.
 - Youth Volleyball practices were held Tuesday and Thursday from 6pm to 8pm in the gymnasium.
 - Nova Community center continued the first session of Summer Connection Day camp.
 - Camp T-Rec continued the first session of summer camp.
- The Casements
 - Classes met this week including Pilates and Yoga Groove.
 - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - "Splish, Splash with Color" was the theme for the fourth week of Art Expressions Summer Camp at The Casements from 9am until noon Monday through Friday.
 - "Mad Lab" was the theme for the first week of Enviro Camp with 30 campers attending from 8am to 5pm at The Casements Monday through Friday.
 - Donna Oldham's photography exhibit entitled "Perceptions 2" is on display in the Gallery through the month of July during normal business hours.
 - Guild members held a Gala meeting on Monday morning in The Casements Gallery.
 - Members of "I Am Ormond Beach" held a reunion luncheon at The Casements on Thursday afternoon.
 - The Guild Crafters met on Thursday afternoon at The Casements.
 - The Casements Coordinator met with an artist on Friday morning to discuss a possible gallery exhibit.
 - The first in a series of three Summer Sounds Concerts was held Friday in Rockefeller Gardens from 7pm to 9pm.
- Parks and Irrigation
 - Pressure cleaned the gazebo roof top and kiosk at Cassen Park.
 - Cleaned up excessive litter at Cassen Park.
 - Cleaned up broken glass under the bridge at Bailey Riverbridge Gardens.
 - Blew off storm debris on Memorial Gardens walkways.
 - Cleaned graffiti from men's room wall at Fortunato Park.
 - Repaired ladies room toilet at Central Park II.
 - Removed a damaged trash receptacle at Central Park II.
 - Replaced missing pickets at the Joyce Ebbets Pier.
 - Assisted with fireworks barricade set-up for Independence Day Celebration.
 - Repaired the flag pole rope at Riviera Park.
 - Conducted citywide safety inspections of parks and equipment.
 - Conducted weekly inspections of parks' facilities for reservations.
 - Shuttled the Fire Chief to the fireworks barge for inspection.

- Helped Building Maintenance put out fireworks and float barricades.
 - Ran all 12 zones, replaced 2 missing spray heads and nozzles at Riviera Park.
 - Turned off timers at Fortunato, Rockefeller, Cassen, Bailey Riverbridge, Riviera, City Hall and Melrose Parks for Independence Day Celebration.
 - Repaired main line break at Bailey Riverbridge Gardens.
 - Turned on irrigation timers after IDC.
 - Installed a new valve box at Melrose Park.
 - Installed a new ball field rotor on field #1.
 - Turned off reuse at Waste Water plant due to a stuck damaged control valve.
- Building Maintenance
 - Repaired an A/C unit in the Streets Division.
 - Repaired an A/C unit in the Airport Manager's office.
 - Assisted Community Events with July 4th holiday decorations around City Hall and Fortunato Park.
 - Constructed and set afloat fireworks barricades for July 4th celebration.
 - Started preventative maintenance of controlled access gates at Facilities Maintenance.
 - Performed a safety inspection of the Commission Chambers prior to their meeting.
 - Recovered fireworks barricades and other holiday decorations.
 - Repaired dock lights at Fortunato Park.
 - Replaced the Splash Pad pump timer at SONC.
 - Repaired pier bollards at Cassen Park.
 - Repaired a fountain motor starter at the Sports Complex.
 - Installed canopy lights and a timer at the PAC.
 - Repaired GFI for the stage at Fortunato Park.
 - Added receptacles at Fleet Maintenance.
 - Repaired lights and GFI at Fire Station #92.
 - Installed a new Sloan auto flush valve at Central Park I and Central Park II.
 - Replaced a fountain motor at Hospital Park.

Police Department

Administrative Services

- Staff participated in the Independence Day Celebration Action Plan/event.
- Attended meeting with city staff members to discuss interlocal planning and urban services.
- Staff met with Florida Department of Law Enforcement regarding a pending case.
- Attended bi-weekly meeting with City Manager.

Community Outreach

- 20 youths created mythical animal drawings during the PAL summer art classes.
- 20 youths participated in the PAL Summer Tutoring program.

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 10
- Cases Exceptionally Cleared: 7
- Inactive: 8
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 1
- Missing Persons: 1

- Recovered Missing Persons:
- Suspicious Incident: 1
- Narcotics:
 - Three Buy Walks
 - Four Buy Walk Attempts
 - One Search Warrant

Comments:

- Suspect identified in a vehicle burglary. The suspect used the victim's identification at a bank in St. Johns County. Investigators contacted the bank teller and she positively identified the suspect in a photo line-up. The suspect is from the Ft. Lauderdale area and a warrant has been obtained for her arrest.
- Several stolen items were found in local pawn shops and investigators are following up to charge the responsible parties.

Community Service/Animal Service

- Animal calls responded to : 65
- Animal Reports: 10
- Animals to FHS: 7
 - Dogs: 6
 - Cats : 1
- Traps: 2
- Animals Returned to Owner: 2
- Complaint Affidavits issued: 2
- Animal Notice of Violation: 1
- Animal Citation :1
- CSO's delivered cars for speedometer calibrations for nightshift officers.
- CSO's continue to assist with Extra Patrols of city parks.

Records

- Walk - Ins / Window 116
- Phone Calls 145
- Arrest / NTA'S 27
- Citations Issued 122
- Citations Entered 80
- Reports Generated 146
- Reports Entered 146
- Mail / Faxes / Request 51

Patrol

- Total Calls 1,542
- Total Traffic Stops 204

Operations

Crime Opportunity Reporting Forms issued: 182

- 7-5-12 Burglary residence at 35 Breakaway Trail.
- 7-5-12 Shoplifting at Beall's W. SR-40, a juvenile male was arrested.
- 7-5-12 Trespassing at Publix in the Trails Shopping Center, a male and female were issued trespass warnings for the plaza.
- 7-5-12 Disorderly Conduct at Hand and US-1. Adult male was arrested.
- 7-6-12 Burglary of a storage bin at 321 Hand Ave. A painting was stolen.
- 7-6-12 Disturbance at Ocean's East Hotel between husband and wife. No arrests made.

- 7-6-12 Fraud at 765 N. Beach St. Unauthorized use of a credit card.
- 7-6-12 Traffic investigation at US-1 and SR-40. Adult male arrested.
- 7-7-12 Theft at 325 S. Atlantic Ave. Bicycle was stolen.
- 7-7-12 Disturbance at 753 Santa Fe Ave. Adult female arrested for domestic violence.
- 7-7-12 Disturbance at 500 Shadow Lakes Bv., Adult male was arrested for battery.
- 7-8-12 Vandalism at 106 Cardinal Dr. A parked motorcycle was damaged.
- 7-8-12 Vandalism at 676 Flamingo Dr. A parked motorcycle was damaged.
- 7-8-12 Disturbance at 47 N. St. Andrews. Adult male arrested for battery.
- 7-9-12 Grand Theft at 360 John Anderson Dr. Rolex watch is missing.
- 7-9-12 Disturbance at 66 Broadmoor Cir. Adult male arrested for battery.
- 7-9-12 Disturbance at 509 S. Nova Rd. Adult male arrested for battery.
- 7-10-12 Auto Theft at 1567 N. US-1 Harley Davidson motorcycle was stolen.

Traffic Unit:

- DUI at SR 40 and US 1. Vehicle observed speeding northbound on US 1 and ran a red light at Hand Avenue. DUI investigation led to arrest.
- After Action Report for IDC Event completed.
- SMART Trailer deployed to the Hand Avenue detour on Orchard Street.
- Traffic Citations 108
- Parking Citations 1
- Crash - No Inj. 14
- Crash - Injury 2
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue
 - Division Avenue
 - Hidden Hills
 - N. US 1
 - N. Beach Street
 - Enforced Complaints:
 - John Anderson Drive
 - Dix Avenue
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street
 - Breakaway Trails

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 8 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Cases initiated
- 61 signs have either been removed or sign cases created
- 18 tree removal permit requests
- Administrative staffs assisted with two 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. There has been no change in the status of this case.
- 2) 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 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.

Public Works

- Engineering
 - Construction Projects:
 - Roadway Resurfacing- Contracts are being executed.
 - Transfer Station Pump Station- Notice to proceed has been issued.
 - SR 40 Sidewalk / Trail Phase III- The project was substantially completed.
 - Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Pressure testing of the reclaimed water main on Black Hickory Way in the Breakaway Trails sub-division was completed and restoration in that area was started. Contractor performed pipe tie-ins and work on booster pump instrumentation panel.
 - Tomoka State Park- Approximately 1,200 feet of sidewalk was constructed.
 - Andy Romano Beachfront Park –The contractor has installed water mains, sewer, and storm mains east of the CCCL line. Work on the west side is commencing.
 - Hand Avenue –The contractor has started work at US 1 with milling and water main installation. The jack and bore under the RR tracks is scheduled to occur this week.
 - US1 & Nova Turnlane- The contractor began construction on June 24th.
 - Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has achieved several significant equipment start-ups including the following components: Bar screens at Influent headworks, Clarifier No.4, two new screw pumps, first anoxic zone aerators and diffused air systems, electrical building and associated electrical control panels, Filter No.3 and rehab of Filter No.2. A City requested change order for additional work was approved at the June 5th City Commission meeting. This is for piping modifications with the dewatering pump station to allow bypass flows to be returned through the bar screens to allowing for grit removal and rag removal. As the rehab work on the existing clarifiers is complete, the full cost of the rehab work has been determined. A change order is to be presented to the CC on August 8th associated with the rehab work. While the contract does require specific components to be refurbished other components were found in need of refurbishment that were not included in the original contract resulting in additional work requested from the contractor.

Design Projects:

- Granada Utilities Underground – A kick-off meeting was held for the final design and easement preparation. The consultant is coordinating meetings with the franchise utilities to confirm all required work.
- OBSC T-Ball Fields – A work authorization to A.M. Weigel is scheduled for July 31st.
- Nova Street Light Painting- Received written quotations for street light repainting. Processing purchase order.

- Nova Community Park Basketball Court- Project consultant is preparing final engineering design for staff review.
- Nova Community Park Racquetball Court- Project consultant is preparing final engineering design for staff review.
- Nova Community Park Master Plan- The first community outreach meeting was held on June 21st and the presentation material is available on the City's website for viewing and comments.
- Ormond Scenic Loop- FDOT is working with their consultant to finalize the sign design.
- South Peninsula 2-inch Water Main Replacement- Consultant is performing the survey work.
- Audible Pedestrian Signals- Consultant provided an updated project schedule.
- Mainland 2-inch Water Main Replacement- Consultant is performing the survey work.
- North Peninsula 2-inch Water Main Replacement- scheduled 60% design review meeting. This will be followed by a meeting with the affected residents.
- SR40 Washington to Beach St.- FDOT is currently reviewing the proposed street light relocation design plans.
- Central Park Paving – Bids will be opened on July 11th.
- Tymber Creek Phase I – Project was advertised by the County on June 24th.
- N. Halifax Dr. Improvements- The project was advertised for bidding.
- Side Street Lighting Conversion- The material purchase bid award is scheduled for July 31st.
- John Anderson Drive – The City Commission voted to amend the design contract to a limited option that included milling and resurfacing and providing for spot drainage repairs in flood prone areas. Engineer is modifying the design plans. A meeting was held with the consultant to confirm the design intent and identify spot drainage area improvements.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane- Project to interconnect the Central Park lakes 1&2 and 2&3. SJRWMD has notified consultant that permit has been approved and will be issued. Final plans are being prepared for bidding.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Recently received word that FEMA has approved the Phase II portion of the grant which includes construction phase. FEMA will be sending the grant agreement for City Commission approval.

Administration:

- Processed project invoices/pay requests totaling \$150,089
- Prepared requisitions/PO's totaling \$3,000
- Grant Administration: Submitted quarterly report to Volusia County for ECHO Skatepark expansion grant and to Florida Division of Emergency Management/FEMA for the Hand Avenue/Laurel Creek & Central Park Drainage HMGP grants.

Other:

- Calculated the inverts of the storm sewer pipes and manholes along W Granada Blvd. for proposed landscaping design per consultant request, also updated the drawings to show sanitary sewer pipe locations and forwarded to same consultant.
- Surveyed the Magic Forest Playground inside the fenced area to locate the additional trees per Architect request.
- Completed the updated drawing of the Magic Forest Playground and forwarded to Architect for final design also created PDF of same and sent to playground equipment manufacturer per request.

- Checked elevation shots along E. Ridgewood Ave. to determine possible solution for standing water problem on street.
- Tree locate at 31 Sanchez Ave per Neighborhood Improvement Division request.

Customer Service:

- Calculated the amount of fill needed to replace berm required for the SWMP around back yard of 31 Amsden Dr. to assist the homeowner.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Repaired pavers on Bosarvey Dr.
- Repaired a sidewalk on Main Trl.
- Cut out a sidewalk on Ormond Lakes Blvd.
- Cut out concrete around a valve cover for the Water Department at SR A1A and Milsap
- Assisted Wastewater with a broken pipe repair at S. Beach St. & Mound Ave.

- 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
- Picked up litter on US1 and on SR40
- Stump grinding at various citywide locations
- Trimmed a tree over a streetlight on Woodmere Circle
- Trimmed trees on various sidewalks on Oceanshore Blvd.
- Removed trees on Thompson Creek
- FDOT tree trimming on SR40 ROW

- 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
- Closed road on S. Beach at Mound for broken pipe repair
- DOT weed control on Nova Rd. & the Granada Bridge
- Assisted the asphalt crew at S. Beach St. and Mound Ave.
- Assisted concrete crew with the tractor at Ormond Lakes

- Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Cassen Park, straightened handicap parking sign post
 - Andalusia Ave. & Division Ave., replaced a stop sign post that was damaged by a vehicle
 - Temporarily installed "Cross Traffic Does Not Stop" signs at the NE corners of Fairview Ave. & Grove St. and at Central Ave. & Grove St. while S. Beach St. at Mound Ave. is closed for emergency pipe and road repair

- Reinstalled signs in the parks that were removed when the temporary 4th of July signs were installed
- Riverside Dr., installed the last (2) sets of (4) rumble strips
- Fabricated (2) Access for all businesses south of Hand Ave. signs for road work
- Delivered signs for 4th of July activities
- Picked up signs from 4th of July activities
- Fabricated (2) additional signs to help the public access businesses affected by the Hand Ave. road construction

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Delivered #276 Gradall to Fleet, replaced the tail lights
- System Inspection – Bosarvey and S. Halifax Drive
- Outfall Inspection at (4) palmetto dunes – filled in washout around outfall with dirt
- Filled in washouts along sidewalk at West SR40
- Mowed West SR40 (185,257 sq. ft.)
- Reachout Mower – SR40 and at Airport Rd.
- Mowed FDOT ponds on SR40
- Sprayed – FDOT ponds on SR40, Wilmette ditch, Cherrywood ditch, Division ditch, Nova Rec. pond, ball field pond & ditch and Hidden Hills ditches
- Slope Mower – On US1 (29, 500 sq. ft.)
- Slope Mower & Bushog – On SR40 (223,220 sq. ft.)
- Cleaned and inventoried on the Vacon

Street Sweeping/Streetsweeper

- 130.0 miles of road cleaned
- 30.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
60,742

PM Services completed for the week:

Emergency—Vehicles and Equipment
22

Non-Emergency Vehicles and Equipment
29

Road Calls for the week:

5

Quick Fleet Facts:

- Fleet has 7,100 gallons of unleaded and 8,805 gallons of diesel fuel on hand.
- Fleet completed 113 work orders this week.

- Utilities
 - Chemical Bids – Obtained the additional information needed to prepare a specification for phosphate concentration in the corrosion inhibitor proposed for use at the water treatment plant. Prepared a specification for corrosion inhibitor. Obtained City Commission approval for specifications to be contained with advertisement chemical bids as part of the Palm Coast joint bid. Bids are due on August 9th.

- Concentrate Disposal Study – Plans and specifications were reviewed in a meeting with the consultant and comments presented for incorporation into the final bid documents. A cost estimate is pending from the engineer.
- Division Avenue Well Field Raw Water Piping - A work authorization was prepared and is in the process of being approved.
- WWTP Dewatering Station Bypass Project – A construction schedule was obtained from the contractor. Construction will be starting in October 2012.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. The CC provided feedback to staff to retool the proposed plan based on several considerations.
- Airport Road Force Main/ Reuse Main Extension – A troublesome leak on Black Hickory Way (BAT) was located and repair methods and schedule determined. The leak was repaired, pressure testing of the reclaimed water main was completed and restoration in that area was started. Contractor performed pipe tie-ins and work on booster pump instrumentation panel. Staff preparing quarterly report for SJ MFL Cost Share Agreement and project cost reimbursement.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – Scope and fee proposal from McKim & Creed was reviewed and comments forwarded to Engineering for processing. A revised work schedule was requested from FDOT.
- Hand Avenue Extension – Milling and water main installation is occurring west of US1. The jack and bore under the RR tracks is scheduled to occur this week. A water main was broken, resulting in a boil water notification to 18 businesses. The main was repaired and the boil water notification was rescinded.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A notice of default letter was sent to the contractor. The contractor visited the plant this week and pulled pump 3 for shipment back to the manufacturer to retrofit with new style impeller.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. Effluent transfer pumps were taken out of service and temporary bypass pumps are being used while the effluent transfer pumps are in service. RAS Pump 3 was removed. RAS Pump 4 is being removed. Three new RAS Pumps and one new WAS Pump was installed. Clarifier #2 is being rehabilitated. Work is proceeding on the remaining equalization tanks. Floors are being poured at this time. The mainland pump station PLC was connected to the main PLC in the operations building. The signal from the reuse pump station is being connected this week. Recycle pump 3 is being installed. Fermentation train #1 is out of service and submersible mixers and internal tank walls are being installed. Remedial efforts are underway with Contractor and Facilities Maintenance groups for mold removal.
- Lift Station Repair and Replacement Project – The final pay request is pending until Worsham (Contractor) decides to accept final payment. Legal contacted the Contractor's attorney and indicated that a demand letter may be forthcoming.
- North Halifax Drive Rehabilitation Reclaimed Water Main Extension – A disposition memo was approved by the City Commission for bidding at the July 3rd City Commission meeting. The project was advertised for bids. Bids are due on August 8th.
- Pretreatment Effluent Pump (PEP) Replacement – A City Commission memo was prepared for the July 31st agenda recommending that the contract be awarded to Lucas Technologies.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. John Searcy & Assoc. is preparing a design proposal for the project and is waiting for weight information on the generator assembly.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by lining are being prepared.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Walmart lift station is designed and a proposed pump curve received from the manufacturer was reviewed.

- Pump information was sent to the electrical consultant for incorporation into the design plans.
- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
 - Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
 - SPRC: Attended a meeting to discuss Plans for Lot 1 in Olive Grove with the developer. Plans for Tomoka Christian Church were reviewed. Attended the preconstruction meeting for Alfie's. Start up was performed on the Hunter's Ridge Boulevard lift station. Reviewed revised plans for Granada Plaza U Stor-It. Reviewed plans for Dr. Batniji Medical Office.
 - Received preliminary approval of draft Sewer Use Ordinance Legal from FDEP. Ordinance and Local Limits Resolution scheduled for CC consideration on July 31st and August 7th meetings.
 - Replacement of 2" Galvanized Pipe North Peninsula Project Area – Reviewed 60 percent design plans.
 - WWTP Sludge Conveyor System Replacement – The project includes replacement of rollers and belt for prolonging proper operation of existing conveyor. Parts are being received from RC Beach and Associates. A purchase order was prepared for Brasfield and Gorrie. The parts installation is scheduled for October.
 - Transfer Station Lift Station Upgrades – A schedule of values was received from the Contractor.
 - WWTP Operation Permit – The FDEP consent order is in effect until August 2013 through the facility construction period. FDEP comments were addressed for the Pollution Prevention (P2) Project Plan. A construction implementation schedule, further information on the project cost and labor was included for computing the recovery cost. A response was submitted on July 10th.
- Water Distribution
 - Relocated hydrant due to HOA concerns at Park Place.
 - Responded to 4 low pressure complaints
 - Flushed 6 cloudy water complaints, assisted 3 customers with misc. water issues.
 - Meter testing: Palletized 120 each - 3/4 inch residential water meters removed for testing and awaiting shipment to National Meter Testing.
 - Leak Detection: Located valves and mains, set boxes for loggers to listen for leaks on Carol Rd and Margaret Rd – ongoing recon.
 - Met with Hazen Construction for ongoing construction activities on Hand Ave.
 - Utility locate service for miscellaneous water/wastewater/reuse requests.
 - Water Treatment
 - Delivered to the City 39.998 million gallons for week ending July 8, 2012 (5.714 MGD)
 - Backwashed 9 filters for a total of 369,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Waste Water Collection – Reuse
 - Crews responded to four trouble calls in Breakaway/Hunters Ridge area and four in town.
 - Televised eleven, cleaned three sewer laterals.
 - Cleaned reclaimed filter at 87 Nicolas Court.
 - Replaced reuse service box at 842 N. Halifax.
 - Flushed reuse service at 301 Oak Drive.
 - Repaired 8" sewer main at S. Beach and Mound Ave. and 839 S. Atlantic Ave.
 - Ongoing flushing of reuse on beach side.
 - Checked force main gauge pressure at 1800 US 1 (5 psi).

- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Checked irrigation system at Breakaway and Hunters Ridge.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.75 Million Gallons.
 - Produced 25.49 Million Gallons of Reuse.
 - Produced 3.26 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 4.11 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 119.29 (14%-18% Solids).
 - Complete Pathogen Testing
 - 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

- Rebuilt Bermad valve Well 29 – placed into inventory as spare.
- Pulled #2, 40 HP backwash transfer pump motor for evaluation and repair.
- Installed 200HP motor on HSP #4, aligned and rewired. Tested and turned over to operations.
- Tightened drive belts on #2 scrubber.
- Replaced the tube on the #5 hypochlorite pump
- Called to reuse high service pump station, pressure transmitter malfunction, installed 0-200 PSI Indicator temporarily and adjusted pressures, ordered proper 0-300 transmitter. Will install upon receipt.
- HSP #5 broke off the actuator valve , replaced the studs and turned over to operations
- Reamed the claricone ports and greased the lime slurry pumps tubes
- Replace belts on #2 degasifier.
- Worked on rebuild of backwash transfer pump controller.
- HSP #1- 250 amp main control cabinet circuit breaker failed. Found 250 amp Square D breaker in inventory and replaced original Allen Bradley Breaker, modified door disconnect switch, pulled new A-Phase wire and tested, turned over to operations.
- 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.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.
- Attended weekly staff meeting.

- Wastewater Plant – Lift Stations

- Replaced control relay at 10M liftstation.
- Replaced wiring to PEP Tank at 6 Laurel Ridge Break.
- Poly Blend controller not functioning at centrifuge, found pinched ribbon cable, no replacement parts from manufacturer, ordered inventory supplies to make ribbon cables in house.
- Feed Pump #1 – cleared blockage at feed line from Digester Tanks
- Transfer Station – assisted Collections Crew as needed with station shutdown and force main clearing
- Clarifier #3 – installed spray/mist system at center rings
- Shadow Crossings – replaced pressure gauge - rechecked pressure readings
- 5M – replaced pump #2 with vendor repaired inventory

- 6M – cleared debris from platform in wet well
- Clarifier #2 – assisted camera crew as needed with crane truck
- Breakaway Trails – reboot VFD #3 – cleaned probe
- Feed Pump #2 – customer complaint – not pumping – found bad motor shaft
- Deragged submersible aerators daily
- Deragged influent pumps.
- Liftstation SCADA repairs to 17 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 28 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program
- Annual PM's to 3 liftstations (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 103 work orders as reported in MP2 computerized maintenance management system, of which 85 were PM work requests and 18 were repair work orders.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- **Industrial Pretreatment Program:** The process has begun to create the new permits for the City's Industrial - Significant User (IU) facilities connected to the City's sewer system. The permit applications have been received from each of the significant users (permittees). All current permits will expire on September 30, 2012; therefore, the 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 provide any feedback prior to the implementation date.

Water Supply/ Treatment and Distribution System Regulatory Activities

- The 2011 Annual Water Quality Report or Consumer Confidence Report (CCR) has been distributed with the water bills throughout the month of June meeting the deadline of delivery to the customers by June 30, 2012. An advertisement was published in the News Journal on July 9th notifying the public that our CCR is available. Staff is preparing Certification of Delivery for submittal to FDOH.

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

Status of Department Projects

- Agenda Automation System
 - Project Status: On Going
 - Continued to provide one-on-one support to City Staff during the implementation process.
 - City Clerk trained Support Services staff on administrative side of system
- 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.
 - Staff sent LDC files to vendor for conversion.
- Mobile Phone Application (myOrmondBeach)
 - Project Status: In Progress
 - Staff is waiting on vendor to complete iOS version of mobile application.
- Records Management System Upgrade
 - Project Status: On Hold
 - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade.
- City Clerk Transition
 - Project Status: In Progress
 - City Clerk trained staff on administrative functions of MinuteTraq
 - City Clerk trained staff on agenda preparation
 - City Clerk trained staff on technological meeting functionalities