

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 27, 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:

- Bi-weekly meetings with IT Manager, Police Chief
- Weekly meeting with HR Director
- Weekly staff meeting with directors
- Meeting with Economic Development Director on S.R. Perrott and Emergency Communications Network (ECN).
- Field review with Assistant City Manager of Bicentennial and Holly Hill dog parks
- Weekly budget meeting with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- One on one budget review meetings with Commission
- Phone discussion with County Manager's Office on status of Andy Romano Beachfront Park Interlocal agreement and County contribution.
- Phone discussion with Gainesville City Manager
- Meeting with Michael Sibley of James Moore (auditors)
- Attended Aerosim presentation of unmanned aerial vehicles
- Attended City/County Managers' meeting
- Attended Volusia League of Cities Dinner in Edgewater
- Participated in CFLGE Steering Committee conference call
- Attended Claims Committee meeting
- Attended United Way annual board of directors meeting

### **Community Development**

- Planning
  - The Planning Director attended the 26<sup>th</sup> Annual Chamber of Commerce Environmental Permitting Summer School. The uniqueness of these courses is that they concentrate on the "nuts and bolts" of how something is done as opposed to a gleaned over summary of a particular subject. Courses attended include: Shifting the Burden; Strategic Planning and Permitting for Development under the Scott Administration; Brownfields 15; New Policy Directors for Growth Management; Delegation of Environmental Resource Permitting to the Locals; Corridor Redevelopment; Innovations in Planning, Zoning and Development; and Property Rights Takes Centerstage.
  - Staff attended a presentation by Aerosim to senior administrative officials in City Hall.
  - Staff attended the second meeting of a subcommittee tasked with presenting amendments to the Volusia County School District Interlocal Agreement (ILA) on school concurrency. The subcommittee's goal is to eliminate the excessive process thereby streamlining the ILA and modifying concurrency in the urban areas of Volusia County while maintaining some type of concurrency in the suburban and rural areas of the county.

- The Statement of Need for the US1 North Corridor will be presented to the Planning Board as a work session item in August. FDOT in association with the VC TPO and the affected cities along the US1 corridor will be issuing an RFP for consultant services for the Second Phase of the US1 Corridor Redevelopment Project. It is hoped by staff that between the Statement of Need, the FDOT 2 phase Study, and some contracted graphic work after extensive public engagement, a Redevelopment Plan will be forged.
- The City response to Volusia County's drafted ILA which is in response to the City's Interlocal Boundary Agreement for US1 North corridor was drafted and forwarded to the County. The County's insistence that all solid waste be disposed of at the Tomoka Farms Road landfill facility will cost the city rate payers in excess of \$1,000,000 annually.
- Interviews for the Planning Technician occurred this week and will partially take up next week.
  
- Building Inspections, Permitting & Licensing
  - Issued 59 permits with a total valuation of \$772,263.00
  - Conducted 184 inspections
  - Issued 5 new business tax receipts
  
- Development Review
  - The SPRC Approved Items:
    - Capital Telecom, 610 South Yonge Street, SPRC #12-69, Construction of a 150' camouflaged communications tower and associated site improvements, approved July 25, 2012.
    - King's Crossing Centre, 775 West Granada Boulevard, SPRC #12-113, Construct a 10,675 SF, 2 story building with associated site improvements, approved July 25, 2012.
  - Meeting with Applicants:
    - Pre-construction meeting: Jimmy John's, 300 West Granada Boulevard, SPRC #12-81.
    - Final Inspection: Wal-Mart, 1521 West Granada Boulevard, SPRC #-09-2500007.

## **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 the Ormond Crossings property.

### **Airport Business Park**

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

Ormond Beach Chamber and Main Street

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

Prospective Business Attraction/Retention/Expansion

- Staff has concluded the annual business visits to survey existing businesses regarding their outlook of the economy and to present a variety of county and state economic development material. Staff 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 formulated marketing material for the trade show.
- Staff contacted the property owners of the Food Lion along East Granada Boulevard and discussed possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. Staff is in contact with the real estate agencies representing the property owner and Food Lion to discuss retail reuse opportunities. An Orlando Real Estate firm has recently been 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.

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

- An updated survey has been completed and received for FBO Areas 1 & 2 at the airport. Staff worked this week to finalize preparation of an amended and restated lease agreement for these areas for consideration and approval by the City Commission.
- An updated survey has been completed for the proposed TowerCom communications tower site at the airport. Staff worked to review the survey and prepared materials for review and approval by the FAA.
- Staff reviewed a comprehensive presentation by Aerosim, Inc., to test an unmanned aerial vehicle (UAV) and related technologies at the airport. Following additional review of the material, staff will present the findings to the City Commission.
- Staff worked with the Volusia Aviation Advisory Committee to prepare materials for the National Business Aviation Association convention, which will be held in Orlando this October. Ormond Beach will be one of five Volusia County airports represented at the convention.
- Staff conducted a site visit at the airport by the Transportation Security Administration regarding statewide security arrangements for the RNC convention in Tampa this August.
- Staff acquired a tree removal permit to remove approximately twelve (12) pine trees from the airport. These trees are located adjacent to Runway 8 and Taxiway Echo, and have grown to the point that they have begun to obscure visibility for the control tower and departing aircraft. Staff has tentatively scheduled removal of the trees to occur next week.
- 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.

- Staff prepared and submitted extension requests to FDOT for active JPAs related to the Taxiway Alpha Relocation & General Airfield Improvements project. Extension of these JPAs is required due to the delay in FAA funding for this project.
- Staff continues to work with the Engineering Division on landscape and storm water drainage improvements to the air traffic control tower site.

#### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Finalize the five-year Capital Improvement Program.
  - Preparation of FY 2012-13 personnel and operating budget.
- Completed Projects - Weekly
  - Processed 35 Journal Entry Batches (# 4091 – 4172).
  - Approved 22 Purchase Requisitions totaling \$2,027,707.38.
  - Issued 18 Purchase Orders totaling \$6,484,041.07
  - Held pre-bid meeting for Bid No. 2012-21, North Halifax Drive Rehabilitation, on 7/19/2012.
  - Prepared 175 Accounts Payable checks totaling \$430,454.45 and 25 Accounts Payable EFT payments totaling \$278,948.95.
  - Prepared 59 Payroll checks totaling \$45,296.20 and 320 Direct Deposits totaling \$374,940.07.
  - Transferred IRS 941 payment of \$133,837.11.
  - Processed 3,763 cash receipts totaling \$927,485.50
  - Processed 570 utility bill payments through ACH totaling \$45,916.31.
  - Processed and issued 6,435 utility bills with billed consumption of water of 45,381k.
  - Issued 394 past due notices on utility accounts.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Nova Community Center...New Summer Hours
    - Open Workout
    - Ormond Beach Residents Continue Saving Money with National League of Cities Prescription Card
    - CAMP BROADWAY® EXP at the Ormond Beach Performing Arts Center
  - 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.

#### **Fire Department**

##### **Weekly Statistics**

- Fires: 6
- Fire Alarms: 7
- Hazardous: 0
- EMS: 64
- Motor Vehicle Accidents: 9
- Public Assists: 30

**TOTAL CALLS: 116**

- Aid provided to other agencies: 21 calls – Volusia County (11), Daytona Beach (10)
- Total staff hours provided to other agencies: 46 hours
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 58

#### Training Hours

- EMT Refresher: 12
- Ethics: 26
- Medical Director Procedures: 2
- Splinting/Immobilization: 5
- Tactics: 13

**TOTAL TRAINING HOURS: 58**

#### Station Activities

- Updated 20 pre-fire plans
- Conducted 3 fire inspections

#### Significant Incidents

- 7/19/12, 8:54 AM: Balsam Ct. – Brush Fire – Ormond Beach responded to Volusia County for a 5 acre brush fire – four units from Ormond Beach assisted - initial command established by Ormond Beach Battalion 90 – fire was slow moving in medium fuels – Ormond Beach made initial attack with 1,000 gallons of water – cleared scene at 11:12 AM
- 7/22/12,– 10:40 AM: Ocean Shore Blvd. – Structure Fire – Assisted Volusia County – Quint 91 made entry on ladder to 2<sup>nd</sup> floor apartment – fire located in bedroom and extinguished – Engine 93 conducted a search and rescue – no injuries – cleared scene at 12:52 PM.
- 7/22/12, 12:39 PM: Sunrise Ave. – Near Drowning – Requested to respond to Volusia County – child found in pool – CPR performed on scene – two Ormond Beach firefighters assisted EVAC during transport to hospital.

#### Operations

- Attended Emergency Medical Services Committee meeting.
- Hosted Volusia County Fire Chief's Association monthly meeting.
- Attended ethics training at Daytona Technical Center.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Public Works Department/Water Distribution – Maintenance Worker III
  - Public Works Department/Drainage Maintenance – Maintenance Worker II
- Approved/Active Recruitment
  - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (re-advertised the position) advertised on City web site and will remain open until filled. A total of seven (7) applications have been forwarded to department for review. Division has asked HR to remove ad from website in anticipation of re-evaluating the current position needs of the division.
  - Public Works Department/Engineering – Civil Engineer position was advertised on the Florida Engineering Society web site and the City web site on 06-01-12 and will remain open until filled. Twenty (20) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held with four (4) candidates on 07-13-12.

- Leisure Services/Special Populations – Part Time Recreation Leader was advertised on the City web site with a closing date of 03-30-12. The advertisement was distributed to local colleges. Re-advertised through 04-27-12. On 06-06-12 this position was again re-advertised as open until filled. Seven (7) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Waiting for position update status from supervisor.
- Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader position was advertised on the City web site with a closing date of 03-23-12. Seven (7) applications were received, and interviews have been conducted. Selected applicant did not pass pre-employment processing. On 06-06-12 this position was re-advertised with a closing date of 06-22-12. Four (4) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Waiting for position update status from supervisor.
- Planning Department – Planning Technician position was advertised in-house and on the City web site and closed on 07-06-12. Thirty-four (34) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Six (6) applicants have been scheduled for interviews between 07-26-12 and 08-01-12.
- Public Works Department/Fleet Operations – Fleet Systems Specialist position was advertised in-house and on the City web site with a closing date of 07-13-12. Eight (8) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Public Works Department/Streets – Maintenance Worker III position in the Sign Shop was advertised on 07-13-12 on the City Web Site and in-house and closed on 07-20-12. Eleven (11) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker IV position was advertised in-house and on the City web site on 07-13-12 with a closing date of 07-20-12. Eight (8) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Support Services – City Clerk position was advertised in-house and on the City web site on 07-17-12 and closed on 07-24-12. Twelve (12) applications were received and are being entered on the applicant tracking sheet with qualifications prior to being copied and forwarded to the H.R. Director and City Manager for review.
  
- Screening/Interviews Scheduled
  - Leisure Services/Casements & P.A.C. – PT Custodian positions were advertised 06-20-12 with a closing date of 07-06-12. Twelve (12) applications were received and forwarded to departments for review. Interviews have been conducted with six (6) applicants.
  
- Background/Reference Checks
  - Leisure Services/P.A.C. – PT Box Office Attendant was advertised 06-20-12 with a closing date of 07-06-12. Twenty-two (22) applications were received and forwarded to the department for review. One candidate has been selected to begin pre-employment processing.
  - Leisure Services/Casements & P.A.C. – A candidate has been selected to fill the P.A.C. Part Time Custodian position.
  - Leisure Services/Casements & P.A.C. – A candidate has been selected to fill The Casements Part Time Custodian position.

- Job Offers
  - Police Department – A candidate was selected from the Police Officer eligibility list and after successfully completing the pre-employment requirements began employment on 07-23-12.
- Promotions
  - Finance Department – Purchasing Coordinator - interviews were conducted and an in-house applicant was selected and promotion was 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 applicants.
  - Public Works Department/Stormwater – An in-house candidate was selected for the Maintenance Worker III position after interviewing seven (7) candidates from the outside advertisement and in-house applicants.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 6-30-12: 2.76% (excluding retirements)
  - Public Works/Streets – The Maintenance Worker III in the Sign Shop is retiring effective 08-31-12 after thirty-eight (38) years of service to the City of Ormond Beach.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program June, 2012, monthly report reflects savings of \$75,866.48 for City residents in the two years that the program has been in effect in Ormond Beach. Over 1,753 residents have utilized the program during that time. Public Information news release was sent out on 07-20-12 to re-notify citizens about this benefit.

#### City Events/Employee Relations Update

- Legal Shield (formerly Pre-paid Legal) representative Stacey McPherson will be available to meet with employees to discuss Legal Shield Plan Benefits and Identity Theft Shield on Wednesday, 08-08-12.

#### Training & Development Opportunities

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

#### Risk Management Projects

- Met with temporary staffing agency to review safety procedures and injury reporting.
- Preparing material for new service agreement for pre-employment physicals.
- Will prepare for and attend Claims Committee meeting on 07-27-12.

#### Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Email system upgrade (cloud based) – On hold until Customer Relationship Management (CRM) vendor selection is further along to address potential compatibility issues.
    - City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected.
    - Finance/Community Development – CRM system replacement – Reviewing information, Selection Committee to meet shortly.
  - iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - High number of Microsoft patches installed on all servers.
- Networking System: - None.
- Work Orders: - 34 New work - 39 completed - 37 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,947	Inbound E-Mails Blocked	13,792
Delivered Inbound E-Mails	11,068	Quarantined Messages	116
Percentage Good Email	44.4%	Virus E-Mails Blocked	12

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 3 Corrections: 0
  - Map/Information Requests: 10
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 1
  - Meter GPS locate and ID: 22,502 total, completed 1,596 (7.1%) potable 1,435, Irrigation 161
  - Notable Events: None.

### Leisure Services

- Administration

Meetings attended/hosted:

- Attended Central Fla. Sports Committee meeting
- Communities for Lifetime Survey meeting
- Staff one on one meetings
- Supervisory staff meeting
- Public Works staff meeting
- City Manager weekly staff meeting
- Environmental Learning Center meeting with Joyce Ebbets
- Park site visits
- Attended Andy Romano Park progress meeting
- Met with painting contractor on City Hall Project
- Reviewed completed work done by painting contractor at Memorial Art Museum
- Met with Austin Outdoors regarding replacing of plant material damaged by auto accident on US1
- Met with landscape Architect to discuss planting options in Granada Medians where Junipers continue to decline
- Met with landscaping contractor to discuss concerns
- Review of operating budgets with staff
- Wrote specifications for equipment to be purchased from Facility Fee account
- Met with janitorial contractor for quarterly review
- Field inspections at Ormond Beach Sports Complex
- Follow up on mowing/edging concerns on West 40 areas

Events/Activities attended:

- Tree planting at The Casements

- Athletics

- The Ormond Beach Shuffleboard Club continued to hold its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
- The Lady Renegades Softball competitive program continued their practices at the softball quad, Sports Complex, Monday, Wednesday and Thursday from 6pm to 8pm.

- Luis Camacho's 6-a-side Soccer League plays each Monday evening from 6pm to 8:30pm. This is a rental.
- The City Summer Youth Volleyball continued this week on Tuesday and Thursday nights from 6:15pm to 8pm at the Nova gym. Ages range from 10 to 17 years old. Currently, the program has 30 participants.
- Ormond Beach Golden Spikes continued summer practices on Tuesday and Thursday evenings at 5:30pm at the Sports Complex.
- Upcoming Events: additional Youth Summer Sports Clinics.
  
- Athletic Field Maintenance
  - Mowed South Ormond (SONC) outfield and prepped infield for games.
  - Repainted soccer fields at SONC.
  - Cleaned SONC tennis and basketball courts.
  - Tended to the infields, tennis and handball courts at Osceola Elementary school.
  - Mowed infields and outfields at Nova Park.
  - Cleaned skateboard park, tennis and handball courts at Nova Park.
  - Picked up and dropped off equipment to Fleet daily.
  - Made fuel runs for equipment.
  - Cleaned restroom, offices and lunch area of the maintenance building.
  - Mowed the baseball fields 3 times per week.
  - Continued to mow the soccer fields.
  - Continued to mow the softball fields.
  - Replaced sprinklers as necessary.
  - Cleaned Limitless Playground daily.
  - Baseball practice and games continued for Golden Spikes.
  - Prepared all baseball and softball fields for games and practices daily.
  - Continued spraying insecticide on all ball fields.
  - Began verti-cutting ball fields at the Sports Complex.
  - Prepared 7 fields for the summer 6 vs. 6 soccer league.
  - Finished summer sprinkler inspection for all fields.
  - Began top dressing fields at the Sports Complex.
  - Prepared for a Rugby tournament over the weekend.
  - Prepped baseball infields for Bermuda seeding.
  - Began taking NIMS testing, individual employees on the computer.
  - Began taking ethics training classes in assorted groups.
  
- 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.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  - Civil Air Patrol color guard practice was held on Friday from 5pm to 7pm.
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: CMT Musical Theatre Camp and CMT Dance.
    - Tuesday: CMT Musical Theatre Camp and CMT Dance.
    - Wednesday: CMT Musical Theatre Camp and CMT Dance. Living Word Family Church met.
    - Thursday: CMT Musical Theatre Camp and CMT Dance.
    - Friday: CMT Musical Theatre Camp and CMT Dance.
    - The Performing Arts Center was prepared to host the following event

- Thursday, July 26<sup>th</sup>, CMT Theatre Camp Performance, \$5.
- South Ormond Neighborhood Center
  - Splash Pad was open daily from 10am until dusk.
  - Youth Basketball was played Monday and Thursday.
  - Free-play basketball was held on Tuesday from 6:30pm until close.
  - Summer Camp Connection continued Monday through Friday 8am until 5:30pm.
  - Adult Basketball was played on Sunday and Wednesday.
  - The fitness room was open from 6pm until 9pm on weekdays.
  - Pavilions were rented Saturday and Sunday.
- Community Events
  - 2012 Senior Games: assisted in planning of 2012 games, including location confirmations, updating the application, sponsorships and marketing.
  - Attended Senior Games Committee Meeting.
  - Coordinated the Summer Sounds Free Concert Series, Friday, July 27<sup>th</sup>, Rockefeller Gardens, 7pm to 9pm.
  - Completed weekly administrative tasks, office work, meetings and activities.
  - Processed Employee Health Fair donation(s) mail out.
  - Supplied tents to OMAM for Dogapalooza event on July 27<sup>th</sup>.
- Gymnastics
  - June/July session classes for various age groups and levels were held Monday through Friday.
  - Open gym was held Monday evening.
  - Held gymnastics team tryouts.
  - Sent six gymnastics team members to a gymnastics camp in Orange City.
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training, tennis lessons, summer camp, and FitMoms.
  - Regular classes continued throughout the week, including: Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, ping pong, pickleball, the game room and the exercise room.
  - Youth Volleyball practices were held Tuesday and Thursday from 6pm to 8pm in the gymnasium.
  - Nova Community Center continued the second session of Summer Connection Day camp.
  - Camp T-Rec continued the second session of summer camp.
- The Casements
  - Classes met this week including Pilates and Yoga Groove.
  - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
  - A wedding reception was held at The Casements on Saturday afternoon.
  - Church services were held at Bailey Riverbridge on Sunday morning.
  - "Caught in a Wave" was the theme for the sixth and final week of Art Expressions Summer Camp at The Casements from 9am until noon Monday through Friday.
  - "Project Planet" is the theme for the third week of Enviro Camp with 28 campers attending from 8am to 5pm at The Casements Monday through Friday.
  - Donna Oldham's photography exhibit entitled "Perceptions 2" will be on display in the Gallery through the month of July during normal business hours.

- On Monday morning staff worked on the strike of the wedding reception from Saturday.
- The Casements Coordinator had a wedding consultation with a bride on Monday afternoon.
- The Dig and Find Group met at Bailey Riverbridge on Tuesday evening.
- The Guild Crafters met on Wednesday and Thursday afternoon at The Casements.
- The Casements Camera Club met at Bailey Riverbridge on Thursday evening.
- A wedding ceremony was held in Fortunato Park on Friday evening.
- The third in a series of three Summer Sounds Concerts was held Friday in Rockefeller Gardens from 7pm-9pm.
  
- Parks and Irrigation
  - Repaired a loose hand rail at Central Park I.
  - Repaired the men's room toilet at Central Park II.
  - Replaced the rope climber on the health trail at Nova Rec.
  - Cleared paths and spread shell on dock entrances at Sanchez Park.
  - Cleared more palmetto scrub from around the restroom area at Sanchez Park.
  - Completed re-decking of the pier at Fortunato Park.
  - Removed graffiti from men's room walls at Cassen Park.
  - Repaired damaged wood on playground equipment at Sanchez Park.
  - Installed a park hours sign at Fortunato Park.
  - Trimmed low hanging palm fronds at Sanchez Park.
  - Conducted citywide safety inspections of parks and equipment.
  - Conducted weekly inspections of parks facilities for reservations.
  - Took apart a valve at Memorial Gardens, ordered a valve, and scheduled for repair.
  - Installed 2 new 12" spray heads, 6 ft of swing line, flushed the system and installed new filters.
  - Ordered a new valve for the Airport median.
  - Ran zones on S. A1A medians, replaced 4 spray heads, repaired 2 swing lines, and replaced a battery in the timer.
  - Checked a timer at Fire Station #94.
  - At Memorial Gardens, dug up and chopped out roots, installed a new 1.5" valve and tested the system.
  - Inspected Woodlands Circle.
  - At City Hall, repaired 1 line break, 1 swing line, replaced 7 heads, adjusted and tested the system.
  
- Building Maintenance
  - Continued fourth quarter preventive maintenance service on citywide A/C systems.
  - Replaced lanyard assembly and flags on two poles at the Sports Complex.
  - Replaced a window A/C unit at the Bait House.
  - Found two burnt out compressors at Fire Station #93.
  - Responded to many "hot in building" calls.
  - Assisted with a water leak search at MacDonald House.
  - Escorted a contractor through Fire Station 93 for A/C unit replacement.
  - Cleaned gutters/downspouts at The Casements.
  - Assisted a contractor with installation of valves and couplers on the City Hall chiller.
  - Repaired stair lights at City Hall.
  - Replaced the AED sign at SONC.
  - Installed CAT 5 cable for new camera trial at City Hall.
  - Performed the annual fire alarm inspection at City Hall.
  - Repaired PAPPI light at the Airport.
  - Repaired lights upstairs at City Hall.
  - Repaired a light switch at Fire Station #93.
  - Repaired streetscape lights on Tomoka Ave.

- Re-strapped the conduit under Cassen Park fishing pier.
- Repaired the classroom sink drain at SONC.
- Repaired the water cooler at Central Park II.
- Repaired the Splash Pad circulation pump at SONC.
- Replaced complete SLOAN valve for outside urinal at Nova Community Center
- Checked for water leaks in and around the MacDonald House.

### **Police Department**

#### Administrative Services

- Attended meeting with city staff and citizen regarding a code enforcement issue.
- Attended meeting with FDLE regarding ongoing investigation.
- Attended weekly police department and department head staff meetings.
- Attended Aerosim presentation on unmanned aerial vehicles.
- Monthly Special Master hearing.

#### Community Outreach

- 24 youths participated in the PAL Summer Tutoring program.
- 24 youths participated in a PAL Summer Basketball practice
- 24 youths began the Summer Mural project in the Rainforest room.
- Youth Directors Council to discuss the Reader's Theater project to be held next week.

#### Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 6
- Inactive: 7
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 6
- Grand Theft: 3
- Sex Offense/Rape: 2

#### Narcotics:

- Two Buy Walks
- Three Buy Walk Attempts
- One Search Warrant
- One Felony Narcotics Arrest

#### Comments:

- Auto Theft: Investigators have located a large amount of the property from a Bright House van that was stolen approximately one month ago. Investigators are working on an arrest warrant for the subject responsible for the theft.

#### Community Service/Animal Service

- Animal Calls: 64
- Animal Reports: 5
- Animals to FHS: 19
  - Cats: 18
  - Dogs: 1 (owner surrender)
- Animals Reclaimed: 1
- Notice of Violation: 2
- Traps issued: 2

- Injured Wildlife:2

#### Records

• Walk - Ins / Window	133
• Phone Calls	246
• Arrest / NTA'S	31
• Citations Issued	140
• Citations Entered	153
• Reports Generated	155
• Reports Entered	165
• Mail / Faxes / Request	89

#### Patrol

• Total Calls	1,537
• Total Traffic Stops	199

#### Operations

Crime Opportunity Reporting Forms issued: 81

7-19-12 Fraud at 132 Benjamin Dr. Victim's girlfriend made fraudulent credit card purchases over the internet.

7-19-12 Car Burglary at 1 S. Beach St. Cassen Park. A window was broken out and a purse stolen.

7-19-12 Retail Theft at Walmart, two adult males were arrested for shoplifting.

7-19-12 Narcotics at south city limits on S. Atlantic Ave. A traffic stop resulted in a juvenile arrest for possession of a controlled substance.

7-20-12 Burglary and Auto Theft at 17 Bristol Ln. Vehicle later recovered in Daytona.

7-20-12 Burglary at 321 Hand Ave. A storage unit was forcibly entered and items removed.

7-21-12 Trespassing at 801 S. Nova Rd. An adult male was issued a trespass warning.

7-21-12 Domestic Violence at Riviera Park. Arrest affidavit was filed.

7-21-12 Narcotics at 200 S. Halifax Dr. Suspect on a bicycle found in possession of a crack pipe and was arrested.

7-22-12 Burglary at Motel 6 1614 N. US-1. Motel room entered.

7-22-12 Trespassing at 1 S. Beach St. A transient was arrested for trespassing after warning.

7-22-12 Theft at 1070 Southern Parkway. A bicycle was stolen from the residence.

7-23-12 Car Burglary at 2 Sunshine Bv. A suspect entered a vehicle in the parking lot and stole a GPS unit. The suspect was later identified and arrested.

7-23-12 Retail Theft at Walmart. Two suspects arrested for felony shoplifting.

7-23-12 Warrant arrest at 31 Ponce De Leon Dr.

7-24-12 Theft at 8 East Tower Circle. Generator, industrial fans, and leaf blower were stolen.

7-25-12 Vandalism at 38 Pine Valley Circle. Vehicle's windshield was broken out.

7-25-12 Theft at 610 S. Yonge St. A boat, motor, and trailer were stolen. The boat was found later stripped of its engine and console.

#### Traffic Unit:

- 12-07-00357, Crash, US 1 / Division Avenue. One northbound vehicle rear ended another at high speed, causing both vehicles to spin and block both northbound lanes. Traffic was diverted through a parking lot for about 30 minutes. Minor injuries. The at-fault driver was cited.
- SMART Trailer deployed to the Hand Avenue detour on Orchard Street.
- Speed survey conducted at the 300 BLK Riverside Drive. 1200 vehicles, 48 hours, average speed 19 MPH.

- Traffic Unit was awarded four (4) new radar units, one (1) new laser unit used for speed measurement, along with several other items of traffic safety and enforcement equipment for our participation with the FDOT traffic Law Enforcement Challenge campaigns.
- Traffic Citations 103
- Crash - No Inj. 14
- Crash - Injury 4
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park Corridor
    - Fleming Avenue
    - Hand Avenue
    - Division Avenue
    - N. US 1
    - N. Beach Street
  - Enforced Complaints:
    - John Anderson Drive
    - Dix Avenue
    - Clyde Morris Blvd.
    - Riverside Drive
    - Beach Street
    - Breakaway Trails
    - Southern Pines (parking)

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 22 signs have either been removed or sign cases created
- 13 tree removal permit requests
- Administrative staffs assisted with one walk-in and fifty-four (54) telephonic inquiries.

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

##### Zone 1:

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

stopped cooperating with staff. Staff will continue to pursue enforcement action until compliance has been achieved. There has been no change in the status of this case.

### **Public Works**

- **Engineering**

- **Construction Projects:**

- **Roadway Resurfacing-** Airport Rd and Old Tomoka Rd were paved; Deer Lake Circle, Fiesta Drive and Big Buck Trail were milled and will be paved next week.
- **Transfer Station Pump Station-** Contractor is procuring materials.
- **SR 40 Sidewalk / Trail Phase III-** Performed substantial completion walk through with FDOT.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Work began on the jack and bore beneath the railroad and across US1. Encounter with the TECO gas main has halted the jack and bore across US1 until an offset of that utility can be performed within the next 2 weeks.
- **Tomoka State Park** – Approximately 200 feet of sidewalk was constructed. The design for the small section of boardwalk/bridge along mid-path was reviewed and is being finalized. Met with the DEP/Park management to discuss a possible short extension of the sidewalk at the north end of the trail, from the east side of N. Beach St. to the park entrance. This proposed addition has been submitted to FDOT for consideration.
- **Andy Romano Beachfront Park** – The contractor has installed water mains, sewer, and storm mains east of the CCCL line. Service connections were made and meters set on the west side. Construction of the storm water collection system is underway. The foundation for the concession/bathroom facility is being prepared.
- **Hand Avenue** – The contractor has started work at US1 with milling of the asphalt roadway and water main installation. The jack and bore under the RR tracks was completed. Work on the storm water collection system is underway.
- **US1 & Nova Turnlane-** The contractor began construction on June 24<sup>th</sup> and is scheduled to complete the project by September 15<sup>th</sup>.
- **Wastewater Treatment Plant Expansion and Rehabilitation** – Chlorine Contact Tanks walls have been poured, the internal recycle piping was completed. The base slab for the blowers was completed, mold remediation work in the admin building was completed, and the demolition of the effluent transfer pumps, piping and slab were completed. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 60 days. As the rehab work on the existing clarifiers is complete, the full cost of the rehab work has been determined. A change order is to be presented to the CC on August 8<sup>th</sup> associated with the rehab work. While the contract does require specific components of the clarifiers to be refurbished, other components below the normal water operating elevation were found in need of refurbishment that were not included in the original contract resulting in additional work requested from the contractor.
- **N. Halifax Dr. Improvements-** Project is out for bidding. Held pre-bid conference.

- **Design Projects:**

- **Granada Utilities Underground** – A special design coordination meeting was held with all franchise utilities to specifically address the coordination of the undergrounding work.
- **OBSC T-Ball Fields** – A work authorization to A.M. Weigel is scheduled for July 31<sup>st</sup>.
- **Nova Street Light Painting-** Received written quotations for street light repainting. Processing purchase order.
- **Nova Community Park Basketball Court-** Project consultant is preparing final engineering design for staff review.
- **Nova Community Park Racquetball Court-** Project consultant is preparing final engineering design for staff review.

- Nova Community Park Master Plan- Staff is currently reviewing the revised layout following the public meeting held last week.
- Ormond Scenic Loop- FDOT is working with their consultant to finalize the sign design.
- South Peninsula 2-inch Water Main Replacement- A walk through of the affected streets is scheduled with the consultant to confirm the project's approach.
- Audible Pedestrian Signals- Consultant provided an updated project schedule.
- Mainland 2-inch Water Main Replacement- Preliminary design has started after completion of the site surveys.
- North Peninsula 2-inch Water Main Replacement- Scheduled 60% design review meeting. This will be followed by a meeting with the affected residents.
- SR40 Washington to Beach St.- FDOT is currently reviewing the proposed street light relocation design plans.
- Central Park Paving – Bid opening was held on July 11<sup>th</sup>. Award of bid is being prepared for City Commission.
- Downtown Medians- The proposed landscape, irrigation and lighting plan have been submitted for FDOT review.
- Tymber Creek Phase I – Project is currently out for bid.
- Side Street Lighting Conversion- The material purchase bid award is scheduled for July 31<sup>st</sup>.
- John Anderson Drive – The City Commission voted to amend the design contract to a limited option that included milling and resurfacing and providing for spot drainage repairs in flood prone areas. Engineer is modifying the design plans. A meeting was held with the consultant to confirm the design intent and identify spot drainage area improvements.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane- Project to interconnect the Central Park lakes 1&2 and 2&3. SJRWMD has notified consultant that permit has been approved and will be issued. Final plans are being prepared for bidding.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Recently received word that FEMA has approved the Phase II portion of the grant which includes construction phase. FEMA will be sending the grant agreement for City Commission approval.

Administration:

- Processed project invoices/pay requests totaling \$104,310
- Created Wetland Protection Permit for 163 Riverside Dr. dock construction.
- Created engineering permit for monitoring well installation at Rosemary St. & N. US1 intersection.

Other:

- Completed topographical survey of the Tomoka State Park entrance for the proposed sidewalk addition and created site plan drawing of the same.
- Researched and created utility site plan of The Casements for the proposed Tennis Center relocation.
- Completed the update for the sketch and legal descriptions for additional annexations along N US1 per GIS Division request.
- Completed emergency property corner located and stakeout at 528 Fred Gamble Way per Neighborhood Improvement request for Special Master's hearing.
- Completed onsite visits to SR40/Clyde Morris/Old Tomoka/Williamson intersections to verify City owned ITS facilities requested by FDOT.

Customer Service:

- Provided Ormond Beach Parcel information and drawings to Surveyor for creation of the FPL easements needed for the Downtown Underground Utilities project.

Meetings:

- Onsite meeting with contractor at 357 N. Beach St. to discuss final grading for the requirements of the supplied Surface Water Management Plan.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Poured concrete slab for the Water Department at 3628 Ocean Shore Boulevard
  - Assisted Stormwater taking out a basin & spillway at Peninsula & Marvin
  - Asphalt patch for Stormwater at Peninsula & Marvin
  - Asphalted potholes at the entrance to the Wastewater Treatment Plant and at other various citywide locations
  - Removed a basin and formed at Laurel & Fleming
  - Asphalt patch at Santa Fe & Arroyo
  - Poured a concrete basin at Laurel & Fleming
  - Ground down sidewalks at Lowe's on SR40 and at 907 Buena Vista
  - Pulled forms at Fleming & Laurel
  - Filled potholes with asphalt on West St.

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school)
  - Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
  - Trimmed at various bus stop benches
  - Maintenance and tree inspection citywide
  - Hauled debris to Nova/Transfer Station
  - Saw and Equipment Maintenance at Public Works
  - Trimmed trees at Fleet Maintenance, Fleming Ave. (ROW) and at SR Perrott (ROW)
  - Removed a tree at PAL House on Central Ave.
  - Removed an oak tree at Fernery & Military
  - Stump removal at various citywide locations

- Maintenance Crew

- Rotated Special Event Bridge signs
  - Debris cleanup on Granada Bridge and Memorial Gardens
  - Graded roads at all City parks, 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
  - Removed debris at Sanchez Park
  - Attended LEAPS class
  - DOT weed control on Nova Road, Granada Blvd., under Granada Bridge and on US1
  - Delivered barricades to Memorial Gardens

- Sign Shop

- Repaired, replaced or installed signs at the following locations:
    - Median at Fleming Ave., installed a business access sign on a barricade
    - Sanchez Park, straightened the "Park Hours" sign post

- 1105 Overbrook Ct., straightened the 25 mph sign post
- Spiveys Ct., & S. Center St., straightened the stop sign post
- Jeanette Dr. & Sandy Oaks Dr., straightened the stop sign post
  
- Upgraded the following street names using HIP (High Intensity Prismatic) sheeting:
  - Treasure Ln. & Oak Dr.
  - Treasure Ln. & N. Halifax Dr.
  - Royal Palm Ave. & Oak Dr.
  - Hilldale Ave. & N. Halifax Dr.
  - Driftwood Ave. & N. Halifax Dr.
  - Driftwood Ave. & Oak Dr.
  - Tanglewood Cir. & N. Halifax Dr.
  - Wildwood Ave. & N. Halifax Dr.
  - Riverwood Dr. & N. Halifax Dr.
  - Atwood Ln. & Idlewood Dr.
  - Golfview Ln. & N. Halifax Dr.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Dump truck and Mower taken to Fleet for service
- Streetsweeper used to clean up around Ormond Hospital implosion
- Removed the top slab from throat basin due to an accident at Fleming & Laurel Oaks
- Sprayed at Wilmette, US1 and SR40 ditches, and SR40 and Ballfield ponds
- Vacon – cleaned trough at the Transfer Station, and assisted the Water Division in Hunter’s Ridge
- Basin Repair at Marvin & Palmetto
- Mowed DOT ponds (133,770 sq. ft.), (6) ponds in Airport (223,223 sq. ft.), southbound US1 (230,620 sq. ft.), Division-Hand railroad ditch (45,500 sq. ft.) with the Bushog and Slope mowers
- Mowed SR40 (75,420 sq. ft.) with the Reachout Mower

Street Sweeping/Streetsweeper

- 139.7 miles of road cleaned
- 34.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

31,941

PM Services completed for the week:

Emergency—Vehicles and Equipment

9

Non-Emergency Vehicles and Equipment

12

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 10,761 gallons of unleaded and 7,243 gallons of diesel fuel on hand.
- Fleet completed 41 work orders this week.

- Utilities

- Chemical Bids – Bids are due on August 9 at Palm Coast.
- Concentrate Disposal Study – Plans and specifications comments are being incorporated into the final bid documents. Bid drawings will be sent to FDEP once they are finalized. A cost estimate was received from the engineer for \$90,000. A bid request approval form was completed and sent to the Finance Department.
- Division Avenue Well Field Raw Water Piping – The work authorization was approved by the City and executed by the engineer.
- WWTP Dewatering Station Bypass Project – Construction is scheduled to begin in October 2012 with Brasfield & Gorrie performing work.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. The CC provided feedback to staff to retool the proposed plan based on several considerations.
- Airport Road Force Main/Reuse Main Extension – Attended construction progress meeting. The jack and bore crossing is being performed at US1 and Airport Road this week. The jack and bore at the railroad tracks is being revised to avoid conflicts with a 54-inch storm drain pipe. A field visit is scheduled at Hunter's Ridge storage tanks to verify the configuration of the existing piping. 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 – Coordinated delivery of plans from WBQ of the project in Microstation to McKim & Creed for their use in preparing the design.
- Force Main Cleaning – Specifications were prepared for use in future projects.
- Hand Avenue Extension – Milling and water main installation is occurring west of US1 to Coolidge. The jack and bore underneath the railroad tracks is completed.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer.
- Ormond Beach Wastewater Treatment Plant Expansion – Attended construction progress meeting. Project underway and proceeding ahead of intended project schedule. RAS Pump 4 was removed. Clarifier #2 was rehabilitated and placed back into service. Clarifier #4 was drained for inspection of potential damage that could have occurred when the sweep arm caught on the skimmer box. Structural work is being performed at equalization tanks to include floor concrete pours. Recycle pump 3 is being installed. Fermentation train #1 work is completed and it was placed back into service. 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.
- North Halifax Drive Rehabilitation and Reclaimed Water Main Extension – Bids are due on August 8<sup>th</sup>.
- Pretreatment Effluent Pump (PEP) Replacement – An award recommendation that the contract be awarded to Lucas Technologies is scheduled for the July 31<sup>st</sup> City Commission agenda.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. John Searcy & Assoc. prepared a design proposal for the project. The design proposal was reviewed and additional information was requested.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by lining are being prepared.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Electrical plans and specifications are being prepared.
- Tymber Creek Phase 1 Utility Relocation Project – Bids are being obtained by Volusia County as part of the Tymber Creek Road widening project between State Road 40 and Peruvian Lane. Bids are due August 2<sup>nd</sup>.

- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
- Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
- SPRC: Attended a meeting to discuss plans for 1387 W. Granada Boulevard. Revisions will be necessary to bring the previously approved plans (in 2004) up to today's standards. Received approved plans for Capital Telecom, King's Crossing Centre and Village Business Centre.
- Received preliminary approval of draft Sewer Use Ordinance Legal from FDEP. Ordinance and Local Limits Resolution scheduled for City Commission consideration at July 31<sup>st</sup> and August 8<sup>th</sup> Meetings.
- WWTP Sludge Conveyor System Replacement – All parts were received from RC Beach and Associates. The invoice was processed for the parts. The parts installation is scheduled for October. Shop drawings for the conveyor were given to Brasfield and Gorrie for their use while installing the parts.
- Transfer Station Lift Station Upgrades – Equipment is being ordered and the contract has been executed.
- WWTP Operation Permit – The first quarterly report was sent to comply with the FDEP consent order requirements.
- The award application for LPRO concentrate disposal to WWTP effluent reclaimed blend was submitted for the Water Reuse Symposium to be held September 2012.
- Met with Purchasing staff to discuss current activities regarding procurement of select products and services for insuring procedural accuracy is maintained.
- Water Distribution
  - Exchanged 16 residential water meters
  - Responded to and/or repaired 10 water service leaks
  - Installed 7 new water meters and services. Installed a new 6" water meter serving Tomoka Elementary School
  - Replaced 10 water services due to aged piping
  - Repaired/replaced 15 meter boxes
  - Responded to 9 low pressure complaints
  - Flushed 10 cloudy water complaints, assisted 3 customers with misc. water issues.
  - Tested 10 city owned backflows, 3 needed repairs.
  - Water main repairs: four 2" GSP on Brooks Dr, Marie Cir, Hand Ave and Royal Dunes Cir
  - Meter testing: tested eight 2" commercial water meters, one needed repair. Tested four 3" two 4" and two 8", two (3" and 4") meters needed repair.
  - Initiated fire hydrant maintenance program starting with beachside hydrants
  - Flushing: Candlewood Ln, Main Tr, Cherokee Tr, Indian Tr, Mimosa Tr, Rising Moon Tr, Shady Branch Tr, Twelve Oaks Tr, Rocky Creek Tr
  - Assisted multiple plumbers with shutdowns for plumbing/fire system repairs or maintenance at 2222 Ocean Shore Blvd, 2700 Ocean Shore Blvd and 305 Clyde Morris Blvd.
  - Located the water main and isolation valves at US1 and Destiny Dr. due to future tie-in of new water main by Weber Construction.
  - Locate and GPS valves and water main to correct errors to the as-built drawing and mapping system at US1 and Destiny Dr.
  - Sod/Fill excavations on Ocean Shore Blvd, Park Place, Oakmont Cir and Silk Oaks Dr
  - Utility locate service for Water/wastewater/reuse: 83 regular and 3 emergency locates have been completed
- Water Treatment
  - Delivered 39.816 million gallons for the week July 22 (5.688 MGD)

- Backwashed 11 filters for a total of 456,000 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 out west Breakaway/Hunter's Ridge area and two in town.
  - Televised fourteen sewer laterals.
  - Root controlled one sewer lateral
  - Cleaned fifteen sewer laterals.
  - Replaced pep tank at 17 Huntsman Look.
  - Installed new pep tank at 26 Foxfield Look.
  - Checked out pep tank at 8 Foxford Chase for homeowner.
  - Ongoing flushing of reuse on beach side.
  - Checked force main pressure at 1,800 US1 (8 psi).
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Checked irrigation system at Breakaway Trails and Hunter's Ridge.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 28.45 Million Gallons.
  - Produced 16.00 Million Gallons of Reuse.
  - Produced 12.45 Million Gallons of Surface Water Discharge.
  - Influent flows average for week is 4.06 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 127.98 (14%-18% Solids).
  - Submitted Pathogen Report to FDEP.
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  
- Utilities Maintenance Division  
Water Plant - Well Fields - Booster Stations
  - Installed new 0-300 psi pressure transmitter at the Reuse High Service pump station.
  - Installed limit switch on the #2 check valve at the reuse station
  - Changed out the motor drive belt on Bird centrifuge.
  - Checked out fill valve at Standish - operators cycled valve, all good.
  - Installed new sample ports on entire Hudson well field. Sample ports are being run to exterior to prevent moisture build-up inside well houses.
  - Replaced the chain on the gate at Hudson wells
  - Worked on well 29H control from SCADA possibly another broken wire as contractor performed jack and bore in area of control cables.
  - Cycled generator at well 24H.
  - Replaced pressure display in SCADA cabinet at BAT reuse pumping system, this monitor controls the Guard It system.
  - Reset VFD controls at Shadow Crossings irrigation system, due to power fail from storm.
  - Added phase monitors and exhaust fans to backwash transfer pump control cabinet.
  - 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 Trails. All wells functioning.
  - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
  - Performed PM's to LPRO and Lime Softening Plant equipment.
  - Performed Booster Station PM's.

#### Wastewater Plant – Lift Stations

- Replaced circuit breaker, Motor starter and overload relay for pump #1 at Towne Square liftstation.
- Replaced wiring and HOA switch on 13M liftstation.
- Completed all required NIMS training courses.
- Replaced wiring lugs at Airport Business park liftstation - corroded due to gas from wetwell entering control box. Started program to reseal conduits of all stations in system.
- Chlorine Pump #1 would not adjust – repair as needed – reattach adjustment handle.
- Bar Screen #1 & #2 – weekly wash down of screens & chute.
- Assisted Contractor with Plant rehab activities.
- 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 26 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. ( pull pumps and inspect and change seal oil)
- Utilities Division completed 76 work orders as reported in MP2 computerized maintenance management system, of which 56 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.
- Staff performed the required annual inspections of the permitted facilities under the Industrial Pretreatment Program. The inspections allow the City to monitor the IU and provide a firm basis on which to issue the permits. With the inspections completed, staff is issuing inspection reports to each of the IU. The report will inform the facilities of any deficiencies as well as the positive aspects of the site visit.
- Reuse Expansion: The new reuse distribution line is currently under construction to supply reuse to Breakaway Trails and Hunters Ridge. Utility staff is gathering information to apply for a waste water permit modification to include this new service area.

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

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

#### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- Staff attended the weekly City Manager Staff Meeting

- Staff attended and assisted with CFOB Candidates Forum on July 25, 2012
- 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
- Agenda packet preparation and creation for the Quality of Life Advisory Board on August 2, 2012

#### Status of Department Projects

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