

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 17, 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:

- Met with Economic Development Director on incentives and fee waivers
- Met with Assistant City Manager and Planning Director to discuss joint commission and Planning Board joint workshop
- Bi-weekly meetings with IT Manager, Economic Development Director, Acting Fire Chief and Planning Director
- Weekly meetings with City Clerk and HR Director
- Weekly staff meeting with Directors
- Met with Assistant City Manager, Finance Director and HR Director on collective bargaining issues.
- Reviewed State of the City with City staff and Chamber of Commerce Executive Director
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Met with Sam and Doug Bell on various legislative topics
- Attended Mayor's Fitness Challenge meeting
- Attended Rotary meetings
- Held Walk with the Manager, two citizens attended
- Phone call with Max Smith, International City/County Management Association (ICMA), regarding film opportunity to highlight Ormond Beach at the ICMA annual conference

### **Community Development**

- Planning
  - Staff attended the following meetings this week:
    - SR Perrott Warehouse construction project
    - Strategized for joint Planning Board and City Commission workshop on signs, outside display and water survival
    - Ethics Training
  - The Department has completed its interviewing for the Planning Technician position and has hired Robin Gawel. She begins work on July 27, 2012.
  - Completed the responses to the interrogatories questions related to a legal case.
  - Prepared an amendment to the Telecommunications Ordinance regarding setbacks for camouflaged towers in residential areas for the September 13<sup>th</sup> Planning Board meeting.
  - Finalized the Main Street 2012-13 contract for placement on the September 18, 2012, City Commission agenda.
  - The EnviroTips premier to view the twenty 3-minute media segments is scheduled for September 5, 2012, from 6-8 pm. The kickoff party to view the segments will be at the Performing Arts Center and Rae Rae the Red Panda will be there to meet and greet the children. This is a joint effort between Planning and Parks/Recreation. EnviroTips is a

project funded by the energy grant the City obtained two years ago. All media segments were shot in the Sony XD-Cam format. Subjects for the segments include:

- Recycling
- Energy Efficiency and Conservation regarding solar, hydroelectric, wind power and FPL's "Turn the light off"
- Water Conservation inside and outside the home and Water Wise
- Transportation to include carpooling/vanpooling, bus, biking, walking and trails
- Landscape to include organic gardening and composting
- Fishing - seafood sustainability

The final output files are in the highest quality needed for placement on the City's Green Ormond Beach website and any other platform including broadcast.

- Building Inspections, Permitting & Licensing
  - Issued 67 permits with a total valuation of \$693,008.00
  - Conducted 159 inspections
  - Issued 7 new business tax receipts
- Development Review
  - No SPRC activities to report this week.

### **Economic Development**

#### Economic Development

##### Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. Staff is reviewing the material presented at the workshop and will schedule a public meeting as soon as possible. Following the meetings with the Planning Board, staff will present the findings to the City Commission for review and approval.
- Staff is arranging a meeting with a Jacksonville Industrial Developer to visit Ormond Beach and visit the Ormond Crossings property.

##### Airport Business Park

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

##### Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff presented economic development incentive programs used by the City of Delray CRA. The Committee is considering formulating incentive plans to encourage office related redevelopment projects in the CRA District.

Prospective Business Attraction/Retention/Expansion

- Staff has concluded the annual business visits to survey existing businesses regarding their outlook of the economy and to present a variety of county and state economic development material. Staff has prepared a summary report, which will be provided to the Commission in September.
- Staff is preparing for the August International Council of Shopping Center's annual trade show in Orlando. Staff has recommended Team Volusia formulate strategies for the investment of private sector commercial and industrial development projects. The development sub-committee formulated marketing material for the trade show.
- Staff contacted the property owners of the Food Lion along East Granada Boulevard and discussed possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. Staff is in contact with the real estate agencies representing the property owner and Food Lion to discuss retail reuse opportunities. An Orlando Real Estate firm has been recently hired to market the property. The Broker is in discussion with other food grocers to reuse the property. Much of the equipment has been removed from the store.
- Staff met with Volusia County Economic Development staff to discuss assistance with the various Enterprise Florida economic development incentive program applications.

Special Economic Development Projects

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

Airport Operation and Development

- Staff has been apprised that the Florida Department of Transportation, working with its consultant, Kimley-Horn and Associates, Inc., will be performing an on-site airport assessment and interview of all public-owned public-use general aviation airports. This assessment and interview is intended to provide a generalized overview of existing and planned security measures including fencing, gates/locks, lighting, signage, and security cameras. The intent of the assessment is to provide District Aviation Representatives and airport sponsors with a listing of recommendations for enhancements to airport security infrastructure, and a summary of how security dollars have been invested in order to assist with future funding and budgeting. The assessment is not intended to review and comment on individual security procedures and practices, but rather to assess physical security features. The recommended enhancements provided through this assessment will not be mandatory nor intended to be any type of state requirement. A summary of best management practices and security measures will be provided as part of the overall assessment and will be non-airport specific in nature.
- The Automated Weather Observation System (AWOS) semi-annual inspection will be due in September, as will the annual inspection of equipment in the air traffic control tower. Staff has requested quotes to perform these inspections.
- Staff contacted representatives of Verizon Wireless and the Federal Communications Commission in an effort to expedite repairs to certain lighting systems on a wireless communications tower located at 1203 US Hwy 1 in Ormond Beach, which is within the Airport Traffic Area.
- Staff met this week with a representative of CKS Productions regarding a proposal to host a large community event at the airport. Staff previously requested that the initial proposal be scaled to work within an area of airport property that will allow for normal airport operations to continue uninterrupted. CKS Production has provided a scaled proposal that staff will forward to the FAA for evaluation and approval.
- Staff continues to work with the FAA Airports District Office (ADO) in Orlando regarding airport grant programming for the current and next fiscal year. Staff has advised the ADO that construction bids for our Taxiway Alpha Relocation & General Airfield Improvements project may soon expire and that the City may be required to re-bid the project if unable to

award a construction contract in short order. **Staff spoke with Congressman John Mica's office, to determine if and when FAA funding would be released. They are doing all they can. It will likely be longer than we've anticipated and we will likely rebid these projects**

- An updated survey has been completed for the proposed TowerCom communications tower site at the airport. A proposed option and ground lease agreement is under review, and staff continues work to prepare this and other materials for review and approval by the FAA.
- An updated survey has been completed and received for FBO Areas 1 & 2 at the airport. Staff is working to review the updated survey with the respective lessees of that property, and continues work to finalize preparation of an amended and restated lease agreement for these areas for consideration and approval by the City Commission.
- Staff continues to work with the Volusia County Aviation Advisory Committee to prepare for the National Business Aviation Association convention in Orlando this October. The next meeting of the advisory committee will be on September 28<sup>th</sup> at the Daytona Beach International Airport.
- Staff continues to work with the Engineering Division on landscape and storm water drainage improvements to the air traffic control tower site.

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

- On-going Projects
  - Finalize the five-year Capital Improvement Program.
  - Finalize the FY 2012-13 personnel and operating budget.
- Completed Projects - Weekly
  - Processed 27 Journal Entry Batches (# 4372 – 4446).
  - Approved 21 Purchase Requisitions totaling \$1,043,989.01.
  - Issued 18 Purchase Orders totaling \$190,410.09.
  - Prepared 98 Accounts Payable checks totaling \$248,394.12 and 20 Accounts Payable EFT payments totaling \$38,834.53.
  - Processed 3,928 cash receipts totaling \$692,996.10.
  - Processed 979 utility bill payments through ACH totaling \$72,197.98.
  - Processed and issued 6,163 utility bills with billed consumption of water of 47,320k.
  - Issued 891 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Bruins Basketball
    - Open Gymnastics Workout
    - Magic Forest Playground Renovations (Park Closure)
    - Hand Avenue Road Closure (8/20-12/17)
    - Magic Forest Playground Renovations Begin September 25th
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended meetings for the Mayor's Fitness Challenge Event.
  - Attended State of the City meeting.

- Attended regular NIAB meeting.
- Submitted the City's Annual Budget Executive Summary to the News-Journal for inclusion in the August 30<sup>th</sup> edition.

## **Fire Department**

### **Weekly Statistics**

- Fires: 5
- Fire Alarms: 11
- Hazardous: 4
- EMS: 68
- Motor Vehicle Accidents: 9
- Public Assists: 37

### **TOTAL CALLS: 134**

- Aid provided to other agencies: 21 calls – Volusia County (14), Daytona Beach (7)
- Total staff hours provided to other agencies: 23 hours
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 53

### **Training Hours**

- Aerial Operations: 2
- Driving: 3
- EMT Refresher: 2
- Tactics: 11
- Technical Rescue: 3

### **TOTAL TRAINING HOURS: 21**

### **Station Activities**

- Updated 14 pre-fire plans.
- Participated in annual National Night Out event.
- Conducted safety presentation at Noah's Ark Preschool.
- Provided tour of Station 92 to Unified Tae Kwon Do students.

### **Significant Incidents**

- 8/6/12, 8:51 AM: 2900 N. Atlantic Ave. – Structure Fire – Provided automatic aid to Daytona Beach – fire on 5th floor condominium – assigned to water supply – cleared scene at 9:24 AM.
- 8/11/12, 10:31 PM: S. Yonge/Seville St. – Motor Vehicle Accident – Provided automatic aid to Volusia County – upon arrival found one passenger entrapped and one fatality – two Ormond Beach firefighters assisted EVAC with patient care during transport to hospital.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Police Department – Police Officer
  - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker III
- 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.
  - Public Works Department/Water Distribution – Maintenance Worker III has been advertised with a closing date of 08-24-12.
  - Finance Department - Account Clerk II has been advertised with a closing date of 08-24-12.
  - Leisure Services Department/Community Events - PT Community Events Technician has been advertised and will remain open until filled.
  - Leisure Services Department/Recreation - PT Recreation Leader (SONC) has been advertised with a closing date of 08-23-12.
- Screening/Interviews Scheduled
    - Leisure Services/Casements & P.A.C. – PT Custodian positions were advertised 06-20-12 with a closing date of 07-06-12. Twelve (12) applications were received and forwarded to departments for review. Interviews have been conducted with six (6) applicants.
    - Support Services – The City Clerk position was advertised in-house and on the City Web Site on 07-17-12 and closed on 07-24-12. Twelve (12) applications were received and entered on the applicant tracking sheet with qualifications prior to being copied and forwarded to the H.R. Director and City Manager for review. Interviews with two candidates were conducted on 08-07-12.
    - Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader position was advertised on the City web site with a closing date of 03-23-12. Seven (7) applications were received, and interviews have been conducted. Selected applicant did not pass pre-employment processing. On 06-06-12 this position was re-advertised with a closing date of 06-22-12. Four (4) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held the week of August 13<sup>th</sup>.
  - Background/Reference Checks
    - Leisure Services - P.A.C. – PT Box Office Attendant was advertised 06-20-12 with a closing date of 07-06-12. Twenty-two (22) applications were received and forwarded to the department for review. Selected candidate failed background. Department to select another candidate.
    - Leisure Services - P.A.C. – PT Custodian – Selected candidate failed background. Department has selected another applicant and pre-employment processing has begun.
    - Leisure Services/Special Populations – Part Time Recreation Leader was advertised on the City web site with a closing date of 03-30-12. The advertisement is being distributed to local colleges. Re-advertised through 04-27-12. On 06-06-12 this position was again re-advertised as open until filled. Seven (7) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Department has selected candidate and pre-employment processing has begun.
  - Job Offers
    - Planning Department – Planning Technician position was advertised in-house and on the City web site and closed on 07-06-12. Thirty-four (34) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Six (6) applicants have been scheduled for interviews between

07-26-12 and 08-01-12. Selected candidate was extended conditional offer of employment effective 08-27-12.

- Promotions
  - Public Works Department/Fleet Operations – Fleet Systems Specialist position filled with an internal candidate. Promotion will be effective date 09-17-12.
  - Public Works Department/Streets – The Maintenance Worker III position in the Sign Shop was filled with an internal candidate. Promotion will be effective 09-03-12
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 6-30-12: 2.76% (excluding retirements)
  - Public Works/Streets – Maintenance Worker III effective 08-31-12.
  - Finance – Account Clerk II effective 08-06-12.
  - Leisure Services – Recreation – PT Recreation Leader effective 08-10-12.
  - Leisure Services – Special Events – PT Events Technician effective 07-30-12.
  - Police – Police Officer effective 08-03-12.

**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.
    - Transparency Website – reviewing work plan received from the City of North Port
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - Numerous Microsoft Updates applied to most servers.
    - Networking System: - Firewall routing updates for security enhancements.
    - Work Orders: - 23 New work - 38 completed - 28 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,424	Inbound E-Mails Blocked	13,795
Delivered Inbound E-Mails	9,468	Quarantined Messages	161
Percentage Good Email	40.4%	Virus E-Mails Blocked	148

- Notable Events: Lightning strike at Fire Station 94 Friday evening fried communications equipment, replacement VPN router and network switch configured and installed by noon Saturday.
- Geographical Information Systems (GIS)
  - Addressing Additions: 14 Changes: 1 Corrections: 1
  - Map/Information Requests: 12
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 2,068 (9.2%) potable 1,879, Irrigation 189
  - Notable Events: None.

### Leisure Services

- Administration

Meetings attended/hosted:

- Weekly directors staff meeting
- Weekly LS administration staff meeting
- Weekly Public Works staff meeting
- LEAPS training
- Met with contractor to discuss roof coating at City Hall Commission Chambers
- Met with painting contractor to discuss status of City Hall project
- Met with Austin Outdoors to discuss landscaping contract
- Attended pre-construction meeting for Tee-Ball fields
- Attended Public Works Advisory Board Meeting
- Attended Project Romp Meeting
- Met with Janitorial Contractor at PD to discuss logistics of floor servicing
- R&R Budget review
- Operating budget review with staff
- Reviewed work of contractor sealing and line painting at PAC
- Reviewed work of contractor performing basketball court renovations at Osceola Elementary
- Met with landscaping contractor to discuss issues
- Met with Playbydesign representative for Project ROMP
- Met with contractor for Project ROMP
- Mayor's Health and Fitness Challenge Committee meeting
- One on One meetings with Facility Coordinators
- Reviewed State of the City meeting

Events/Activities attended:

- Volleyball Summer Clinic
- Polling precincts at 3 of Leisure Services facilities

- Athletics

- The Ormond Beach Shuffleboard Club continued to hold its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
- The Lady Renegades Softball competitive program continued their practices at the softball quad, Sports Complex, Monday, Wednesday and Thursday from 6pm to 8pm.
- The City Men's Softball Fall League held its annual pre-season meeting this week on Tuesday at 6:30pm at the Sports Complex, Sports Office.
- Ormond Beach Golden Spikes continued summer practices on Tuesday through Friday evenings at 5:30pm at the Sports Complex.
- The City Summer Volleyball Clinic was held this week at Nova Gymnasium from 9am to 12pm, Monday through Thursday. 15 girls participated daily.
- The Ormond Beach Soccer Club started their fall competitive soccer practices, which are held Monday through Friday, 6pm to 8pm.
- Upcoming Events: Youth Flag Football Tryouts, Adult Coed Softball League, Men's Softball League, Fall Youth Volleyball Program.

- Athletic Field Maintenance

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

- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of the maintenance building.
- Mowed the baseball fields 3 times per week.
- Continued to mow the soccer fields.
- Continued to mow the softball fields.
- Replaced sprinklers as necessary.
- Cleaned Limitless playground daily.
- Maintenance and cleaning of new entrance sign to the Airport Sports Complex.
- Prepared all baseball and softball fields for practices daily.
- Continued spraying pesticide on all ball fields.
- Finished top dressing fields at the Sports Complex.
- Completed NIMS training for all staff.
- Continued taking LEAPS ethics training classes in assorted groups.
- Edged all clay infields.
- Began preparing for fall soccer starting next week.
- Removed weeds from infields, top dressed and seeded baseball fields #1 and #2.
  
- Senior Center
  - August classes and programming coordinated through the Council on Aging were held Monday through Friday.
  - Civil Air Patrol met on Monday from 6:30pm to 9pm.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Kopy Kats and Show Club held regular classes.
    - Tuesday: Show club held regular classes.
    - Wednesday: Kopy Kats held regular classes. Living Word Family Church met. CMT Alumni Scholarship Benefit Show rehearsal was held.
    - Thursday: Kopy Kats held regular classes. CMT hosted Camp Broadway.
    - Friday: Kopy Kats held regular classes.
  - The Performing Arts Center is preparing to host the following event:
    - CMT Alumni Scholarship Benefit Show, August 18<sup>th</sup>, 8pm, \$15.
  
- South Ormond Neighborhood Center
  - Splash Pad was open daily from 10am until dusk.
  - Free play basketball from 1pm until close.
  - The fitness room was open from 6pm until 9pm on weekdays.
  - Pavilions were rented Saturday and Sunday.
  
- Community Events
  - For 2012 Senior Games: assisted with mail-out of approved, printed application and assisted with planning of opening/closing ceremonies.
  - Processed Employee Health Fair donations, mail-out and tracking of incoming donations.
  - Developed invitation and program for Tomoka State Park Trail Ribbon Cutting event.
  - Processed orders for facility fee equipment purchases.
  - Walk with the Manager, Thursday, August 16<sup>th</sup>, The Casements, 8:00am.
  - Completed weekly administrative tasks, office work, meetings and activities.
  
- Gymnastics
  - August/September session classes for various age groups and levels continued this week.
  - Open gym was held Monday evening.

- Nova Community Center and Special Populations
  - FitGyms conducted their personal training, tennis lessons, summer camp, and FitMoms.
  - Regular classes continued throughout the week, including Adult Jazzercise and “Take Off Pounds Sensibly” (TOPS).
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, ping pong, pickleball, the game room and the exercise room.
  - Summer Volleyball Clinic was held 9 am till noon this week in the gym.
  
- The Casements
  - Classes met this week including Pilates, Yoga and Yoga Groove.
  - Tours continued from 10am to 4pm Monday through Friday, and Saturday from 10am to 11:30am.
  - The PEACE Gallery exhibit will be on display through the month of August.
  - A wedding rehearsal took place in Ormond Memorial Gardens on Saturday evening.
  - Staff had a wedding consultation on Saturday morning with a future bride.
  - Church services were held at Bailey Riverbridge on Sunday morning.
  - A wedding ceremony took place in Ormond Memorial Gardens on Sunday morning.
  - A wedding ceremony took place in Ormond Memorial Gardens on Monday afternoon.
  - The Guild Crafters met in Room 205 on Thursday afternoon.
  
- Parks and Irrigation
  - Repaired vandalized R.O.M.P. sign at the Magic Forest playground.
  - Trimmed overhanging limbs over the walkway at Riverbend Nature Park.
  - Cleaned up washout on overlooks at Riverbend Nature Park.
  - Trimmed overhanging limbs from the sidewalk at Fortunato Park.
  - Trimmed palm fronds from the sidewalk at Birthplace of Speed Park.
  - Pressure cleaned under the gazebo area at Birthplace of Speed Park.
  - Cleaned graffiti from the entrance to the Magic Forest playground.
  - Pressure cleaned vandalized area at the Magic Forest playground.
  - Installed discarded fishing line tube at Riverbend Nature Park.
  - Repaired the drinking fountain at Nova Rec south side restrooms.
  - Conducted city wide safety inspections of parks and equipment.
  - Conducted weekly inspections of park facilities for reservations.
  - Ran zones on W. Granada Blvd. medians, adjusted heads and checked timers.
  - Inspected Birthplace of Speed Park system and grounds.
  - Replaced a valve, timer, solenoid and rotor on W. Granada Blvd. median #5.
  - Ran zones at Oswald O. Berry Park and checked the timer.
  - Took apart two valves at Rockefeller Gardens and removed snails.
  - Checked timers at City Hall and adjusted the valve on the center median.
  
- Building Maintenance
  - Weekly Inspection of airfield lighting and signage.
  - Daily preventive maintenance of City vehicles and equipment.
  - Continued fourth quarter preventive maintenance service on City wide A/C systems.
  - Monthly preventive maintenance service of controlled access gates City wide.
  - Assisted with faucet repair at SONC.
  - Repaired the ice machine at Fire Station# 93.
  - Assisted with replacement door at Breakaway Trails maintenance shop.
  - Re-ordered supplies for first aid kit in carpentry shop.
  - Re-ordered batteries and janitorial supplies.
  - Repaired the ADA doors at Leisure Services Registration.

- Hung a picture and towel dispenser at Human Resources.
- Assisted with a roof leak discovery in the Commission Chambers.
- Repaired a bad motor in AHU at the PAL house.
- Replaced a handicap faucet in the ladies room at SONC.
- Repaired the water cooler drain at Cassen Park.
- Repaired the toilet in the outside men's room at Nova Rec.
- Adjusted the front doors to close properly at the Senior Center.
- Replaced the maintenance shed door at Tymber Creek.
- Replaced ballast for concession stand at the PAC.
- Added a spacer to the registration door for new blinds at the PAC.
- Replaced bulbs at New Britain Ave., S. Ridgewood Ave. and Division Ave.
- Replaced 2 receptacle covers at SONC.
- Fixed the timer at the Lakebridge fountain.
- Replaced the photo cell for back door lights at City Hall.
- Fixed electrical service for Nova east field and the Lakebridge fountain.

### **Police Department**

#### Administrative Services

- Attended the Volusia County Communications Users' Group Meeting.
- Attended the Citizens' Law Enforcement Advisory Board Meeting.
- Attended weekly Police Department and Department Director staff meetings.

#### Community Outreach

- Summer programs have concluded. Staff is gearing up for the new school year and fall projects and programs.

#### Criminal Investigations

- Cases Assigned: 25
- Cases Exceptionally Cleared: 5
- Inactive: 4
- Fraud: 3
- Burglary Residential: 7
- Larceny Car break: 7
- Grand Theft: 3
- Auto Theft: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Robbery: 1
- Death: 1
- Home Invasion (narcotics related): 1

#### Comments:

- Investigators continue to uncover additional car burglaries that were committed by two subjects arrested at the Motel 6. Two additional victims have identified property taken from their vehicles. Charges filed.
- A vehicle stolen from 85 Arroyo Parkway has been located in Georgia abandoned in a parking lot. The suspect has been identified by investigators and he is also believed to be responsible for the theft of several items from the victim's residence. Charges filed.
- DNA evidence submitted in a burglary in November 2011 has identified a suspect. Investigators have obtained an arrest warrant for the subject and are currently looking for him.
- A stolen lap top computer was located at Crown Pawn shop. The listed suspect has admitted to the victim that he took the item and pawned it. Charges filed.

Community Service/Animal Service

- Animal calls responded to: 52
- Animal Reports: 4
- Animals to Flagler: 9
- Cats:8 Dogs: 1
- Returned to Owner: 1
- Notice of Violation: 1
- Traps issued: 3
- Extra Patrols: 12
- Solicitor Permits: 3
- Low Cost Shot Clinic scheduled for September 1, 2012, at the police department parking lot.

Records

- Walk - Ins / Window 138
- Phone Calls 158
- Arrest / NTA'S 32
- Citations Issued 147
- Citations Entered 168
- Reports Generated 148
- Reports Entered 174
- Mail / Faxes / Request 56

Patrol

- Total Calls 1,497
- Total Traffic Stops 172

Operations

Crime Opportunity Reporting Forms issued: 55

- 8-10-11 Burglary at the Maverick Motel, Room #719. A ladies Rolex watch was stolen.  
8-10-12 Shoplifting at Beall's in Towne Square. Two females charged with retail theft.  
8-11-12 Burglary at 145 Arroyo Parkway. A TV and video games were stolen.  
8-11-12 Narcotics at 100 Blk. S. Yonge St. A traffic stop resulted in a drug possession arrest.  
8-11-12 Grand Theft at 11 Oak Ave. A handgun was stolen from the residence.  
8-11-12 Car Burglary at 29 Misner's Trail. A window was broken and a medical bag taken.  
8-12-12 Car Burglary at 400 Blk. S. Yonge St. Cell phone taken, suspect arrested.  
8-12-12 Car Burglary at 98 Seminole Dr. A laptop computer was stolen from an unlocked car.  
8-12-12 Car Burglary at 246 Benjamin Dr. A credit card was stolen from an unlocked car.  
8-13-12 Shoplifting at 1058 N. US-1, the suspect distracted the clerk and stole \$1,000 worth of electronic cigarettes.  
8-13-12 Shoplifting at Beall's in Towne Square. A juvenile female was charged with retail theft and later turned over to a parent.  
8-13-12 Grand Theft at 51 Herringbone Ln., two bicycles worth \$450 were stolen.  
8-13-12 Home Invasion Robbery at 85 Ford St. Two suspects entered the home, assaulted the homeowner, and fled after stealing drugs and a TV.  
8-14-12 Grand Theft at 874 Lindenwood Cir. A laptop computer and cell phone were stolen from the home.  
8-14-12 Burglary at 103 N. Capri Dr. Forced entry but nothing stolen.  
8-15-12 Identity Theft at 16 Rio Pinar Trail. Victim lost \$600

Traffic Unit:

- 12-08-00138, Crash w/Injury, 300 Blk. S Atlantic Avenue. Vehicle exiting 395 S. Atlantic Avenue pulled out in front of a northbound van occupied by a vacationing family. Two in the

van were hospitalized with minor injuries. Both northbound lanes blocked. Traffic diverted to one lane north-south for about 40 minutes.

- 12-08-00170, DUI Arrest, Tomoka Oaks. Officer flagged down by a cab driver, who stated that he dropped off a very impaired fare at the Trails Shopping Center, then observed him get into a vehicle. The officer found the suspect vehicle driving out of The Trails, attempted to stop it, but it did not do so until it pulled into a parking space and over a curb in Tomoka Oaks. Arrested after DUI investigation. Refused tests. Charged with DUI and Refusal to Submit to breath test.
- School Zone ops plan and roster completed to maintain traffic issues for first week of school.
- Ormond Beach Middle School was contacted in reference to potential school zone / parking issues. They have opened all of their parking areas, which should relieve most of the problems we've experienced in the past. E-mail sent to all officers in reference to orientation dates.
- Riverside Drive: 5 citations issued. 3 for speed / 2 for stop sign.
  - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
    - Self-Initiated Enforcement Locations:
      - Central Park Corridor
        - Fleming Avenue
        - Hand Avenue
        - Division Avenue
        - N. US 1
        - N. Beach Street
    - Enforced Complaints:
      - John Anderson Drive
      - Clyde Morris Blvd.
      - Riverside Drive
      - Beach Street
      - Southern Pines (parking)

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 1 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 0 Case initiated
- 116 signs have either been removed or sign cases created. Of these, 110 are political campaign signs that have been removed.
- 20 tree removal permit requests
- Administrative staff assisted with four 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 Neptune Avenue – Received an anonymous complaint about the owner operating an architectural business from his residence. Staff was able to determine that the owner is licensed through the state for said business. Staff found that the architect has a business office on Atlantic Avenue. The only work he does at home is on his laptop. No violation exists.
- 2) 153 E. Lindenwood Circle – Received a complaint about the condition of the residence. The property is in foreclosure. The gutter system is in disrepair. There is probably some fascia work that needs to be done. There is also a torn tarp located partially on the roof to the rear portion of the residence and partially on the ground. NID will process cases with regard to registration of the property and use of tarp for an extended period of time. No other issues

can be addressed at this time. The roof repair is scheduled to be completed by August 22, 2012.

- 3) 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28<sup>th</sup>. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case is scheduled for the Special Magistrate hearing on September 24, 2012.

#### Zone 2:

- 1) S. Ridgewood Avenue – From W. Granada Blvd. to Division Ave. – Staff received a complaint regarding the condition of the entire area. The following cases are still being acted upon:  
144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. Staff is preparing to issue a citation and notice of hearing.  
160 S. Ridgewood Ave. – An RV (utility trailer), was observed on this lot. As previously stated staff must take four photos to verify the RV has been in view in excess of 72 hours. The owner has not complied. Notice of violation has been issued. The owner has two days from receipt of the notice to correct the violation.  
301 S. Ridgewood Ave. – C. Wright Landscaping, Inc. is being operated from this property. A Home Occupational License exists. The owner is in violation of the conditions of the home occupation license in that a boom truck, wood chipper, and stump grinder were observed in the driveway. A notice of violation has been previously issued. A citation and notice of hearing were generated on July 25, 2012. This case will be presented to the Special Magistrate at the August 27, 2012.

#### **Public Works**

- Engineering  
Construction Projects:
  - Roadway Resurfacing- Domicilio Ave, Fluhart Dr, Carmel Ter, Merrywood Cir, Peninsula Dr, Bosarvey Dr, West St, Alanwood Dr, Melrose Ave, Sharon Ter, Crestwood Cir and Carrolwood Cir, were paved.
  - Transfer Station Pump Station- Contractor is awaiting pump delivery.
  - SR 40 Sidewalk/Trail Phase III- The project construction is complete and final closeout is in progress.
  - Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – The jack & bore was completed across US1 at Airport Rd. The carrier pipe was installed and the southbound US1 right turn lane was patched. Approximately 400 feet of reclaimed watermain was installed along N US1.
  - Tomoka State Park- Performed substantial completion walkthrough. Mutiluse trail from N. Beach Street up to the entrance of the Tomoka State Park was constructed. Contractor is working on final cleanup. All of the concrete trail has been constructed for the project. Staff is coordinating a ribbon cutting event for the opening, which is tentative for the first week of September.
  - Andy Romano Beachfront Park –The contractor has installed water mains, sewer, and storm mains east of the CCCL line. Service connections were made and meters set on the west side. Construction of the storm water collection system is almost complete. The foundation for the concession/bathroom facility is being prepared. Other site work is commencing.

- Hand Avenue –The contractor has completed the installation of underground utilities in the first phase work area and is now working on the road reconstruction. On Monday August 20<sup>th</sup> the contractor will move to the phase 2 work area which will close Hand Avenue from Nova Road to Oak Brook Drive and begin utility work on that phase. Work is progressing on schedule.
- US1 & Nova Turnlane- FDOT contractor began construction on June 24<sup>th</sup>. The work is scheduled to be completed by September 15<sup>th</sup>.
- Sanchez Park Playground- Staff is in the process of finalizing the contracts. The PO has been released and the equipment has been ordered.
- OBSC T-Ball Fields – The work is scheduled to begin on August 20<sup>th</sup>.
- Side Street Lighting Conversion- Staff is processing the contract so the materials can be ordered.
- Wastewater Treatment Plant Expansion and Rehabilitation – Chlorine Contact Tanks walls have been poured, the internal recycle piping was completed, The base slab for the blowers was completed, the mold remediation work in the admin building was completed, 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 84 days.
- N. Halifax Dr. Improvements- Bids were received and opened. Staff is reviewing the bids.

Design Projects:

- Granada Utilities Underground – A special design coordination meeting was held with all franchise utilities to specifically address the coordination of the undergrounding work. The consultant is preparing cost estimates and staff is coordinating with the utility companies regarding agreement necessary for the conversion to occur.
- Nova Street Light Painting- Received written quotations for street light repainting. Processing purchase order.
- Nova Community Park Basketball Court- Hall Construction is preparing a written proposal for staff review.
- Nova Community Park Racquetball Court- Hall Construction is preparing a written proposal for staff review.
- Nova Community Park Master Plan- The proposed plan is scheduled to be presented to the Leisure Services and Quality of Life boards in September.
- South Peninsula 2-inch Water Main Replacement- A walk through of the affected streets was held with the consultant to confirm the project's approach. A meeting with the affected residents will be scheduled to introduce the project to the public.
- Audible Pedestrian Signals- Consultant provided an updated project schedule and will be submitting 60% plans by the end of the month.
- Mainland 2-inch Water Main Replacement- Design has started after completion of the site surveys.
- North Peninsula 2-inch Water Main Replacement- Held 60% design review meeting. This will be followed by a meeting with the affected residents.
- SR40 Washington to Beach St.- FDOT is currently reviewing the proposed street light relocation design plans.
- Central Park Paving – Award of bid has been submitted for the August 21, 2012 meeting.
- Downtown Medians- The proposed landscape, irrigation and lighting plan have been submitted for FDOT review.
- Tymer Creek Phase I – Several addendums have been issued for the project by the County. The bid opening date has been extended to August 23.
- John Anderson Drive – The City Commission voted to amend the design contract to a limited option that included milling and resurfacing and providing for spot drainage repairs in flood prone areas. Engineer is modifying the design plans. A meeting was held with the

- consultant to confirm the design intent and identify drainage area improvements. 90% plans are due in early September.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane- Project to interconnect the Central Park lakes 1&2 and 2&3. SJRWMD has notified consultant that permit has been approved and will be issued. Final plans were submitted and are being reviewed by staff.
  - Riverside Drive Drainage Improvements – Received approval from FEMA for a HMA grant which will fund 100% of the estimated cost of drainage improvements to address flooding in the rear of properties along Riverside Drive that occurred during the 2009 May storm event.
  - Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Recently received word that FEMA has approved the Phase II portion of the grant which includes construction phase. FEMA will be sending the grant agreement for City Commission approval.

Administration:

- Prepared a work authorization for \$4,500
- Prepared requisitions/PO's totaling \$3,779
- Residential SWMP Permits review and filing (on-going).
- Magnolia wall measurement (on-going).
- Provided deed information to surveyor for the Downtown Underground Utilities Project.
- Created wetland protection permit for 90 Raintree Drive

Other:

- Researched and created numerous right-of-way maps/drawings for street intersections throughout the City to determine illegal placement of political signs per NID request
- Completed a sight triangle stakeout at Hernandez and North Ridgewood per Streets Division request.
- Completed tree locate for Street Division on Main Trail.
- Researched and provided Hidden Hills storm system ownership and maintenance information for vacant lot development on Whippoorwill Drive per Planning Department request.
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Sidewalk survey done in Zone 2 and Zone 5 (ongoing project)
      - Asphalt patch on Tomoka Avenue and S. Beach Street
      - Remove dirt and grass from curbing & gutters at S. Beach & Tomoka Ave. and at Wilmette & N. Orchard St.
      - Asphalt patches for the Water Department at US1 & Hand Ave. and at 35 Country Club Dr.
      - Constructed a spillway with concrete at 30 Clydesdale Dr.
      - Pulled forms and backfilled at 30 Clydesdale Dr.
      - Removed & replaced concrete sidewalk at 352 S. Orchard St.
      - Removed forms & backfilled at 352 S. Orchard 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
- Picked up yard waste at Memorial Gardens
- Graded the boat ramp at Fortunato Park
- Trimmed trees at The Casements, Old Kings Rd., Public Works Yard, Mound Ave. (ROW), N. Halifax @ John Anderson Dr., South Ormond Recreation and other citywide locations
- (3) employees attended the LEAPS class at the Advanced Technology Center

#### 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
- Trimmed trees on Center St.
- Took Truck #254 to dealer in Daytona Beach
- Trimmed a Brazilian pepper tree at American Legion on New Britain Ave.
- Loaded up old lime rock in the Public Works yard and took to dump site
- Took care of weeds on sidewalk at Grove St. between S. Ridgewood & Washington St.
- Edged and cleaned sidewalk on Tomoka Ave. between Eileen Butts & S. Ridgewood Ave.

#### Sign Shop

- Repaired, replaced or installed signs at the following locations:
  - Riverwood Dr. & N. Halifax Dr., installed (HIP) High Intensity Prismatic street names
  - Hilldale Ave. & N. Halifax Dr., installed HIP street names
  - Tanglewood Cir. & N. Halifax Dr., installed HIP street names
  - Golfview Ln. & N. Halifax Dr., installed HIP street names
  - Driftwood Ave. & N. Halifax Dr., installed HIP street names
  - Wildwood Ave. & N. Halifax Dr., installed HIP street names
  - Prairieview Ln. & Greenvale Dr., replaced a broken stop sign post
  - Installed a sign the impound vehicle lot at the request of the Police Department
  - Chrysanthemum Dr. & Tymber Creek Rd., replaced missing street names
  - 300 Rio Pinar Dr., replaced the 25 mph sign
  - Thomas St. & Fleming Ave., replaced street names & stop sign post
- Checked for signs in various locations that might need attention

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inspected citywide basins
- Inspected pond at Airport Sport Complex
- Mowed WSR40 (264,152 sq. ft.)
- Hauled dirt to Nova Recreation (21 loads, 336 yds.)

- Checked a sinkhole at 37 Hernandez Ave.
- Demolished a basin at 247 Country Club Dr.
- Basin cleaning in Zone 1
- Transported Streetsweeper to Orlando for repairs
- Mowed with the Bush Hog on SR40 (105,300 sq. ft.)
- Mowed with the Slope Mower on SR40 (60,000 sq. ft)
- Mowed with Reachout Mower on SR40, Fred Gamble Way, Tomoka Ave, Division Ave., Arroyo Parkway and Santa Fe
- Sprayed at Nova Rd. pond and Old Kings pond

Street Sweeping/Streetsweeper

- 0.0 miles of road cleaned
- 0.0 cubic yards of debris removed (In for repairs for the week)

- Fleet  
Mileage Traveled by all City Departments for the week  
31,408

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
11	13

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 11,049 gallons of unleaded and 4,397 gallons of diesel fuel on hand.
- Fuel Used in one week 2,773 gallons of unleaded and 950 gallons of diesel.
- Fleet completed 47 work orders this week.

- Utilities

Projects Summary

- Chemical Bids – Bids were received and are being reviewed.
- Concentrate Disposal Study – Plan comments were incorporated into the bid documents and sent to FDEP for their information. Specification comments are being incorporated into the final bid documents. The advertisement date was selected as August 26, 2012 and the bid date was established as September 26, 2012.
- Division Avenue Well Field Raw Water Piping – McKim and Creed is performing modeling to determine the potential chloride concentrations that occur when the majority of the flows from the Division Avenue wells are diverted to the north end of the water plant for treatment by reverse osmosis.
- WWTP Dewatering Station Bypass Project – Construction is scheduled to begin in October 2012 with Brasfield & Gorrie performing work.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Met to discuss how the CCC will affect the implementation of providing reuse to the Breakaway Trails and Hunter's Ridge Service areas. A wastewater operating permit modification is being prepared. The CC provided feedback to staff to retool the proposed plan based on several considerations.
- Airport Road Force Main/Reuse Main Extension – Bypass piping is being installed for the irrigation pumps. The bore and jack was completed across US1. Approximately 400 feet of reclaimed water main was installed along N US1. Staff preparing quarterly report for SJ MFL Cost Share Agreement and project cost reimbursement.

- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – McKim and Creed is preparing the design drawings for this project. Additional information was requested for the Microstation design files provided by WBQ, the FDOT Utility consultant. Stationing data was requested from WBQ, for subsurface utility excavation data.
- Hand Avenue Extension – Contractor cleared the new water main and placed into service and connected water main to the existing mains on Parque Dr and Andalusia Dr. Disconnected 6" water main and plugged existing valve that will no longer be in use at the corner of Hand Ave and S Yonge St
- 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 – New RAS Pump #1 is being installed. The contractor is in the process of obtaining chemicals to test the supplemental carbon storage tanks and pumping equipment. Training was performed on the supplemental carbon feed system. This structural work is being performed at equalization tanks to include floor concrete pours. Preparation is underway to drain one carousel.
- Lift Station Repair and Replacement Project –The final pay request is pending until Worsham (Contractor) decides to accept final payment.
- North Halifax Drive Rehabilitation Reclaimed Water Main Extension – Bids are being reviewed.
- Pretreatment Effluent Pump (PEP) Replacement – The contract is being executed by Lucas Technologies.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. The revised design proposal prepared by John Searcy & Associates for the project is being reviewed.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by lining are being prepared.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Electrical plans and specifications are being reviewed.
- Tymber Creek Phase 1 Utility Relocation Project – Bids are being obtained by Volusia County as part of the Tymber Creek widening project between State Road 40 and Peruvian Lane. The bid date was extended to August 27<sup>th</sup>.
- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
- Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
- SPRC: Reviewed revised site plan for Tomoka Christian Church. A meeting was held to present gravity sewer alternatives for S.R. Perrott instead of the pump station and force main proposed on the previously approved site plan. Demolition started for the Cardinal Drive Life Guard Station. Demolition is scheduled to start next week.
- Received preliminary approval of draft Sewer Use Ordinance Legal from FDEP. 2<sup>nd</sup> reading of Ordinance scheduled for August 21, 2012.
- WWTP Sludge Conveyor System Replacement – Brasfield and Gorrie intends to perform the rehabilitation in October.
- Transfer Station Lift Station Upgrades – Pumps are ordered.
- Continuing Education – Attended the 2012 Florida Rural Water Association (FRWA) Preconference to obtain Professional Development Hours (PDHs) needed to meet continuing education requirements for licensure.

#### Water Distribution

- Exchanged 10 residential water meters
- Responded to and/or repaired 8 water service leaks
- Replaced 2 water services due to aged piping, disconnected 5 water service due to demolition

- Repaired/replaced 3 meter boxes
- Responded to 1 low pressure complaint
- Flushed system to resolve 2 cloudy water complaints, assisted 2 customers with misc. water issues.
- Repaired and retested 1 city owned irrigation backflow preventer
- Meter testing: tested 2-3" and a 4" commercial water meter. One 3" and the 4" water meter were inaccurate, repaired and retested.
- Continued city owned fire hydrant maintenance program: 14 hydrants have been checked for operation and maintenance needed was completed.
- Located and exercised 7 water main valves
- Flushing: Parque Dr, Andalusia Dr, Hand Ave, S Yonge St. Repaired and reset the permanent flushing device at 950 Marie Cir.
- Repaired a 2" water main on Brookside Cir.
- Disconnected an unmetered connection to the water service stub out on Westland Run in Hunters Ridge.
- Performed a shutdown for Hazen Construction to make connections from the new 8" water main on Hand Ave, to the existing side streets of Parque Dr. and Andalusia Dr.
- Connected 6 water service to the new water main on Hand Ave
- Activated and flushed the new 8" water main on Hand Ave
- Utility locate service for Water/wastewater/reuse: 74 regular and 3 emergency locates have been completed
- Sod/backfill excavations on Brookside Cir, Longfellow Cir, Hand Ave/Us1
- Rescinded boil water alert on Island Cay Dr.

#### Water Treatment

- Delivered to the City 36.014 million gallons for the week ending Aug. 12, 2012 (5.145 MGD)
- Backwashed 11 filters for a total of 459,000 gallons backwash water.
- Produced and hauled 81 wet tons of dewatered sludge.
- Operated north & south plant generators under full load for routine PM.
- Sampled, cleared and rescinded two Precautionary Boil Water notices.

#### Waste Water Collection – Reuse

- Crews responded to one trouble call at Breakaway/Hunters Ridge for PEP System service and trouble call in town.
- Televised eight laterals – performed root control at six and cleaned two sewer laterals.
- Disconnected sewer laterals at 359 John Anderson Dr, 401 Ocean Shore Blvd., 301 South Atlantic Blvd and 300 West Granada Blvd.
- 114 Ormond Parkway sewer lateral repair.
- Ongoing flushing of reuse on beachside.
- Checked force main pressure at 1800 US 1. Results indicated no problems
- Checked force main pressure at Hunters Ridge. A pressure of 12 psi was observed on the 4-inch line.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 27.91 Million Gallons.
- Produced 8.81 Million Gallons of Reuse.
- Produced 19.10 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 3.99 MGD, plant designed for 6 MGD
- Hauled 20 tons of sludge containing (14%-18% Solids).
- Submitted the Test Results of the DMR-QA Study 32 to USEPA.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

#### Water Plant - Well Fields - Booster Stations

- Replaced Variable Frequency drive, 6" flex coupling and pipe on 50 HP Irrigation pump at Shadow Crossings. The flex coupling and pipe was replaced with a 36" rigid spool piece.
- Worked with operations on new aerator flow pace controller for main pumps.
- Found two control fuses blown that were causing the fill/drain problem at Leeway elevated storage tank. Replaced the fuses and corrected the problem.
- Replaced the gear box on the #5 hypochlorite pump.
- Installed a blind flange on the #2 pump discharge line at the Hull Road Ball fields.
- Continued work on the well field mowing.
- Made hose adaptors for the operators to clean the north and south pits.
- Sprayed the weeds around the plant.
- Cleaned actuator on the #2 cone auto valve.
- Checked out the centrifuge noise problem and found the trip arm to be loose and rubbing the machine safety guard. Tightened arm to eliminate the noise.
- Shut down Breakaway irrigation system for reuse tie in and tightened packing on leaking valves.
- Flushed the hoses for the claricones and reamed out the injection ports.
- Continued monitoring storage tanks and wells at all Irrigation stations in Hunter's Ridge and Breakaway. All wells functioning.
- Performed preventative maintenance (PM) at Rima Ridge, Division Avenue, SR 40 and Hudson Well fields.
- Performed PM to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM.
- Performed Reuse pump station PM and repairs.
- Cleaned shop and put away spare parts.

#### Wastewater Plant – Lift Stations

- Assisted Contractor with Plant rehab activities.
- Cleaned telescopic valves on clarifiers #1 and #2
- Deragged submersible aerators daily.
- Deragged Influent pumps weekly.
- Reset VFD at Sandy Oaks lift station.
- Replaced contacts in Motor starter at Castle Gate lift station.
- Cleared blockage at volute on Pump #2 at Lift Station 9M.
- Breakaway Trails lift station was cycling on and off too frequently. Cleaned the probe and checked electrical cabinet components
- Towne Square – pump #1 would not turn off. The transducer was adjusted and check valves cleaned to correct the problem
- Cleared blockage at volute on Pump #1 at lift station 2M.
- Lift station SCADA repairs to 24 stations
- Master Lift stations – pump down & wash down wet well – broke up scum layer in wet wells.
- Monthly PM to 19 lift stations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM to 2 lift stations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 93 work orders as reported in MP2 computerized maintenance management system, of which 73 were PM work requests and 20 were repair work orders.

#### Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program: A new permit cycle for the City's Industrial - Significant User (IU) facilities connected to the City's sewer system is underway and all significant user permit applications have been received. All current permits expire on September 30,

- 2012 and new permits must be in place prior to this date. Utility staff performed an initial review of the new permits. Staff intends to deliver the new permits to the IUs with ample time available for them to review and comment on prior to the implementation date.
- The Commission approved Resolution No. 2012-107 authorizing Publicly Owned Treatment Works local limits as associated with the City's Sewer Use Ordinance and FDEP requirements. This will allow staff to update the allowable concentrations of pollutants to the permitted facilities from time to time and during wastewater treatment operating permit renewal cycles while eliminating the need to amend the current ordinance as a result. The Commission also approved the first reading of the revised Sewer Use Ordinance 2012-29. The second reading is scheduled for the August 21 Commission meeting. The new ordinance will be utilized in issuing the new permits.
  - Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunters Ridge. Utility staff is gathering information to apply for a waste water permit modification to include these areas in the reclaimed water service area.

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

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

#### Support Services/City Clerk

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

- Staff attended the weekly City Manager staff meeting.
- Staff attended and provided support for the Public Works Advisory Board on August 16, 2012
- Agenda packet preparation and creation for the City Commission Meeting on August 21, 2012
- Agenda packet preparation and creation for the Police Officers' Pension Board Special Meeting on August 21, 2012
- Agenda packet preparation and creation for the Budget Advisory Board on August 29, 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
- 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