

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 24, 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:

- Held weekly staff meeting with Directors

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Met with reporter and editors from the Ormond Beach Observer, upcoming new newspaper, provided overview of Ormond Beach government and City Hall
- Met new MainStreet Executive Director
- Routine meeting with auditor from James Moore & Co.
- Attended Florida League of Cities conference

Community Development

- Planning

- Staff attended the following meetings this week:
 - Flagler County Board of County Commissioners meeting on the Notice of Noncompliance pursuant to FS 380.06 for Hunter's Ridge DRI. The County approved the Finding of Noncompliance and forwarded it to the Department of Economic Opportunity (formerly DCA). Obligations not met which caused the noncompliance issue include:
 - Dedication of 1978 acres from the Conservation/Regional Park Area (CRPA) to Flagler County and St. Johns River Water Management District;
 - Assignment of hunting, equestrian and silviculture rights from the CRPA to Flagler County;
 - Unauthorized timber harvesting of 200 acres within the CRPA area;
 - Failure to provide access easement on 40 Grade from SR 40 to Durrance Lane within the CRPA;
 - Failure to transfer an acceptable parcel to Flagler County for use as a maintenance and utility site;
 - Failure to convey an acceptable public safety facility site.
 - FPZA luncheon where the speaker Reed Berger, CRA Director for Daytona Beach, was invited to speak as a follow-up to the New Journal articles entitled, "Beauty and Blight."
 - Volusia County Transportation Planning Organization's (VCTPO) Technical Coordinating Committee Meeting where the 2012-13 TPO Priority Project Lists were approved and the following items of interest were discussed:

- Moving Ahead for Progress in the 21st Century Act (MAP-21) Federal Transportation Bill
- I-4 Managed use lanes

- The Department continues to be short handed. Only two planners including the Director are available to handle counter and phone inquiries.
- Staff met with representatives of Lakes of Pine Run Condominium Association to discuss interest in annexation.

- During the neighborhood meetings for the proposed location of a camouflaged telecommunication tower, it was discovered there are no setbacks for such towers within the residential districts that permit them. Apparently, there have been no established setbacks since the initial adoption of the telecommunication ordinance which permitted regular towers by conditional use in the Rural Residential and Rural Estate Agricultural Districts. An amendment is being prepared to fix this flaw.

- Building Inspections, Permitting & Licensing
 - Issued 48 permits with a total valuation of \$240,931.00
 - Conducted 165 inspections
 - Issued 4 new business tax receipts

- Development Review
 - Approved Items:
 - KB Model Home Parking Lot, 2 Abacus Avenue, SPRC #131, approved 08.20.2012.

 - Meeting with Applicants:
 - Meeting with property owner regarding site improvements at 100 West Granada Boulevard for a B-B-Q restaurant.
 - Final inspection for T-Mobile telecommunications tower at 1 South Old Kings Road.
 - Pre-construction with site contractors for the Ormond Beach T-ball fields at the Sports Complex.

 - Projects under review:
 - Tomoka Christian Church, 1450 Hand Avenue – modification for stormwater piping and sewer changes.
 - Wal-Mart Seasonal Storage Trailers, 1521 West Granada Boulevard, SPRC#12-130.

 - Miscellaneous:
 - The rear yard setback variance application for 200 John Anderson Drive.
 - MainStreet Board recommend approved of a Building Improvement Grant for 42 North Beach Street, which houses the Ormond Beach Historical Society, in the amount of \$16,434.50.
 - A community meeting has been scheduled for September 4, 2012 for the proposed redevelopment of the gas station at 460 South Atlantic Avenue for a Sunoco gas station at 7:00 PM at The Casements.

Economic Development

Economic Development

Ormond Crossings

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

- Staff is arranging a meeting with a Jacksonville Industrial Developer to visit Ormond Beach and visit the Ormond Crossings property.

Airport Business Park

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

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 attended the 2-day International Council of Shopping Center's annual trade show in Orlando. The marketing material prepared for the trade show was distributed to various retailers and developers. Staff will be contacting the retailers to provide more detail on the available properties in Ormond Beach.
- Staff contacted the property owners of the Food Lion along East Granada Boulevard and discussed possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. Staff is in contact with the real estate agencies representing the property owner and Food Lion to discuss retail reuse opportunities. An Orlando Real Estate firm has been recently hired to market the property. The Broker is in discussion with other food grocers to reuse the property. Much of the equipment has been removed from the store.
- Staff met with Volusia County Economic Development staff to discuss assistance with the various Enterprise Florida economic development incentive program applications.

Special Economic Development Projects

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

Airport Operation and Development

- Staff has been apprised that representatives of Kimley-Horn and Associates, Inc., will be at the airport on Friday, August 31st to conduct a security assessment on behalf of the Florida Department of Transportation. 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.

- Staff met at the airport with a representative of Veazey Lighting regarding technical specifications and placement of lighting components for the planned airport security lighting upgrade project.
- Staff met with a representative of Austin Outdoors to coordinate herbicide application at the airport. This service is required to maintain the impervious surfaces at the airport, and will be conducted over the next several weeks, weather permitting.
- Staff continues to monitor the efforts of Verizon Wireless and the Federal Communications Commission 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 has been apprised that work on the tower will require a permit from Florida Fish & Wildlife due to the presence of an osprey nest on the tower.
- Staff met with a sub-committee of the Volusia County Aviation Advisory Committee to prepare visual and presentation materials for the National Business Aviation Association convention in Orlando this October. The next meeting of the full advisory committee will be on September 28th at the Daytona Beach International Airport.
- Staff continues to work with CKS Productions regarding a proposal to host a large community event at the airport. CKS Productions has provided a scaled proposal that staff has forwarded 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.
- An updated survey has been completed for the proposed TowerCom communications tower site at the airport. A proposed option and ground lease agreement is under review, and staff continues work to prepare this and other materials for review and approval by the FAA.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Finalize the five-year Capital Improvement Program.
 - Finalize the FY 2012-13 personnel and operating budget.
- Completed Projects - Weekly
 - Processed 50 Journal Entry Batches (# 4453 – 4572).
 - Approved 25 Purchase Requisitions totaling \$63,279.47.
 - Issued 12 Purchase Orders totaling \$975,950.59.
 - Held opening for RFP No 2012-25, Property, Liability and Workers' Compensation Insurance, on 08/20/2012.
 - Prepared 197 Accounts Payable checks totaling \$817,241.16 and 48 Accounts Payable EFT payments totaling \$826,451.23.
 - Prepared 59 Payroll checks totaling \$41,503.49 and 319 Direct Deposits totaling \$366,496.49.
 - Transferred IRS 941 payment of \$129,390.11.
 - Processed 3,698 cash receipts totaling \$490,271.31.
 - Processed 855 utility bill payments through ACH totaling \$52,371.61.
 - Processed and issued 6,149 utility bills with billed consumption of water of 48,916k.
 - Issued 571 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gymnastics Workout
 - Magic Forest Playground Renovations (Revision)
 - 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 meeting with City Manager and new Ormond Beach Observer staff.
 - Held ECHO grant team meeting with staff.

Fire Department Weekly Statistics

- Fires: 4
- Fire Alarms: 8
- Hazardous: 6
- EMS: 65
- Motor Vehicle Accidents: 6
- Public Assists: 35

TOTAL CALLS: 124

- Aid provided to other agencies: 20 calls – Volusia County (16), Daytona Beach (2), Holly Hill (2)
- Total staff hours provided to other agencies: 23 hours
- # of overlapping calls: 22
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 52

Training Hours

- Driving: 7
- EMT Protocols: 5
- Ethics Class: 12
- Pump Operations: 6
- Search and Rescue: 2
- Tactics: 5
- Technical Rescue: 13

TOTAL TRAINING HOURS: 50

Station Activities

- Updated 18 pre-fire plans.

Significant Incidents

- 8/18/12, 1:53 AM: N. I-95/Mile Marker 271 – Motor Vehicle Accident – Provided automatic aid to Volusia County – multiple vehicles and patients with one ejection – two patients treated on scene – two patients immobilized and transported to hospital.
- 8/19/12, 3:31 PM: Northside Dr. – Lightening Strike – Smoke odor in structure after lightening struck pine tree in front yard – damage to low voltage wiring – phone boxes on two houses also struck – both residences checked with thermal imaging camera – no fire found.
- 8/19/12, 4:13 PM: Northside Dr. – Brush Fire – Lightening strike in woods – palm tree on fire – extinguished fire and wet down area.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department/Streets – Maintenance Worker II

- Finance Department – Meter Reader
- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (re-advertised the position) advertised on City web site and will remain open until filled. A total of seven (7) applications have been forwarded to department for review. Division has asked HR to remove ad from website in anticipation of re-evaluating the current position needs of the division.
 - Public Works Department/Engineering – Civil Engineer position was advertised on the Florida Engineering Society web site and the City web site on 06-01-12 and will remain open until filled. Twenty (20) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held with four (4) candidates on 07-13-12. Re-advertised on the Florida Engineering Society (FES) web site and the American Public Works Association (AWPA) web site on 08-23-12 as open until filled.
 - 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.
 - Leisure Services Department/Athletic Fields Maintenance – The Maintenance Worker III position has been advertised on the City web site and in-house on 08-22-12 with a closing date of 08-31-12.
- Screening/Interviews Scheduled
 - Leisure Services/Recreation (Sports) - Part Time Recreation Leader. The part time Recreation Leader position was advertised on the City web site with a closing date of 03-23-12. Seven (7) applications were received, and interviews have been conducted. Selected applicant did not pass pre-employment processing. On 06-06-12 this position was re-advertised with a closing date of 06-22-12. Four (4) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews scheduled for the week of August 13th.
 - Finance Department – Meter Reader Supervisor was advertised with a closing date of 08-22-12. Interviews have been conducted with two internal applicants on 08-23-12.
- 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 has selected another candidate to begin pre-employment processing.
 - 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 a candidate and pre-employment processing has begun.

- Police Department – A conditional offer has been made to a candidate for the vacant Police Officer position. This candidate was first on the eligibility list and pre-employment processing is being conducted.
- Job Offers
 - 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 were scheduled for interviews between 07-26-12 and 08-01-12. A candidate was selected and extended a conditional offer of employment. Employment will be effective 08-27-12.
- Promotions
 - Public Works Department/Fleet Operations – The Fleet Systems Specialist position was filled with an internal candidate from the Engineering Division. Promotion will be effective 09-04-12.
 - 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
 - Support Services – The City Clerk position was filled with an internal candidate from the City Attorney’s Office. Promotion will be effective in September.
- Demotions
 - Finance Department – Meter Reader Supervisor demoted to Meter Reader effective 08-27-12.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 7-30-12: 3.99% (excluding retirements)
 - Public Works/Streets – Maintenance Worker III effective 08-31-12
 - Finance – Meter Reader effective 08-31-12

Employee/City Benefits Program Update

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

Training & Development Opportunities

- The City of Ormond Beach LEAPS Academy will be holding a customer service morning make-up training session, “Achieving Success Through *Exceptional* Service!” on Wednesday, 09-18-12.

Risk Management Projects

- Planning meeting for Mayor’s Health and Fitness Challenge.
- Attended Ethics Training.
- Work on final draft of New Employee Orientation for Director’s review.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Email system upgrade (cloud based) – On hold until Customer Relationship Management (CRM) vendor selection is further along to address potential compatibility issues.

- City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected.
- Finance/Community Development – CRM system replacement – Reviewing information, Selection Committee to meet shortly.
- Transparency Website – reviewing work plan received from the City of North Port
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 26 New work - 51 completed - 17 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,692	Inbound E-Mails Blocked	15,491
Delivered Inbound E-Mails	10,066	Quarantined Messages	135
Percentage Good Email	39.2%	Virus E-Mails Blocked	75

- Notable Events: Lightning damage to networking equipment at both the Senior Center and Wastewater Treatment Maintenance buildings. Proactive steps are being taken to minimize future damage.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 7 Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 2,197 (9.8%) potable 1,986, Irrigation 211
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

- Weekly staff meeting
- Weekly City Manager staff meeting
- Weekly Public Works staff meeting
- Echo Grant meeting
- Commission Workshop/meeting
- Project ROMP meeting
- Centennial Project meeting
- Met with various local businesses regarding Project ROMP funding
- Events meeting with staff
- Special Event Services meeting
- Andy Romano Beachfront Park progress meeting
- Met with Landscaping company to discuss issues
- Review of repairs to medians being done by Austin Outdoors
- R&R Budget review
- Review of operating budget with staff
- Staff meeting with Athletic Fields staff
- Met with Janitorial Contractor
- Met with Contractor performing T-Ball construction at Sports Complex

Events/Activities attended:

- Parks and facilities visits

- 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.
 - Ormond Beach Golden Spikes continued summer practices on Tuesday through Friday evenings at 5:30pm at the Sports Complex.
 - The Ormond Beach Soccer Club started their fall competitive soccer practices, which are held Monday through Friday, 6pm to 8pm.
 - Ormond Beach Pride Football held their Annual Pre-Season Jamboree on Saturday at the Sports Complex, Championship Field #7.
 - Upcoming Events: Pop Warner Opening Day Football Games, Lady Renegades Fall tryouts, 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 attending ethics training classes.
 - Edged all clay infields.
 - Prepared for fall soccer starting this weekend.
 - Removed weeds from infields, top dressed and seeded baseball field #3.
 - Prepped field #7 for the start of football season; Ormond Beach Pride games began Saturday.
 - Mowed football fields at Ormond Beach Middle School.

- Senior Center
 - August classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Civil Air Patrol met on Monday from 6:30pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chimaya church met on Sunday from 11:30am to 3pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats and Show Club held regular classes.
 - Tuesday: Show club held regular classes. CMT class registration was held.

- Wednesday: Kopy Kats held regular classes. Living Word Family Church met.
- Thursday: Kopy Kats held regular classes. CMT class registration was held.
- Friday: Kopy Kats held regular classes.
- The Performing Arts Center is preparing to host the following event:
 - Just Twistin' Hay Band, September 15th, 7pm, \$10.
- South Ormond Neighborhood Center
 - Splash Pad was open daily from 10am until dusk.
 - Bruins Team Proclamation at the Commission meeting on Tuesday.
 - 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
 - Assisted with City Commission Shade meeting, Tuesday, August 21st.
 - Assisted with marketing, advertising and planning of opening and closing ceremonies for 2012 Senior Games.
 - Attended Senior Games Committee meeting.
 - Attended staff meeting.
 - Attended State of the City Luncheon meeting with Special Event Services.
 - For the 2012 Parade, updated application and Save-A-Date mailer.
 - Annual cleaning and organizational projects.
 - Processed Employee Health Fair donation(s) mail out and tracking of incoming donations.
 - Continued development of invitation and program for Tomoka State Park Trail Ribbon Cutting event.
 - Weekly administrative tasks, office work, meetings and activities.
- Gymnastics
 - August/September session classes for various age groups and levels continued this week.
 - Open gym was held Monday evening.
 - Completed ethics training.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons, summer camp, and FitMoms.
 - Regular classes continued throughout the week, including: Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Normal operating hours resumed; the gym is open 9am to 9pm Monday through Saturday and 1pm to 5:30pm on Sunday.
 - Open play took place various times during the week for those who participated in basketball, ping pong, pickleball, the game room and the exercise room.
- 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 at The Casements through the month of August.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - On Monday staff met with a bride and catering company to view the kitchen and reception set-up at The Casements.

- A group of 28 members of The First United Methodist Church from DeLand toured The Casements on Thursday morning.
- The Guild Crafters met in Room 205 on Thursday afternoon.
- The Casements Camera Club met at Bailey Riverbridge on Thursday evening.

- Parks and Irrigation
 - Repaired a loose hand rail at Birthplace of Speed Park.
 - Cleaned litter from the shore line at Rockefeller Gardens and Fortunato Park.
 - Replaced the men's restroom sign at Central Park II.
 - Installed a "No Smoking" sign at Cassen Park Bait House.
 - Reinstalled a bronze plaque at Fortunato Park.
 - Repaired the swinging bridge at the magic forest playground.
 - Poured the concrete slab for a new bike rack at Fortunato Park.
 - Removed and reinstalled the bike rack at SONC for Urban Forestry.
 - Mowed a grass pathway to the fishing pier at Sanchez Park.
 - Removed concrete debris left by AT&T at Birthplace of Speed Park.
 - Conducted city wide safety inspections of parks and equipment.
 - Conducted weekly inspections of park facilities for reservations.
 - Repaired a broken head at the library, ran the zone, checked coverage and adjusted heads.
 - Santa Lucia east median was flooding the road; backflow was bad. Reported the issue to the Water Dept.
 - Reset clocks on the beachside.
 - A valve was stuck at Nova Rec., repaired the valve, and reprogrammed the clock.
 - Repaired a broken head at Bailey Riverbridge.
 - Rechecked the timer at Nova Rec.
 - Checked the Nova Rd. median at the funeral home.
 - At Forest Hills, repaired damage from paving and replaced a battery in the timer.
 - Repaired stuck valves at Santa Lucia medians.
 - At Birthplace of Speed Park, repaired a head, checked the approach for coverage.
 - Replaced a timer and repaired heads at Granada Blvd. medians.
 - Repaired heads on the S. Nova Rd. medians.
 - Repaired a head at Nova Rec. ball fields.
 - Ran the system at the American Legion and repaired heads.
 - Repaired heads at S. US1 medians.
 - Checked area coverage at Birthplace of Speed Park.
 - Check the system and repaired heads at Milton Pepper Park.

- Building Maintenance
 - Weekly inspection of airfield lighting and signage.
 - Daily preventive maintenance of city vehicles and equipment.
 - Completed fourth quarter preventive maintenance service on city wide A/C systems.
 - Replaced water filters on ice machines city wide.
 - Repaired A/C at the reuse building.
 - Repaired the pedestrian gate at the airport tower.
 - Lightning struck A/C #3 at fire station #92 compressor.
 - Repaired the ice machine at fire station #93.
 - Repaired broken A/C at the PAC.
 - Repaired the flag pole light at the Art Museum.
 - Fixed a streetscape light at Granada Place.
 - Replaced a battery emergency light at the Senior Center art room.
 - Replaced lights in the bay and kitchen fire station #92.
 - Replaced the photocell in the Nova Rec. gym.
 - Checked the field lights surge protector at Nova Rec.

- Fixed the gate at Harmony Ave. (Sports Complex).
- Straightened the streetscape pole on New Britain Av.
- Fixed the streetscape pole at The Casements.
- Repaired two sinks in the ladies' restroom at the soccer field.
- Repaired leaking urinal at the shuffleboard court.
- Cleared the drain inside the water cooler at Nova Rec.
- Installed a spigot at the entrance to Riviera Pier.

Police Department

Administrative Services

- Gave welcome and introduction presentation to Citizen Police Academy participants.
- Attended weekly Police Department and City Manager staff meetings.
- Met with City auditors and discussed cash handling procedures within Property and Evidence.

Community Outreach

- 8 YDC youth cleaned windows at the PAL house and assisted with the mailing for the Golf Tournament.
- PAL programs will close on August 10th and resume in October. PAL Staff will be focusing on the upcoming Golf Tournament and planning programs for the upcoming academic year.

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 12
- Cases Exceptionally Cleared: 9
- Inactive: 12
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 3
- Grand Theft: 5
- Auto Theft: 1
- Missing Persons: 1
- Sex Offense/Rape: 1
- Assaults: 1
- Suicide: 1

Comments:

- Residential Burglary: Subject was identified and arrested for a residential burglary on Arroyo Parkway. The subject and his wife were house sitting for the victim while she was away and the subject staged a burglary by breaking out a window and removing property. The subject was arrested and the majority of the property has been recovered. Investigators are trying to determine if the subject is responsible for any other burglaries in the neighborhood.
- Trails Maintenance Building Burglary: A large amount of lawn equipment and the security camera system was stolen during a burglary of the business. The culprits also stole a truck from the business. Two suspects have been identified and a warrant has been obtained for the arrest of one of the subjects. Investigators are in the process of recovering the stolen property and the stolen truck has been recovered. Investigation continues.

Community Service/Animal Service

- Animal Calls: 72
- Animal Reports: 7
- Animal Bites: 2

- Animals to Flagler Humane Society: 8,
 - 6 Cats
 - 2 Dogs
- TNR: 1
- Designated 4 new colony caregivers for the TNR program
- CSO's assisted at numerous crash scenes and assisted with traffic control during this week's inclement weather.

Records

- Walk - Ins / Window 148
- Phone Calls 214
- Arrest / NTA'S 22
- Citations Issued 144
- Citations Entered 162
- Reports Generated 136
- Reports Entered 152
- Mail / Faxes / Request 63

Patrol

- Total Calls 1646
- Total Traffic Stops 232

Operations

Crime Opportunity Reporting Forms issued: 88

8-16-12 Fraud at 699 S. Nova Rd. A man sold the victim two large surround sound speakers. Later determined that the speakers were casings with sand bags inside.

8-16-12 Shoplifting at Beall's 1458 W. Granada Bv. Adult female arrested for retail theft.

8-17-12 Burglary at 126 Riverbeach Dr., two large televisions stolen by known suspects.

8-17-12 Fraud at 24 Sugarberry Ct. Victim bought a car over the internet and suspect did not deliver it as promised.

8-17-12 Car Burglary at Gold's Gym, window broken out and lunch bag stolen.

8-17-12 Car Burglary at Elite Fitness, window broken out and a CD case stolen.

8-17-12 Burglary at the Trails Subdivision maintenance facility. A truck and landscape equipment stolen.

8-18-12 Warrant arrest at S. Nova Rd. Motorist arrested on open warrant following a routine traffic stop.

8-18-12 Car Burglary at 301 Division Ave. A battery was stolen from a forklift.

8-18-12 Disturbance at 95 Magnolia St. Adult male arrested for domestic violence.

8-18-12 Disturbance at 25 Winding Creek Way. Adult male arrested for domestic violence.

8-18-12 Burglary at 1244 Scottsdale Dr. A screen was cut to gain entry.

8-19-12 Grand Theft at 560 S. Beach St. Jewelry was stolen during an estate sale.

8-19-12 Disturbance at 135 E. Granada Bv. Adult female arrested for domestic violence.

8-19-12 Disturbance at 542 S. Ridgewood Ave. Juvenile was arrested for domestic violence.

8-20-12 Grand Theft of a bicycle at 236 S. Ridgewood Ave. stolen from a porch.

8-20-12 Burglary at 500 Memorial Cir. Laptop and money taken from residence over the weekend.

8-20-12 Burglary at 394 Military Bv. Appliances stolen from the home.

8-21-12 Auto Theft at Cheater's N. US-1. A motorcycle was stolen two weeks ago.

8-21-12 Shoplifting at Beall's, An adult female was arrested for retail theft.

8-21-12 Theft at 300 S. Nova Rd. Dunkin' Donuts. Bicycle was stolen from business.

Traffic Unit:

- 12-08-00316, DUI Hit and Run crash at US1 and Hull Road. A drunk driver northbound on US1 driving a P/U truck struck a moving vehicle in the rear then fled the scene. The P/U was observed by patrol officers and was stopped in the business park south of I-95. Driver was arrested for DUI.
- Tuesday afternoon storm winds toppled a large tree behind the Wells Fargo Bank at SR 40/ Orchard. The tree snapped power lines knocking out power to 4 major intersections. Generators were brought in to run the lights while FPL repaired the damage.
- Traffic Unit worked traffic control and monitored all schools for traffic issues both morning and afternoon for this first week of school.
 - Traffic Citations 133
 - Crash - No Inj. 14
 - Crash - Injury 6
 - 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: 4 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 4 Cases initiated
- 75 signs have either been removed or sign cases created. Of these 40 are political campaign signs that have been removed.
- 25 tree removal permit requests
- Administrative staffs assisted with three walk-in and fifty-seven (57) telephonic inquiries.

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

Zone 1:

- 1) 153 E. Lindenwood Circle – Received a complaint about the condition of the residence. The property is in foreclosure. The gutter system is in disrepair. There is probably some fascia work that needs to be done. There is also a torn tarp located partially on the roof to the rear portion of the residence and partially on the ground. NID will process cases with regard to registration of the property and use of tarp for an extended period of time. No other issues can be addressed at this time. The roof repair is scheduled to be completed by August 22, 2012.
- 2) 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to

building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28th. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure.

The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case is scheduled for the Special Magistrate hearing on September 24, 2012.

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. This case has been cleared.

301 S. Ridgewood Ave. – C. Wright Landscaping, Inc. is being operated from this property. A Home Occupation 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- Milling and resurfacing has been completed on all of the scheduled streets. Thermal-plastic striping is being installed.
- Transfer Station Pump Station- Reviewed equipment shop drawing submittals.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Approximately 2,600 feet of reclaimed watermain pipe was installed along N US1 and Airport Rd..
- Tomoka State Park- Performed substantial completion walkthrough. Mutiluse trail from N. Beach Street up to the entrance of the Tomoka State Park was constructed. Contractor is working on final cleanup. All of the concrete trail has been constructed for the project. Staff is coordinating a ribbon cutting event for Saturday, September 8th, at 10 a.m.
- N. Halifax Dr. Improvements- Bids were received and opened. Staff is reviewing the bids.
- US1 & Nova Turnlane-The FDOT contractor began construction on June 24th. The work is scheduled to be completed by September 15th.
- Sanchez Park Playground- Staff is in the process of finalizing the contracts. The PO has been released and the equipment has been ordered.
- OBSC T-Ball Fields – The contractor installed the silt fence, marked the existing utilities and had the existing grass sprayed with herbicide so they could start grading the site on August 20th.
- Side Street Lighting Conversion- Staff is processing the contract so the materials can be ordered.
- Andy Romano Beachfront Park –The contractor has installed water mains, sewer, and storm mains east of the CCCL line. Service connections were made and meters set on

- the west side. Construction of the storm water collection system is almost complete. 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 20th the contractor began work on the phase 2 work area which will close Hand Avenue from Nova Road to Oak Brook Drive and begin utility work on that phase. Work is progressing on schedule.
 - Wastewater Treatment Plant Expansion and Rehabilitation – 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.

Design Projects:

- Granada Utilities Underground – met with South Daytona to discuss their utility undergrounding project. Electrical engineer submitted 90% plans for the lighting work.
- 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 is being 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. A review meeting is being scheduled with the affected residents.
- SR40 Washington to Beach St.- FDOT is currently reviewing the proposed street light relocation design plans.
- Downtown Medians- The proposed landscape, irrigation and lighting plan have been submitted for FDOT review.
- Nova Street Light Painting- Received written quotations for street light repainting. Processing purchase order.
- Nova Community Park Basketball Court- Hall Construction is preparing a written proposal for staff review.
- Nova Community Park Racquetball Court- Hall Construction is preparing a written proposal for staff review.
- Nova Community Park Master Plan- The proposed plan is schedule to be presented to the Leisure Services and Quality of Life boards in September.
- Downtown Medians- The proposed landscape, irrigation and lighting plan have been submitted for FDOT review.
- 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 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 totaling \$10,050
- Grant Administration:
 - Submitted reimbursement requests to FDOT for two LAP projects:
 - Tomoka State Park Sidewalk - \$258,586
 - SR40 Sidewalk Ph III - \$235,356
 - The permit for the Nova Road Landfill closure 10-year renewal was submitted.

Other:

- Created and provided updated CAD drawing files of the Tomoka State Park Sidewalk to surveyor per request.
 - Researched and provided requested as-built drawings of the Royal Palm / John Anderson Dr. intersection for the John Anderson Improvement project per consultant (Mckim & Creed) request.
 - Began research for sketch and legal description needed for proposed soccer fields 9& 10 at the Ormond Beach Sports Complex.
 - Updated the 1438 N. US1 sketch and legal description per GIS request.
 - Printed and provided requested PDF drawings of airport lease areas per Airport Mgr request.
 - Researched and provided requested right of way information on Cedar Rd. to Neighborhood Improvement Division to determine illegal storage.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured a concrete slab at Fortunato Park
 - Formed, constructed & poured concrete basin for stormwater at Country Club & Fairway
 - Removed plastic cones and barricades from basin & gutter at Country Club & Fairway
 - Filled in potholes with asphalt at the entrance to the Wastewater Treatment Plant
 - Removed a tree from Central Park II
 - Trimmed trees at various citywide locations in preparation for upcoming storm
- Tree Crew
- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
 - Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Saw and Equipment Maintenance at Public Works

- Trimmed trees on Hernandez & N. Ridgewood ROW, at 1070 N. Beach St., on Old Kings Rd., on Stratford Pl., around a flagpole at Airport Sports, on Collins St., at The Casements, at 678 Hand Ave., and on Victoria Cir.
- Removed trees on Main Trail, Nova Recreation, 301 Thackery Rd., and 71 Putnam Ave.

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
- Assisted the concrete crew taking down a tree at Central Park II

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Arroyo Pkwy, east of S. Nova Rd., installed a "No Dumping" sign on the ROW
 - Cassen Park, installed "Boat Trailer Parking" sign
 - Royal Palm Ave. & Oak Dr., installed HIP (High Intensity Prismatic) street names
 - Treasure Ln. & Oak Dr., installed HIP street names
 - Atwood Ln. & Idlewood Dr., installed HIP street names
 - Driftwood Ave. & Oak Dr., installed HIP street names
 - Treasure Ln. N. Halifax Dr., installed HIP street names
 - S. Nova Rd., south of Woodland Blvd., replaced a broken orange delineator that helps to keep large trucks from parking on an open throat basin
 - Country Club Dr. & Fairway Dr., installed an orange delineator to help keep vehicles from driving over a basin at the corner
- Fabricated (1) "Boat Trailer Parking Only" sign with 2-way arrow
- Checked signs in various locations that may need attention

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ditch Maintenance – Arroyo Pkwy, and on Division Ave.
- Sinkhole inspections – N. Perrott, and 1402 Oak Forest Dr.
- Outfall inspection at 510 S. Beach St.
- Restored French drains at Parkside Dr., Cobblestone Trl. and Poplar Dr.
- Sprayed pond on Old Kings Rd.
- Inspected for possible flooding on E. Ridgewood Ave.
- Vacon – lines cleaned on Santa Ana
- Cleaned miter ends on Wilmette Ave.
- Basins cleaned at various citywide locations

Street Sweeping/Streetsweeper

- 116.3 miles of road cleaned
- 28.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
33,947

PM Services completed for the week:
Emergency—Vehicles and Equipment
17

Non-Emergency Vehicles and Equipment
56

Road Calls for the week:
0

Quick Fleet Facts:

- Fleet has 8,501 gallons of unleaded and 3,572 gallons of diesel fuel on hand.
- Fuel Used in one week 2,548 gallons of unleaded and 825 gallons of diesel.
- Fleet completed 108 work orders this week.

• Utilities

- Chemical Bids – Bids were reviewed and request packet prepared for bid award to lowest responsive vendor scheduled for September 18, 2012 City Commission meeting. No bids were received for liquid carbon dioxide.
- Concentrate Disposal Study – A disposition memo was prepared for the September 4, 2012 City Commission meeting for illustration of project scope of work. The legal advertisement was prepared and submitted to the Finance Department. The bid date is established as October 3, 2012.
- Division Avenue Well Field Raw Water Piping – McKim & Creed is modeling the system to determine theoretical chloride concentrations upon majority of the flows from the Division Avenue wells being diverted to the north end of the water plant for treatment by reverse osmosis.
- 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 – Approximately 2,600 feet of reclaimed watermain pipe was installed along N US1 and Airport Rd. Progress meeting was held to discuss the project. 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 – The contractor has completed the installation of underground utilities in the first phase work area and is now working on the road reconstruction in same area. Contractor performing phase 2 work area with Hand Avenue closed from Nova Road to Oak Brook Drive.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer. The retrofitted pump is expected to be installed in September.
- Ormond Beach Wastewater Treatment Plant Expansion – New RAS Pump #1 is being installed. The contractor obtained supplemental carbon source and filled new storage tanks and readied pumping equipment. The carousel is expected to be drained next week pending storm activities. Structural work is being performed at equalization tanks to include floor concrete pours. The delay claim from the contractor was withdrawn as the contractor indicates being well ahead of original schedule.

- Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending. The City was contacted by an attorney representing Worsham although no claim has been filed to date.
- North Halifax Drive Rehabilitation Reclaimed Water Main Extension – Bids are being reviewed.
- Pretreatment Effluent Pump (PEP) Replacement – The contract was executed by Lucas Technologies. A purchase order is being prepared.
- 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 23rd.
- 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 and sent comments back to the engineer. Demolition is completed for the Cardinal Drive Life Guard Station.
- Sewer Use Ordinance (2012-29) received Commission approval of 2nd reading on August 21, 2012. Staff to forward to FDEP for further administrative activities.
- WWTP Sludge Conveyor System Replacement – Brasfield and Gorrie intends to perform the rehabilitation in October.
- Transfer Station Lift Station Upgrades – Pumps are ordered.

Water Distribution

- Exchanged 11 residential water meters
- Responded to and/or repaired 11 water service leaks
- Installed 3 new water service connections
- Replaced 6 water services due to aged piping, disconnected 1 water service due to demolition
- Repaired/replaced 6 meter boxes
- Responded to 4 low pressure complaints
- Flushed 3 cloudy water complaints, assisted 1 customer with misc. water issues.
- Tested 4 city owned irrigation backflow preventer, 2 needed repairs.
- Meter testing: tested 2-3" commercial water meters. Scheduled 2 commercial meters for testing
- Continued city owned fire hydrant maintenance program: 12 hydrants have been checked for operation and any maintenance needs have been completed. Repaired the fire hydrant that was struck by a vehicle at 25 Riverside Dr
- Assisted Bear Creek subdivision with the assessment of 6 fire hydrants, gave advice and direction for future maintenance.
- Flushing: River Dr, Old Tomoka Rd, Brookwood Subdivision, Sawtooth Subdivision
- Repaired 5- 2" water main leaks on River Dr, Magnolia Cir, 2 on Marvin Rd and Hibiscus Dr
- Excavate 2" water meter for scheduled replacement on Lakebridge Dr
- Utility locate service for Water/wastewater/reuse: 81 regular and 3 emergency locate have been completed
- Sod/backfill excavations on Crooked Tree Dr

- Rescinded boil water alert on Hand Ave area shutdown

Water Treatment

- Delivered to the City 36.147 million gallons for the week ending Aug. 19, 2012 (5.164 MGD)
- Backwashed 11 filters for a total of 497,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled, cleared and rescinded one Precautionary Boil Water notices.

Waste Water Collection – Reuse

- Crews responded to eight trouble calls Breakaway/Hunters Ridge PEP System service area and three in town. Total rainfall for Breakaway Trails (3.50") and Hunters Ridge was (3.25") during August 15-22, 2012.
- Televised twenty-six, root control four and cleaned fifteen sewer laterals.
- Assisted storm water crews to clean storm drain at 40 Riverside Dr. with small sewer cleaner.
- Replaced PEP System control panel at 93 Carriage Creek Way.
- Installed 12" PEP System tank riser - 76 Deepwoods Way. Replaced broken pep tank rear lid -2 Deepwoods Way.
- Ongoing flushing of reuse system on peninsula.
- Checked force main pressure at 1800 US 1. Good. Hunters Ridge 4" force main @ 10 psi.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 30.38 Million Gallons.
- Produced 19.55 Million Gallons of Reuse.
- Produced 10.83 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.34 MGD, plant designed for 6 MGD
- Hauled tons of sludge 18.42 (14%-18% Solids).
- Completed Priority Pollutant sampling and testing.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

Utilities Maintenance Division

Water Plant - Well Fields - Booster Stations

- Replaced pressure transmitter at BAT irrigation pumping system.
- Replaced fuse on fill valve at Leeway Trails elevated tank.
- Modified Aerator control set up to allow flow pacing with second pump.
- Adjusted the belt on the # 2 slaker pump.
- Installed new gear box on hypochlorite pump #5
- New meter install - Well 16D
- Repaired sample port at intersection of Nova - Young
- Flushed Claricone hoses and reamed out the injection ports
- Monitoring storage tanks and wells at all irrigation stations - 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.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Tea Cups – unplug blockage at main drain line
- Forrest Quest – replace pump #2 with new inventory

- Transfer Station – clear blockage to force main using gas powered pump
- Training received - supplemental carbon source storage and pump system
- 8P – replaced guide rail #2 with new inventory– replace impeller #2 with repaired inventory
- 2M – replaced impeller #1 with repaired inventory
- Wal-Mart – pull both pumps – replaced impeller #1 with repaired inventory – deragged impeller #2
- Performed PM's (daily, weekly, monthly) to various plant equipment
- Assisted Contractor with Plant rehab activities.
- Deragged submersible aerators daily.
- Deragged Influent pumps.
- Liftstation SCADA repairs to 16 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 22 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 83 work orders as reported in MP2 computerized maintenance management system, of which 73 were PM work requests and 10 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 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 2nd reading of the revised Sewer Use Ordinance 2012-29 on August 21st. The new permits will be sent to the IU facilities this week for their review.
- Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunter's 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 Police Officers' Pension Board Special Meeting on August 21, 2012
- Staff attended and provided support for the City Commission Meeting on August 21, 2012
- Agenda packet preparation and creation for the Budget Advisory Board Meeting on August 29, 2012
- Agenda packet preparation and creation for the City Commission Meeting on September 4, 2012

Status of Department Projects

- Agenda Automation System
 - Project Status: On Going
 - Continued to provide one-on-one support to City staff during the implementation process
 - Working with vendor to correct issues affecting the portal and agenda creation aspects that resulted from the last update
- Emergency Notification System (CodeRed)
 - Project Status: In Progress
 - Waiting on vendor to update customer database and geographic information.
 - Staff assisted citizens in signing up for the program.
- Land Development Code (LDC) Conversion
 - Project Status: In Progress
 - Staff continued working with the Planning Department to have the LDC converted to a web based format.
 - Staff monitors and updates LDC amendments as needed on the website
- Mobile Phone Application (myOrmondBeach)
 - Project Status: In Progress
 - Staff is waiting on vendor to complete iOS version of mobile application.
 - IT is assisting staff in providing iOS developers licensing and information to vendor
- Records Management System Upgrade
 - Project Status: On Hold
 - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade