



PUBLIC SAFETY SERVICES

**Broward Sheriff's Office (BSO)
MONTHLY STAFFING AND STATISTICAL REPORT
PARKLAND
July 2007**

Current Staffing Allocations

Position	Budgeted Positions	Actual Positions	Lapse	Actual Vacancies
Chief	1	1	0	0
Lieutenant	1	0	0	1
Sergeant	4	4	0	0
Deputy	24	23	1	0
CSA	1	1	0	0
Admin. Spec.	1	1	0	0
Admin. Support Spec. II	0	0	0	0
Investigative Aide	0	0	0	0
Crime Analyst	1	1	0	0
TOTAL	33	31	1	1

**PERSONNEL ON LIGHT DUTY, RELIEVED FROM DUTY, PROMOTED,
TRANSFERRED, ETC**

Name	CCN	Status	Circumstances
N/A			

DETACHED PERSONNEL/ LOCATION

Name	CCN	Detached To	Reason for Detachment	Hours
N/A				
TOTAL				0

Broward Sheriff's Office cont.

Reports/Calls For Service		
Miscellaneous Service	Monthly	Year to Date
Event/Supplemental Reports	95	534
P/C Forms	21	139
Accident Reports	8	94
Code Outs	601	4,192
A.O.A.s	38	270
On Views	310	2,002
Alarms	176	1,097

Traffic Activity		
Type of Citation Issued	Monthly	Year to Date
Moving	223	1,863
Non-Moving	165	866
Parking (State)	4	134
County Ordinance	0	96
City Ordinance	7	90
TOTAL CITATIONS	399	3,049

Arrests		
Type of Arrest	Monthly	Year to Date
Felony (Non-Dom. Viol.)	8	50
Misdemeanor (Non-Dom. Viol.)	4	36
Domestic Violence (Felony)	0	0
Domestic Violence (Misd.)	0	3
NTA	3	19
Warrant/Capias	4	10
Traffic	4	29
D.U.I.	0	1
TOTAL ARRESTS	23	148

Time Worked		
Hours Worked Monthly	Year to Date	
Total Training Hours	236	733
Total Overtime Hours	20	361
Total Work Hours	3,047	20,920
Total Work Days	31	213

Miscellaneous		
Type of Activity	Monthly	Year to Date
Stolen Cars Recovered	0	3
Community Contacts	773	5,423
D.A.V. Assists	5	13
F.I. Cards	70	330
Back-ups	227	1,199
Bicycle Patrol Hours	17	137
Premises Watch Cards (Night)	76	557
Premises Watch Cards (Day)	60	235
Vehicle Watch Cards	143	1,070
Truants Picked Up	0	80

Criminal Investigations Part One Crime Report	
CASES REPORTED	
AGGRAVATED ASSAULT	1
AGGRAVATED BATTERY	0
AUTO THEFT	0
BURG. BUSINESS	0
BURG. CONVEY.	21
BURG. RESIDENCE	3
BURG. STRUCTURE	0
FORCIBLE SEX	0
HOMICIDE	0
ROBBERY	0
THEFT-GRAND	6
THEFT-PETTY	3
F/S RECOVERIES (DO NOT TOTAL)	
TOTAL S	34

Narrative/Comments

**Fire Rescue Department
 2007 PARKLAND EMS CALLS**

No.	Call Type
	Refused Transport
	Chest Pain
	Cardiovascular
	Altered LOC
	Abdominal Pain
	TOTAL EMS CALLS

2007 PARKLAND EMS CALLS

No.	Call Type
	Alarm system sounded
	Alarm system sounded due to malfunction
	Arcing
	Assist police or other governmental agency
	Assist invalid
	Biological hazard
	Brush
	Detector activation
	Dispatched & canceled en route
	Electrical wiring/equipment problem
	False Alarm or false call
	Gasoline or other flammable liquid spill
	Gas Leak (natural gas or LPG)
	Good intent call
	Heat from short circuit (wiring)
	Hazardous condition
	Hazmat release investigation w/ no Hazmat
	Lock-in (if lock-out)
	Lock-out
	Overheated motor
	No call (no report needed)
	Passenger Vehicle Fire
	Person in distress
	Public Service
	Smoke scare
	Smoke detector activation
	Steam
	System Malfunction
	Telephone
	Unauthorized burning
	Unintentional transmission of alarm
	Vehicle Accident w/ injuries
	Water or steam leak
	Wrong location
	TOTAL FIRE CALLS

LEFT BLANK INTENTIONALLY

PUBLIC SERVICES

Public Services Department Engineering Department

Monthly Activities:

Parks Maintenance Division	Facilities Division
<ul style="list-style-type: none"> • Re-worked the City Hall and Library irrigation to accommodate the patio and generator projects. • Installed hose bibs on all four corners of Holmberg Road and University Drive to accommodate the landscaping and decorative wall project. • Assisted the Landscape Crew with cutting the common areas. • Performed inventory of all soccer and football equipment in preparation for the upcoming season. • Assisted with the preparation and set-up of the Passport to Parkland event. • Various members of the Parks Maintenance Crew completed their OSHA Competent Person Certification for Trenching and Excavation. 	<ul style="list-style-type: none"> • Installed a new 40" flat screen TV with VCR in the City Manager's Office. • Installed Difibulators (AED's) at the Equestrian Center, Quigley Park, Terramar Park, and Pine Trails Park. • Painted City Managers Office and set-up furniture. • Coordinated the replacement of the Air Handler Unit at City Hall. • Assisted with the preparation and set-up of the Passport to Parkland event. • Relocated the Human Resources Assistant into the Finance Department and relocated the City Clerk's copy machine into the H.R Assistants former cubicle.
Administration Division	Streets/Stormwater Division Highlights
<ul style="list-style-type: none"> • Continued negotiations with ACAI Associates and coordinated staff discussions regarding the Public Services/Fire Station Facility. • Organized a multi-City OSHA Trenching and Excavation Competent Person training class attended by Public Works personnel from Parkland, Weston, Lauderdale Lakes and Coconut Creek. • Began negotiations with Waste Management with regards to the garbage and recycling contract renewal. • Attended the Residents Budget Workshop. • Held a meeting with AshBritt and Malcolm Pirnie to ensure everyone is on the same page in the event of a natural disaster. • Assisted with the preparation and set-up of the Passport to Parkland event. • Coordinated the bonding of the Holmberg 	<ul style="list-style-type: none"> • Assisted with the brick paver project at the Library. • Rented a 4" pump to assist with removing flood waters within the Ranches subdivision. • Excavated and re-graded a swale in Pinetree Estates to relieve potential flooding. • Various members of the Streets/Stormwater Crew completed their OSHA Competent Person Certification for Trenching and Excavation.

<p>Road/University Drive Landscape Project and issued the Notice to Proceed.</p> <ul style="list-style-type: none"> • Researched and negotiated a lease agreement for the City Manager’s vehicle. • Closed out the City Hall Generator Installation Project. • Attended weekly Pine Trails Park Phase II construction meetings. 	Capital Projects & Engineering Division
Fleet Division	<ul style="list-style-type: none"> • Reviewed and drafted proposed revisions to twenty-four (24) sections of the City of Parkland Code of Ordinances pertaining to engineering issues. • Closed out the Holmberg Road Resurfacing Project. • Reviewed four (4) DRC applications for site plan approval and variances, attended two (2) regular DRC meetings, conducted final engineering review of one (1) private residential subdivision, including site development activities (paving, drainage, water and sewer), attended two (2) pre-construction meetings, and issued three (3) site development engineering permits and three (3) Public Utility permits (Comcast). • Coordinated and/or attended regular construction /design meetings regarding Pine Trails Park Phase II and Phase III. • Coordinated activities related to the Stoneman Douglas High School Stadium Project, including correspondence, review of agreements, plans, etc. • Collected \$ 65,518.21 in overdue engineering permitting fees.
<ul style="list-style-type: none"> • Continued process for the installation of a Bio-Diesel fuel storage tank at Old City Hall. • Performed the initial research associated with obtaining gas cards. • Had reel and bed knives on the reel mowers sharpened. 	Landscape Division Highlights:
<ul style="list-style-type: none"> • Assisted with the brick paver project at the Library. • Landscaped the new generator enclosure. • Re-landscaped various medians along Mecca Blvd. and installed 100 Crotons, 85 Liriope, 44 Fire Bush, 24 Ixora, and 2 Oak Trees. • Various members of the Landscape Crew completed their OSHA Competent Person Certification for Trenching and Excavation. 	

Current Projects in Progress

- Installation of a gazebo and landscaping for the Municipal Complex.
- Pine Trails park Phase II Construction.
- Pine Trails Park Phase III Design.
- Design of public services/fire station facility.
- Holmberg Road/University Drive Landscape Beautification Project.
- Installation of a traffic signal at the intersection of Trails End and Pine Island Road.
- Final lift of asphalt at Pine Trails Park – Phase I.
- Construction of the Stoneman-Douglas stadium project.
- Preparation of a Debris Management Plan

DEVELOPMENT SERVICES

Building Department

Monthly Activities:

Permit Connection	Validation Numbers																														
<ul style="list-style-type: none"> Our Permit Connection provides access to our database from any computer to enable a contractor to view, schedule, cancel and check status of inspections on his/her permits. There is a link on the Quick Links section of the City Website, as well as an announcement and link from the building department webpage. 	<ul style="list-style-type: none"> Each Permit has a unique validation number to prevent unauthorized access to permit records, for the protection of each permit holder. This number is provided at the time the permit is paid for and picked up from our front desk. 																														
Expired Permits	Active Permits																														
<ul style="list-style-type: none"> We continue to actively pursue and resolve expired permits to the benefit of our homeowners. There are increasingly more expired permits, as those contractors with just a few permits find it difficult to service their customers, and let the permit lapse. Many of these contractors have left the area, returning to their main office location after post-storm work has become scarce here in Broward. We are proceeding to file a complaint against each license, if the facts warrant such action, and also forward the information to code enforcement. 	<ul style="list-style-type: none"> The unique character of each active stand-alone permit continues to keep our inspection workload a challenge, due to the variety and complexity of the scope of work for each permit, and the fact that there are many contractors in the area with a small number of permits each, often with an incomplete understanding of the code requirements. 																														
Permits Issued																															
<p style="text-align: center;">Inspections Performed</p> <p>Performed 2451 Inspections</p> <ul style="list-style-type: none"> 1108 Structural 616 Electrical 308 Plumbing 112 Mechanical – mechanical inspections low due to data entry by admin staff. 344 administrative & other entries 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">New Permits Applied for:</th> <th colspan="2" style="text-align: center;">Permits Issued:</th> </tr> </thead> <tbody> <tr> <td>Single Family Residence</td> <td style="text-align: center;">7</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Additions</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Multi-Family</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Pools / Fountains / Water Features</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Commercial Buildings</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Commercial Tenant Projects</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Standby Generators</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Shutters</td> <td style="text-align: center;">37</td> <td style="text-align: center;">31</td> </tr> <tr> <td>Re-Roofs</td> <td style="text-align: center;">27</td> <td style="text-align: center;">24</td> </tr> </tbody> </table>	New Permits Applied for:	Permits Issued:		Single Family Residence	7	6	Additions	2	0	Multi-Family	0	0	Pools / Fountains / Water Features	4	3	Commercial Buildings	0	0	Commercial Tenant Projects	1	2	Standby Generators	4	3	Shutters	37	31	Re-Roofs	27	24
New Permits Applied for:	Permits Issued:																														
Single Family Residence	7	6																													
Additions	2	0																													
Multi-Family	0	0																													
Pools / Fountains / Water Features	4	3																													
Commercial Buildings	0	0																													
Commercial Tenant Projects	1	2																													
Standby Generators	4	3																													
Shutters	37	31																													
Re-Roofs	27	24																													

Certificates of Occupancy / Completion	Permit Applications
<p>Issued Certificates of Occupancy / Completion</p> <ul style="list-style-type: none"> • 11 Single Family Residence • 3 Additions • 1 Commercial Tenant Project • A Certificate of Occupancy was issued for the new tenant Whale Raw Bar in Waterways Shoppes. • A Certificate of Occupancy was issued for the Pool Cabana and Mail Kiosk building at Cypress Pointe; and the Certificate of Completion issued for the swimming pool and deck area. 	<p>Received and processed new Permit Applications</p> <ul style="list-style-type: none"> • A Permit Application for commercial tenant project has been received from Japango for expansion into the adjacent space in Riverstone Shops. • The Permit has been issued for the new tenant for Bagels With Café' & Deli in Shops of Parkland, and for the Fruit & Flower Shop in Waterways Shops. • Permits have been issued for two entry features; one for Greenbriar and one for PGCC Pod 15. • Shutter permits remain the single busiest category of permitting for July.

Ongoing Department Initiatives:

Projects in Progress

Currently working on projects under construction:

- Parkland's Amphitheatre and Community Center
- Waterways Shops tenant commercial finish projects
- Riverstone Shops tenant commercial finish projects
- Parkland Towne Center tenant projects
- Kol Tikvah Temple
- Multi-Family Buildings at Cypress Pointe in Heron Bay, and Villa Toscana in Parkland Golf & Country Club
- CVS Pharmacy on State Road 7

Currently working on plan review for the following commercial projects:

- Friendly's Restaurant plans are 'out for corrections'
- Publix at Parkland Commons
- 7 Shops Buildings at Parkland Commons

Environmental Resources Department

Monthly Activities:

Environmental Resources/Landscape
<ul style="list-style-type: none"> Staff has been monitoring the installation of the Landscape/Hardscape enhancements at the intersection of Holmberg Road and University Drive. Staff completed CEU's for State of Florida Landscape Architecture Licensure re-certification. Staff attended the SFWMD 2007 Water Summit meeting. Staff provided 125 native trees and butterfly plants to attendants of the Passport to Parkland.

Landscape Plan Review and Inspections:

<u>Activity</u>	<u>July</u>	<u>To Date Fiscal Year 06-07</u>
Landscape Permits were issued.	20	139
Tree Removal Permits were issued.	8	204
Lot Clearing Permits were issued	2	29
Landscape Inspections	44	933
All Landscape Plan Review is up to date.		

Code Enforcement Activity

Code Enforcement Activity: BSO is now handling all code cases as of April 30, 2007. BSO

<u>Violation</u>	<u>July Violations/Complied</u>	<u>To Date Fiscal Year 06-07 Violations/Complied</u>
Building Permits	27/23	175/170
Landscape Maintenance	17/15	65/63
R.O.W. Encroachment	11/9	30/27
Neighbor Encroachment	10/6	16/10
Non-Permitted Uses	2/2	19/17
Unsafe Swimming Pools	6/5	16/15
Debris/Dumping	15/12	18/15
Illegal Signage	10/10	20/20
Occupational License Vio.	3/3	31/31
Storm Shutter Removal	0/0	16/16
Missing Street Trees	0/0	2/1
Hat Racked Trees	0/0	9/9
Nuisance	21/17	60/56

Ongoing Department Initiatives:

Projects in Progress

- Budget
- Recycling Program

- Environmental Work Plan
- Community Wildlife Habitat Program
- Capital Improvement Project Bids and awards
- Ternbridge Preserve Tree Replacement
- Water Restriction Awareness Year Round Restrictions
- Quigley Park addition land acquisition
- Holmberg Road & University Drive Landscape/Hardscape Improvements
- Pine Trails Park Mitigation Aquatic Plant Project

COMMUNITY AND LEISURE SERVICES

Parks & Recreation Department

For the month of March, we had pavilion rentals for events at the following city parks:

Facility	Number of Reservations
Terramar Park	1
Equestrian Center	3
Liberty Park	0
Quigley Park	0

Monthly Activities:

PARKS AND RECREATION ADMINISTRATION	SPECIAL EVENTS
	<ul style="list-style-type: none"> • Attended Leisure Services staff meetings. • Received a \$500 grant to attend the FRPA conference in August. • Attended Special Events meetings. • Organized/ran the July 4th Bicycle Parade at Terramar Park. Approximately 100 residents attended the event that featured a parade, bicycle safety course, fire truck tours and a bounce house. • Continuing to search for green market vendors. • Organized/ran Passport to Parkland which was held on July 14 at the City Hall Complex. Approximately 100-150 residents attended this informational event. All city departments attended and explained to residents how their department functions.

Rentals, and Meeting Room Rentals.

- Met with local media outlets on a story regarding Doris Davis Forman Preserve with Brian Archer.
- Met with the Parkland Horseman's Association to develop an avenue that is beneficial to both PHA and the City to address their fee concerns.
- DiLoretto and Sons installed vending machines in City Hall, Old City Hall and public Safety buildings.

SYSTEMS ADMINISTRATION

- Parklandrec.org (online calendar) monthly maintenance.
 - Official entries into online calendar total 448, which many contain 2-5 bookings in one combined entry, meaning conservatively 896 games, practices, and reservations which average about 29 per day. This total number of entries does not include the probable double amount of deleted, modified and/or additional entries made throughout the month.
 - Daily monitoring of emails regarding online schedule, general support and Parks and Recreation questions, specific questions and support regarding ActiveNet enrollment, and permit requests.
 - Permits written this month total 10. This involves processing email requests, checking field availability, creating the online permit, and then emailing to necessary recipients such as Scott Davidoff, Skip and the Rangers.
- Email Broadcast Service:
 - Create and export the ActiveNet database report monthly with specific criteria for the email broadcast service.
 - General monthly ActiveNet maintenance.
 - Support for the various Summer Camp and Year-round Camp

YOUTH/TEEN/SENIOR DIVISION

- Held Senior Recreation class on Friday July 13th; 30 participants registered; 29 participants attended.
- Held Senior trip on Saturday July 21st; 40 participants registered, 40 attended.
- Added an additional Senior trip to the Bonnet House for our August outing and increased maximum enrollment to 55 participants.
- Rescheduled our September Senior trip outing to September 27 and increased the maximum enrollment to 54 participants.
- Completed June Monthly Status and Reimbursement Report for the Senior Program Grant in the amount of \$3,234.69.
- Registered participants for upcoming Senior Programs.
- Purchased shirts for the Senior Program.
- Purchased laminator for the Senior Program.
- Marketed future programs at the Passport to Parkland event on July 14th.
- Created future program flyers (Senior Program, Senior In-class Program, and Year Round Camp).
- Updated Website Photo Gallery with pictures taken of programs.
- Leisure Services Specialist applied to take the CPRP exam.
- Successfully completed CDBG grant monitor audit on July 26.
- Held Summer Recreation Trip to Universal Studios in Orlando; 89 participants. This was an optional program that campers purchased.
- Scheduled two Year-Round Camp Program Trips; Sept. 13 to Wannado City & Oct. 26 to Gameworks and Movies.
- Registered for the FRPA Conference in Orlando for Aug. 26-Aug. 29.
- Attended Safety Committee Meeting on Monday, July 30.
- Registered 55 participants for the

<p>programs.</p> <ul style="list-style-type: none">• Setup registration activities for the various Year Round Camp programs and now also online registration activities for Special Events.• Keeping up-to-date on new product developments regarding ActiveNet for the continuous improvement of workflow and efficiency.• Monthly contact with our representative at ActiveNet, discussing improvements that have or will be made to the software, specifically the latest version of ActiveNet and its newest features.	<p>Extended Week Camp Program scheduled for Monday, August 6-Friday, August 10 at Liberty Park.</p> <ul style="list-style-type: none">• Oversee all aspects of the Summer Recreation Program.• Developed a Teen Survey and distributed surveys to the Teen Camp participants.• Developed a Senior Recreation Program Display Board.• Fielding parent phone calls for summer recreation program.• Updated all city bulletin boards with recent program flyers.• Completed Session A of the Summer Recreation Program; June 11-July 6.• Planned senior recreation schedule through March 2008.• Distributed the summer recreation surveys to all camp participants.• Distributed flyers for the library, leisure services, and BSO to all summer recreation participants.• Produced a weekly camp newsletter that was distributed each Friday of the month to campers with pertinent information about summer camp.• Posted senior recreation board on display in library.• Produced a spreadsheet on arcade prices, packages, etc.• Picked up completed clay sculptures from the Norton Museum in West Palm Beach. These were pieces that the seniors completed at the In-class program. Distributed all clay sculptures to seniors.• Site visit to Aston Gardens to drop off flyers for the Senior Recreation Program.
--	---

PARK RANGER DIVISION	LEISURE SERVICES SUPPORT

- Chief Ranger Andy Coviello resigned. Jay Fedora will be taking over those responsibilities.
- Car break-in at Terramar Park, 7/29/07. Incident report completed.
- Assisted with Passport to Parkland. Two Rangers handled traffic for the event.
- Administered minor first aid and ice packs to tackle football players during practice times.
- Monitored community services workers at parks.
- Issued 20 courtesy warnings for illegal parking.
- Checked permits each week for pavilion reservations.
- Filed police report for stolen purse at Terramar Park during tackle football practice.
- Reset water feature at Liberty Park on average of three to four times a day since water restrictions have been lifted.
- Advised day care and camp groups using city parks that they are not allowed to use the large pavilions unless they are permitted.
- Delivered Parks and Recreation Board member packets to home addresses.
- Readjusted part-time Rangers' hours and duties.
- Averaged five courtesy warnings a day for smoking, dogs in the park and fishing.
- Prepared daily schedules and tasks for temp crews.
- Checked all parks for cleaning supplies, cleaned out all supply areas and parks.
- Set up and broke down tents, chairs, etc. for the 4th of July Bike Parade.
- Ordered AED signs and picked up supplies for their installation.
- Assisted Public Services in the afternoons with sod replacement at Pine Trails Park.
- Daily preparation of fields for sports leagues.
- Put up wind screens at Pine Trails Park basketball court.
- Displayed the "no fishing" signs at Terramar Park. Installed tennis and AED signs at east center of Pine Trails, Terramar and Quigley.
- Set up and broke down table and chairs at city hall for Passport to Parkland event.
- Completed sports equipment inventory.
- Toured the parks with Leisure Services Director to list all of the essential problems that need to be addressed.
- Painted the 4x4 posts for the signs on all the lakes.
- Lined/painted the lacrosse field at Pine Trails.
- Cleaned out the East Center garage.
- Had the signs for Liberty Park and the pavilions designed.
- Attended all Special Event meetings.
- Painted the inside of all the display boards (green) at Terramar.
- Met with Vendor regarding the Thor Guard system at Terramar Park.
- Went to each park display board, replaced brochures and cleaned the windows on each of them.

Library

Programs and Events

WEEKLY EVENTS	SPECIAL EVENTS
<ul style="list-style-type: none"> • 8 story programs for children 12 months to 8 years (reduced from 10 during the busy season) – all are fully booked. • 1-2 classes in computer use (internet, email, Word, etc); classes are limited to 6 students and we average 4-5 on the waiting list for each session. • Writer’s Café – weekly adult sessions for current or aspiring authors. 	<ul style="list-style-type: none"> • Summer reading programs for children and adults continued. • Harry Potter event on day of release of last book in the series; three additional kids programs. • Went to Kol Tikvah to deliver several story programs • Dance Dance Revolution program from teens. • CPR course
MONTHLY EVENTS	LIBRARY ACCOMPLISHMENTS
<ul style="list-style-type: none"> • Book and film discussions for adults. • Book discussion for children. • Toy Time free play for infants and their parents. • Chess Club – met twice this month at their request for extra time during the summer. 	<ul style="list-style-type: none"> • Participated in Passport to Parkland event. • Several staff attended a SEFLIN ‘Energizer’ one-day conference in Miami on new technology. • Majority of work on the reading patio completed.
<ul style="list-style-type: none"> • 6 non-library events held in the building. 	

Ongoing Department Initiatives:
Projects in Progress

FINANCE AND ADMINISTRATION

Finance Department

Monthly Activities:

Human Resources Division	Risk Management Division
<ul style="list-style-type: none"> • 1 reassignment –Crossing Guard to Leisure Services Aide. From part time to fulltime position. • 1 new hire • 2 resignations & 2 part time positions eliminated in Bldg. • Various payroll items were processed • Municipal Solutions Project – Job descriptions – final revisions made. Project completed. • Review/update of insurance invoices and spreadsheets • Set-up of Employees’ Benefits Fair for August 29 with all providers with memo to employees discussing changes for the new year. • Employee Handbook – draft completed and sent for editing. • June and July evaluations processed. • Breakfast with City Manager • Updated and expanded information on the website for volunteers and community services workers. • Completed June safety committee meeting minutes, prepared agenda, schedule/conducted July 30 meeting. • HRB Procedure Manual – in process – ongoing project. • Continue to work with Finance/Payroll in resolving leave accrual in ADP. 	<ul style="list-style-type: none"> • Reviewed various claims • Design and prepare management report on all outstanding cases both Liability and Workers Compensation.
	Purchasing and Procurement Division
	<ul style="list-style-type: none"> • Prepared and issued 22 Purchase Orders.
	Finance and Audit
	<ul style="list-style-type: none"> • Prepared Diesel Fuel Tax refund return for 2 months. • Prepared budget reports (Public Works, Parks & Rec.) • Prepared journal entries • On Line Banking – recorded entries to summary cash sheet • Performed account analysis as needed • Reconciled all bank accounts – 12 reconciliations completed • FEMA project worksheets in the process of being completed with audits dates to be set. This is estimated to increase revenue as the Federal Government is paying 100% of the cost for Hurricane Wilma.

<p style="text-align: center;">IT Services Division</p> <ul style="list-style-type: none"> • Maintained paperwork for Iron Mountain off site storage and manage the tape backup system for the citywide network. • Assisted various employees with computer questions. • Finalizing Sungard H.T.E. and, Vermont Systems contracts. • In the process of acquiring formal quotes for AS400 system purchase. • Researching state laws regarding archiving of e-mail record retention purposes. • Attended training and conference with the Florida League of Cities. • Started process of acquiring BS Facilities at Community Recreation Center. • Researched Point & Pay system for Building department. Contacted other agencies using the product. Will set up meeting with involved staff regarding startup cost of \$4,000.00. • Created user groups for all City departments. Outstanding groups to be created are BSO and Fire Rescue. • Worked with Argent to correct problems with children's stations at the Library and correct connectivity printing problems for copier that was moved. 	<p style="text-align: center;">Budgetary Control</p> <ul style="list-style-type: none"> • Prepared Journal Entries – Payroll & Credit Cards • Filed TRIM and New Tax Reform Notice • Reviewed all City purchases • In the process of reviewing FY2008 budget changes • Reviewing city-wide copiers and new lease contract • Prepared FY2008 Budget Book and Capital Programs • Reviewing Department Performance Budget • Prepare three (2) budget presentations, one for City Commission and one for Residents' Workshop. • Comparing Property Appraiser's property data to the City's data. • Prepare Fire Rescue Assessment advertisement and Notification to Property owners on the Non-Ad valorem assessment.
<p style="text-align: center;">Cash & Investments Management</p> <ul style="list-style-type: none"> • Processed 26 deposits entered 228 cash receipts totaling \$662,278.37 (wire transfers not included), re-deposited NSF checks in the amount of \$1,387.00 for the month of July. • Prepared tennis receipts. • Eliminated Brinks pick-up for deposit saving approximately \$6,000 annually. Deposits are taken to the bank daily instead of 3 times per week. • Processed, entered in Excel and mailed 51 Lien Requests. • Prepared payroll entries. 	<p style="text-align: center;">Cash Disbursements</p> <ul style="list-style-type: none"> • Issued 158 a/p checks totaling \$1,737,543.87 issued manual checks as necessary and 9 wire transfers in the amount of \$58,370.17. Issued 1 ACH - \$689.89. • Processed check requests • Completed spreadsheets and pay sales taxes • Processed automated Payroll Checks. • Responded to and corrected problems with Novatime. • Assisted employees with various ADP software applications. • Reviewed and updated accrued leave to

Visa Works

- Maintained the Works system i.e. changed spending limits for various employees to expand card use for vendors who accept VISA for purchases.
- Processed e-mails for passwords on existing cardholders.
- Set up new Purchasing cards for new employees.
- Processed several P card requests and reviewed reports.
- Processed and reviewed Visa account charges. Review of Visa software to flag accounts with incomplete GL numbers.
- Prepared updated report on Cardholder limits.
- Met with SunTrust Bank to upgrade current Purchasing Card Program to facilitate program/vendor controls.

correct as necessary to provide reports to departments.

- Processed-export and import of HRB, Easy Labor for ADP
- Tracked Utility billing
- Reimbursed Library for PHO stickers
- Ran custom ADP reports for Retirement, Leave W.C. and GL.
- Online processing of ICMARC.

OTHER

- Audited various ADP reports, i.e. payroll, ezLabor, etc.
- Distributed additional ezLabor Manager directions to new employees and assisted employees with various ezLabor Manager questions and problems.
- Attended Passport to Parkland on July 14th.
- Tracked 30 water violations for Code Enforcement/BSO – Contacted residents regarding various inquiries.
- Negotiated cancellation of contract with Brinks. Deposits are now made on a daily basis. Annually savings of approximately \$6,000.
- Finance and Human Resources employees are cross training in ADP, AP.

CITY CLERK

Monthly Activities:

Public Record Requests	Minutes Transcribed/Approved
<ul style="list-style-type: none"> • 23 Record Requests. • Public Records Requests billed - \$103.70. • Ongoing record requests from staff. 	<ul style="list-style-type: none"> • June 13, 2007 Commission Work Session Minutes approved. • June 20, 2007 Regular City Commission Minutes approved.
Notarial Acts Requests	
<ul style="list-style-type: none"> • 22 Notaries performed 	
Preparation of RFP's & RFQ's	
<ul style="list-style-type: none"> • Ternbridge Preserve Replanting Project • Parkland Natural Area Exotic Plant Species Treatment 	
Other Monthly Activities	Preparation and Publishing of City Commission Packets
<ul style="list-style-type: none"> • 35 applications @ \$30.00 = \$1,050.00 began accepting applications on 7/16/07). 	<ul style="list-style-type: none"> • One Regular City Commission Meeting Agenda Packet – July 5, 2007.
ADVERTISING FOR CITY NOTIFICATIONS	RECORDS MANAGEMENT
<ul style="list-style-type: none"> • Advertisements and Notifications for various agenda items. • Advertisements for City Bid Requests. 	<ul style="list-style-type: none"> • Administration of the Records Storage and Records Destruction.
RECORDATION OF DOCUMENTS	
<ul style="list-style-type: none"> • Code Enforcement Items 	

Ongoing Department Initiatives:

Projects in Progress:

Preparation of or assistance with various Proclamations & Resolutions.

Ongoing scheduling of monthly city calendar.

- City Boards and City Events
- 12 Requests for City Hall meeting rooms

Historical Record Keeping

The organization and filing of newspaper articles referencing the City of Parkland

General customer service phone calls.