

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 6, 2010

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Weekly staff meeting with Directors
- Weekly meeting with City Attorney
- Reviewed Evanston, IL, budget for Government Finance Officers Association
- Weekly budget discussion with Finance Director
- Met with Labor Attorney and HR Director on IAFF Contract Issues
- Bi-weekly meeting with Police Chief

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Met with Teresa Rogers, YMCA, discussed their strategic plan
- Attended National Night Out
- Met with Larry Volenec, FPL, on tree trimming concerns
- Attended Team Volusia organizational meeting
- Met with Planning Director and Audrey Parente, reporter for the News-Journal on the subject of signs
- Attended Volusia County Economic Development quarterly breakfast meeting
- Attended VCARD's The Perfect Storm for Development discussing Amendment 4, numeric nutrient standards, DCA's Needs Assessment Rule" and increased restrictions by the SJWMD.

City Clerks Office

In addition to routine City Clerk activities the following projects are underway:

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms, recording and transcribing meetings):
- City Commission Meeting

Community Development

- Planning
 - Finalized the Permit Manager job description with the Human Resources Department.
 - Reviewed and provided comments to Engineering on the joint permit counter design submitted by Hall Construction.
 - Staff has requested of James Stansbury a meeting at DCA to discuss the non-compliance determination of our Comp Plan and what their expectations are to gain a compliance determination. Depending on what transpires at the DCA meeting that will also be attended by DCA counsel, staff will either recommend entering into a Compliance Agreement for the multi-modal strategy OR administrative hearings in lieu of the Compliance Agreement. Staff has indicated to DCA that for the City to submit remedial amendments, there needs to be a reasonable understanding between the parties of what

- the City can deliver given the institutional capability, capacity, and legislative limitations and what DCA is expecting in order to find the City in compliance.
- Completed the draft residential parking material and circulated it to the City Attorney's office and NID for review and comment. It has been scheduled as a discussion item with the Planning Board in September prior to setting up a public hearing before the Planning Board in October.
 - Drafted City staff and Main Street's recommendations on issues regarding updating the Downtown Plan, the PIGP revisions, and a new activity Main Street would like to develop which is a TIF increment reimbursement program to spur larger redevelopment projects that the PIGP does not generate. This is scheduled for a discussion item at the City Commission meeting on 8.16.10.
 - Staff has begun research on a citywide property maintenance code for residential and non-residential structures and associated parcels on which they are located and will bring it forward to the Commission as a discussion item at some future date.
 - Building Inspections, Permitting & Licensing
 - 57 permits issued with a valuation of \$688,091.00
 - 167 inspections performed.
 - 10 business tax receipts issued.
 - Development Services
 - SPRC conducted a second review of the Olive Grove 88 unit multi-family development on SR40. The project is scheduled to go to the Planning Board for an amendment of its PBD.

Economic Development

Ormond Crossings

- Staff is preparing a CRA Trust Fund resolution for the Commission to review in August or September.
- Staff continues working with Tomoka Holdings' engineers to discuss roadway and landscaping designs for Crossings Boulevard and other local roads within the development. To ensure best practices and standards are being applied to Ormond Crossings, site visits to other commerce parks in the Orlando area are to be arranged.
- Staff met with Tomoka Holdings to discuss the plans and procedures for the zoning and platting of the property with a goal of mid-August submittal to the Planning Department.

Airport Business Park

- Staff has installed the directory sign at the entrance to Sunshine Boulevard. Staff worked closely with a representative group of business owners from the park in the design and placement of this address map. The two monument signs that will replace the old wooden signs are under construction and will be installed at the entrance of Sunshine Boulevard in August.
- Pace Analytical is moving ahead with a 4,000 square foot addition to their office/lab space that will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. Staff is preparing a request for local and state incentives for the company once the company provided the relevant information.

Ormond Beach Chamber

- Staff met with Ormond Beach Chamber Prosperity Committee members regarding economic development initiatives and establishment of sub-committees regarding marketing, business recruitment, and small business assistance. Several subcommittees are to be established with specific tasks to provide marketing related strategies for the Economic Prosperity Committee. A Business Recruitment Team will be established that

will work with City Economic Development staff to provide possible industrial and commercial business contacts and act as business ambassadors for visiting prospects.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), formerly known as MDVEDC, and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.

Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and have drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Volusia Economic Development Corporation (MDVEDC). A workshop between MDVEDC and the County Council was held to discuss the partnership roles of the organizations. The MDVEDC name was recently changed to Team Volusia Economic Development Corporation (TVEDC). Meetings with the County Council were held June 3 and June 17 and the Council unanimously approved a plan to fund the organization. A number of conditions are required for the funding to be appropriated, including verification of private sector funding and approval of a service contract. A board meeting was held to adopt the Corporate Bylaws and a variety of operational measures. Further details are expected over the next two months.

Airport Operation and Development

- Staff conducted a site visit to the airport and air traffic control facility for representatives of Advanced Cabling Solutions, Inc. and Express Supply, Inc., who last week provided a demonstration of their latest security surveillance systems in a meeting with representatives of Engineering, Public Works, and IT. Information derived from the site visit will be used by Express Supply to craft a proposal to install an airport surveillance system, which will be evaluated in comparison with a similar proposal from ADT Security Services.
- Staff continues to work with representatives of ADT Security Services regarding a proposal to provide security surveillance technology at the airport. This will also assist with surveillance at Sports Complex.
- Staff prepared and submitted to FDOT a request to extend the expiration date of the current JPA being used to fund the cost of security upgrades at the airport. This JPA is scheduled to expire on October 1, 2010. Staff has requested an extension to February 1, 2011, in order that the City may have the fullest opportunity to evaluate vendor proposals to install security surveillance systems at the airport.
- Staff worked with GIS to provide plans and diagrams related to storm water and drainage infrastructure at the airport to Sunrise Aviation, as part of a continuing effort to assist Sunrise Aviation with their plans to construct a new fuel farm at the airport. Engineers working for Sunrise Aviation have expressed concerns regarding the proximity of such infrastructure to the proposed fuel farm.
- Staff has been apprised that certain electric locking mechanisms at the air traffic control tower may have been damaged by lightning. The local vendor who normally maintains

- these systems has been unable to effect repairs, which may require that the original manufacturer be contacted for servicing of these mechanisms.
- Staff was apprised by the air traffic control tower that our back-up altimeter has not been reporting data in a manner consistent with our primary altimeter. A service call and related costs were avoided, however, as the control tower staff was able to discern and rectify the discrepancy.
 - Staff concluded efforts with the City Attorney and representatives of Hoyle, Tanner & Associates (HTA) to refine and submit a resolution to approve the execution of an amendment to the current PSA between the City and HTA, regarding design and construction services related to the relocation of Taxiway "A," and the renovation of Taxiway "C" at the Ormond Beach Municipal Airport.
 - Staff continued to work with the City Attorney to address the issue of illegal maintenance work at the airport. The City Attorney has prepared a letter to be sent to the subject individuals, outlining specific violations of the city code and specifying remedies available to the city, including law enforcement action.

Finance/Budget/Utility Billing Services

- **On-going Projects**
 - Preparation for fiscal year end and annual audit.
- **Completed Projects - Weekly**
 - Processed 40 Journal Entry Batches (# 4244 - 4349).
 - Approved 22 Purchase Requisitions totaling \$592,712.01.
 - Issued 34 Purchase Orders totaling \$218,836.33.
 - Held bid opening for Bid No. 2010-29, 2010 Roadway Resurfacing, on 8/1/2010. Three (3) bids were accepted.
 - Held bid opening for Bid No. 2010-30, City of Ormond Beach Purchase of Fire Equipment, on 8/5/2010. Four (4) bids were accepted.
 - Prepared 135 Accounts Payable checks totaling \$645,323.35 and 25 Accounts Payable EFT payments totaling \$160,639.85.
 - Prepared 69 Payroll checks totaling \$50,846.89 and 311 Direct Deposits totaling \$359,257.61.
 - Transferred IRS 941 payment of \$138,633.04.
 - Processed 4,670 cash receipts totaling \$828,515.37.
 - Processed 843 utility bill payments through ACH totaling \$51,016.97.
 - Processed and issued 3,406 utility bills with billed consumption of water of 19,294k.
 - Issued 689 past due notices on utility accounts.
- **Public Information**
 - **Press Releases**
 - Caribbean Night and Island Marketplace (8/14, 4-9 p.m.)
 - **Other**
 - Citizen Contacts
 - Media Contacts
 - **Grants**
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.
 - Attended bid opening for fire equipment purchase for approved Assistance to Firefighters Grant (AFG). This item will appear on the Commission agenda in September.

Fire Department

Weekly Statistics

5 Fire
1 Fire Alarms
4 Hazardous
60 EMS
8 Motor Vehicle Accidents
29 Public Assists

107 TOTAL CALLS

Medical Call Type

1 Allergic Reaction	5 Fall Victim
1 Animal Bite	1 Overdose
1 Assault	4 Sick Person
1 Bleeding	4 Stroke
10 Breathing Problems	10 Traffic Accident
1 Cardiac Arrest	3 Traumatic Injury
2 Chest Pain	7 Unconscious
1 DOA (Cardiac Arrest)	6 Unknown Medical

58 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **11 calls - Volusia County (10), Holly Hill (1)**
- Aid received from other agencies: **3 calls - Volusia County (1), Daytona (2)**
- Total staff hours provided to other agencies: **94 hours**
- Total staff hours received from other agencies: **2 hours**
- # of overlapping calls: **38**

Significant Incidents:

Date: Tuesday, July 27th

Type of Call: Structure Fire

Address: 10 Essex Dr, Ormond Beach

Dispatch Time: 7:06 AM

Cleared Time: 9:00 AM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Quint 91, Rescue Engine 93, Engine 92, Battalion 90, Volusia County Fire: 2 Units

Incident Description: Dispatched to smoke coming from a residence. Upon arrival the crews found the residence fully filled with smoke and had flames in a rear bedroom. During extinguishment a body was found and removed from the residence. Crews completed ventilation and clean-up of residence. Scene is being investigated by Volusia County Fire, Volusia County Sheriff's office, and State Fire Marshall.

Date: Wednesday, July 28th

Type of Call: Brush Fire

Address: Juniper and Longleaf in Plantation Pines

Dispatch Time: 2:26PM

Cleared Time: 6:05 PM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Rescue Engine 94, Brush Attack 94, Volusia County Fire: 2 Units, Daytona Beach 2 Units, Department of Forestry (DOF)

Incident Description: Provided automatic aid to Volusia County for a brush fire on the SW side of Plantation Pines. Approximately 3 acres in size with 2 structures requiring protection. Fire was worked by brush units until 2 DOF plows were used to plow protective lines around the fire.

Date: Thursday, July 29th

Type of Call: Structure Fire

Address: 15 Essex Dr.

Dispatch Time: 4:00 AM

Cleared Time: 4:19 AM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Quint 91, Quint 92, Rescue Engine 93, Battalion 90, Volusia County Fire: 1 Unit

Incident Description: Provided automatic aid to Volusia County for a possible structure fire with explosion. Call was across the street from fatal house fire 2 days prior. Upon arrival found an explosive device detonated in the roadway. The Volusia County Sheriff's Office is investigating. This was the second fire call on the N. Peninsula at that time.

Operations

- Held working relations meeting with Union.
- Attended Volusia County Fire Chief's Association meeting in Deltona.
- Attended Oil Spill Impact meeting with community representatives and general public.
- Updated controlled substance policy.
- Continued contract negotiations with IAFF Local 3499

Training Hours

16	Aerial Operations
2	Building Construction
1	Chemical Suicide
1	Driving
6	EMS Protocols
2	EMT Refresher Module 5
6	EMT Refresher Module 6
14	Fire Critique
12	Hose & Appliances
2	Mobile Data Terminals
1	Policy Review
5	Preplanning
1	Safety
9	Technical Rescue
2	Zone Mapping

80 TOTAL STAFF HOURS

Activities

- Updated 15 pre-fire plans
- Conducted tour of station 92 to group of boys & spoke on fire safety

Human Resources

Staffing Update

- Job Requisitions
 - Police Dept - Community Service Officer
- Approved/Active Recruitment

- Police Department – Police Officer (3) – Advertised 7/21/10, recruitment originally closed 7/30/10 but was extended to 8/13/10.
- Public Works/Streets – Streets Supervisor was advertised in-house only on 7/27/10, recruitment closes 8/13/10.
- Screening/Interviews Scheduled
 - Leisure Services/Community Events – PT Community Events Technician was re-advertised and recruitment closed 7/23/10, three (3) applications forwarded to department for review.
 - Public Works/Streets – Maintenance Worker II (2) – Recruitment closed 7/30/10, twenty-four (24) applications forwarded to department for review.
- Job Offers
 - Leisure Services/Senior Center & Casements – Part Time Custodian positions (2), begin employment 8/3/10 and 8/4/10.
 - Leisure Services/Community Events – Part Time Community Events Leader begins employment on 8/4/10.
- Promotions
 - Police Department – Corporal Promotional Process was conducted to establish an eligibility list on July 28, 2010 (per PBA B.A. 2008-2010). An eligibility list of four qualified candidates was sent to the Chief on July 28th and all candidates were notified of their scores.
- Resignations
 - Chief Evidence Technician, Police Dept.

City Events/Employee Relations Update

- The City Heart Walk team held a bake sale at the National Night Out 2010 on August 3rd and raised an additional \$67 towards our goal of \$3100 to be raised before and during the Heart Walk. The City Heart Walk Team has raised a total of \$1,544 thus far. A team meeting is scheduled for Monday, August 9th to plan future events and the team captain is attending a kickoff rally on August 4th.
- Risk Management
 - Designing a centralized insurance review process for purchases in coordination with City Clerk's Office and Finance. Re-working update to Resolution 98-132 revising the Insurance Requirements for purchases; will present at future Commission meeting.
- Projects
 - Policy on Driver License History checks.
 - Updating proposed changes in level of insurance coverage for insured facilities and requesting written confirmation to support deviations from appraised value. Anticipate completion this summer. Met with Public Works for additional data on the water and wastewater treatment plant facilities.
 - Recommendation to Purchasing for renewal of WC Third Party Administration services. CAO working on agreement; agenda item is being prepared for submission.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center – Project completed.
 - Server Virtualization – Implementation planning: modeling current environment
 - Document Imaging – City Clerk project – Preparation for RFP
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - None

- Work Orders: - 44 New work - 61 completed - 23 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	66,700	Inbound E-Mails Blocked	58,547
Delivered Inbound E-Mails	7,916	Quarantined Messages	237
Percentage Good Email	11.9%	Virus E-Mails Blocked	39

- Notable Events: None.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- **Administrative Services**
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager Meeting
 - Met with Misano Construction regarding skate court progress
 - Press Box installation and final inspection completed
 - Farmers' Market
 - Met with Hall Construction regarding progress of South Ormond project
 - Prepared several departmental weekly review articles
 - Continued updating departmental goals and major projects
 - Project ROMP meeting
 - Attended National Night Out at Nova Community Center
 - Met with Programming Staff to discuss upcoming holidays at The Casements
 - Attended Volley Ball Camp. (Monday & Wednesday evening)
 - Attended Men's Baseball Finals at Sports Complex
 - Met with Mike Mitchener, Pop Warner, regarding press box installation
 - Attended Soccer Association Board Meeting
- **Athletics**
 - The Lady Renegades Teams had their fall tryouts this Saturday at the Dale Buttleman Quad Fields at 10am.
 - Luis Camacho is once again renting the Soccer Fields for his Sunday 11 v 11 Adult league. They play each Sunday at 10am. The 6-a-side league will start up again later this month.
 - The City's Men's Baseball League finished its first ever league last week. Four Teams played a double-elimination tournament to finish the season on Monday night.
 - The City's Youth Volleyball Program continued its first ever Summer League this week at the Nova Gymnasium. The program runs on Monday & Thursday nights from 6-8pm & will continue through next week.
 - The City's Adult Coed Softball Program, in its 18th year, had its annual Pre-season Meeting for the upcoming Fall Season on Wednesday night. This was held at 8pm at the Nova Gymnasium. Teams will begin practicing immediately with games to follow in 2-3 weeks.
 - The NXBL's Daytona Stingrays played another Home game this Saturday night at the Sports Complex, Wendelstedt Field #1, at 7pm. They currently have only lost 1 game on the season & sit alone in 1st place.

- Upcoming Activities: City's Summer Sports Volleyball Camp USSSA Baseball Tournaments; City's Men's Softball Fall Season; City's Youth Flag Football Program; City's Youth Coed Volleyball Fall Program
- Athletic Field Maintenance
 - Mowed Baseball Fields #1-#4, twice a week
 - Mowed common areas.
 - Mowed South Ormond outfield, prepped infield.
 - Went to South Ormond Neighborhood Center to clean tennis and basketball courts.
 - Went to Osceola Elementary to prep softball fields, and to clean tennis, basketball, and handball courts.
 - Nova Park - mowed infields and outfields.
 - Cleaned Skateboard Park.
 - Cleaned tennis and handball courts.
 - Mowed softball #1 - #4 and co-ed fields.
 - Picked-up and dropped off equipment to Fleet on daily basis.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of Maintenance Building.
 - Mowed soccer #1 - #10, twice a week
 - Mowed the right of way along Harmony Road that leads to the entrance of the Airport complex.
 - Painted foul lines and prepared baseball fields daily for competitive teams practice and games.
 - Host the men's baseball league on Monday and Thursday nights.
 - Host the American Legion baseball league weekly.
 - Cleaned up after daily use of the soccer fields.
 - Prepped softball fields #1- #4 for Lady Renegade's competitive club practice.
 - Put out garbage cans and player benches on soccer fields.
 - Painted the full size soccer field for men's league.
 - Painting 2 soccer fields at South Ormond for day camp use.
 - Continue to verti-cut all fields.
 - Hosted the Union Printers Baseball tourney during the week
 - Hand pulled weeds on soccer fields.
 - Fixed numerous irrigation problems at Nova Park ballfields.
 - Trimmed the trees at the entrance to the softball quads.
 - Fertilized soccer fields #1 - #3.
- Senior Center
 - Staff hosted normal evening programming including: Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, and Daytona Community Church.
- Performing Arts Center
 - PAC staff made preparation for the Miss Florida High School Pageant
 - The Performing Arts hosted the following classes throughout the week as part of its regular operations:
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Skits, CMT
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap, Judo
 - Wednesday - Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
 - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
 - Friday – Theatre Workshop, Green Dance, CMT

- The Performing Arts Center is preparing to host the following events:
Miss Florida High School Scholarship Pageant - 8/7/10 7:00pm \$15
- South Ormond Neighborhood Center
 - Youth basketball practice took place Tuesday and Thursday from 5:00 p.m. until 7:00 p.m.
 - Summer Connection Day Camp continued its final week for 2010
 - The South Ormond Neighborhood Center continues its participation in the summer food program for children offered through Volusia County's Human Services from June 14 through August 13.
 - There was a United Hands meeting at the Center at 6:00pm on Monday
 - The splash pad is open from 10:00 a.m. until dusk for the spring and summer.
 - There is one pavilion rental and one activity room rental scheduled for this weekend
- Community Events
 - Prepared for, assisted with and cleaned up at the National Night Out Event
 - Training new hire Sonja Johnston, PT Community Events Leader
 - Attended Staff meeting
 - Assisting with Casements Live concert events
 - Assisting with Caribbean Night event tasks.
 - Weekly administrative tasks and office work
- Gymnastics
 - New session registrations for August continued this week.
- Nova Community Center and Special Populations
 - Nova conducted regular adult classes in jazzercise, "Take Off Pounds Sensibly" (TOPS) and Yoga.
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - The summer counselors for Camp T. Rec spent the week packing up the supplies and equipment at South Ormond Neighborhood Center and transporting them back to Nova Community Center for storage until next summer.
 - The Special Populations Therapeutic Aide created the Camp T. Rec video and slide show to send to the parents and campers who attended the summer camp.
 - Nova Community Center continued with the last week of summer camp on Monday, Wednesday, Thursday and Friday with all the counselors and campers enjoying games, sports, arts and crafts, movies and the playground. All had fun with the Jumpin' Beans water inflatables on Thursday, along with pizza for lunch. The talent show was on Friday for the last day of camp.
 - Volleyball met on Monday and Wednesday evenings for practice with the Athletics division.
 - National Night Out was on Tuesday from 5:30 until 9:00. Set-up for the event began at 8:00 am. Hundreds came to participate in the yearly event.
 - Met with Planning to discuss potential grant funds for Green Educational Program Development
 - Attended NIMS Training
 - Attended City Commission meeting
 - Met with Senior Games representative
 - Online Soccer Registration by Soccer Club notification emailed
 - Baseball/softball registration dates and information emailed

- Flag Football registration dates and information emailed
- Memorial Gardens contract renewal agenda memo prepared
- Agenda item prepared for t-ball field project

- The Casements
 - Tours continued this week from 10:00am to 4:00pm daily.
 - Donna Oldham's Photography Exhibit Hang, Monday 8am-noon
 - Enviro Camp strike & clean up this week. Pre-planning for next summer!
 - Summer Art Camp began its final week this week with "Find Your Painting Style" from 9:00am to noon Monday-Friday.
 - Tai Chi Classes have stopped during the summer months and will return the first part of September.
 - Zumba classes continued this week with a Tuesday evening class from 6:00pm to 7:00pm. The class is growing as we go with three new members this week! Walk In and Dance Out!
 - Pilates classes continue every Tuesday and Thursday afternoon from 3:30pm to 4:30pm.
 - The Casements Guild Crafters met this Thursday from 12:30pm to 3:00pm.
 - Staff assisted with the weekly Farmers' Market on Thursday from 8:00am to 1:00pm.
 - The Coordinator met with two upcoming wedding parties on Tuesday regarding their wedding plans for a November wedding and early Spring 2011 in the Ormond Memorial Gardens, Rockefeller Gardens and receptions following at The Casements.
 - Preparations are being made this week for the upcoming "Movies on The Halifax" featuring E.T. (rated PG) Friday evening beginning at 8:00pm.
 - First Friday will be celebrated at The Casements with free tours and the opening reception for Donna Oldham's Photography Exhibit "Perspectives" from 5pm to 8pm.
 - Greek Cooking returns after a short break on Saturday from 8:00am to 1:00pm with Greek Appetizers!
 - Final preparations are being made by staff for the upcoming Caribbean Night & Island Market, scheduled for Saturday, August 14, 2010 from 4pm to 9pm.

- Facilities Maintenance
 - Installed new park bench at Ormond Parkway Park
 - Repaired decorative fountain at Hospital Park
 - Repaired compressor for AC unit at gymnastics bldg.
 - Repaired air handler for AC unit at the Ormond Beach Tennis Center
 - Replaced kitchen sink faucet at fire station # 93
 - Repaired men's room lavatory sink at the Ormond Beach Tennis Center
 - Installed periodical board at The Casements
 - Replaced deteriorated wood in archway at The Casements
 - Repaired drinking fountain at the magic forest playground
 - Repaired door closer at the Nova Rec. complex
 - Trimmed tree limbs over walkways at Central Park III
 - Installed missing caps on retaining wall at Birthplace of Speed Park
 - Continuing AC services citywide
 - Repaired shower valve for the splash pad at S.O.N.C.
 - Installed new trash can at Sanchez Park

- Parks and Irrigation
 - Replaced all damaged sprinkler heads on Nova Road medians
 - Installed new timer at Fortunato Park
 - Replaced valve box at Central Park III
 - Repaired 2 zone line breaks at 514 Yonge Street
 - Trenched in zone line at Wastewater plant with trencher. Glued in 8' of zone line
 - Run 3 zones on S US #1 medians (insect damage)

- Turn reuse off at Cassen Park (mainline break)
- Remove old valve and valve box, cut out broken valve and mainline, install new 1" valve & solenoid. Reinstall valve box, backfill hole
- Locate and repair 2" valve at Ormond Middle School ballfields
- Remove heads at Public Works generator station; cap zone line for concrete pad.

Police Department

- Administrative Services
 - Property and Evidence Room audit and inventory continuing.
 - Attended monthly Volusia/Flagler Police Chief's meeting.
 - Attended sign workshop meeting.
 - Attended National Night Out
- Community Outreach
 - The OBPD in partnership with the Department of Leisure Services hosted the annual National Night Out (NNO) event at Nova Community Center Aug. 3rd. Approximately 800 families and community members attended the event.
 - OBPAL will be selling tickets for the August 28th Daytona Cubs game. OBPAL will receive \$3 from each ticket sold. Proceeds from the fundraiser will be used to enhance youth programming in Ormond Beach.
 - Members of the Youth Development Council volunteered at NNO and sold 10 State PAL tag commitments as a resource to support PAL leadership events state wide.
 - Youth in the SONC/PAL summer program partnership traveled to Sea World July 29th, 56 youths participated in the fun filled day.
- Community Services & Animal Control
 - Animal Calls 46
 - Animal Reports 4
 - Animal Bites 1
 - Animals to FHS 5
 - 1 Dog taken from owner (Possible Abuse)
 - Fingerprinting at the National Night Out Event – approximately 250 children fingerprinted.
- Criminal Investigations
 - Cases Assigned: 49
 - Cases Cleared by Arrest/Complaint Affidavit: 35
 - Cases Exceptionally Cleared: 5
 - Inactive: 5
 - Fraud: 6
 - Burglary Business: 3
 - Burglary Residential: 10
 - Larceny Car break: 18
 - Grand Theft: 9
 - Auto Theft: 1
 - Offense Against Family/DCF Reports: 1
 - Sex Offense/Rape: 1
- Comments:
 - Investigators have charged 4 juveniles with approximately 15 car burglaries where approximately \$10,000.00 worth of property was stolen. The majority of the property has been recovered, identified by the owners and returned. 120 total charges have been filed

- against the four juveniles. The subjects appear to be responsible for several other burglaries outside the city and more charges are pending by outside agencies.
- Investigators have obtained arrest warrants for two local adults responsible for several residential burglaries. The subjects have been breaking into homes during the day while the homeowners were at work. Latent fingerprints lifted at one of the crime scenes led officers to one of the subjects involved. Investigators have also obtained video surveillance evidence from two local stores of the other involved subject using stolen credit cards from the burglaries. Arrests are pending.
 - Crime Trends:
 - Recent rash of car burglaries (4 suspects identified and charged)
 - Recent rash of daytime residential burglaries (two suspects identified, arrests pending)
 - Records:

• Walk-Ins / Windows	226
• Phone Calls	306
• Arrest's / NTA'S	19
• Citations Issued	149
• Citations Entered	104
• Reports Generated	133
• Reports Entered	166
• Mail / Faxes / Requests	157
 - Operations
 - 7/29/10 Breaking & Entering Neptune Dr - unknown suspects broke into detached garage and took a fax machine.
 - 7/29/10 Burglary -Residential -Ocean Shore Blvd. Homeowner out of town. Garage door was open for 2 days. Home was ransacked.
 - 7/29/10 Burglary-conveyance, Lake Walden Trail, no signs of forced entry, stereo equipment and other electronics stolen.
 - 7/30/10 Aggravated Battery - Burglary Victim was pulled out of her vehicle and thrown to the ground – hit with club like object (400 block Arroyo Pkwy). The suspect was arrested.
 - 7/30/10 Felony Warrant served on Putnam Ave for Grand Theft
 - 7/30/10 Burglary – Residential N. Ridgewood Avenue. Two knives taken
 - 7/30/10 Burglary - Business Tomoka Elementary School shed.
 - 7/31/10 Burglary – Blockbuster-entry gained by smashing a window – video equipment taken
 - 7/31/10 Larceny – Beall's - wallet taken from purse while victim shopped
 - 7/31/10 Breaking & Entering – China Moon - homeowner left for a short time and returned to find the front door ajar. Report states that nothing is missing but that entry was made into the home.
 - 7/31/10 Carbreak – 1109 Sherbourne Way - neighbor saw suspicious vehicle on street and someone out with flashlight and called police. Officer spotted the suspect car on N. Ridgewood Ave and conducted traffic stop. Vehicle contained numerous items of suspected stolen property to include IPODS, GPS, and some positively identified property from 1109 Sherbourne Way. Four juveniles were placed under arrest.
 - 8/2/10 Follow up on arrest from 7-31-10 Car Break - 1408 Overbrook; 1202 Northside; 80 Bramblewood; 47 Crestwood; 1404 OverBrook; 1207 Northside; 1316 Wandering Oaks; Property found and recovered
 - 8/2/10 Narcotics - Adult female arrested

- 8/2/10 Fraud - Bank of America – 699 S Nova Road – Fraud involving an employee of ecommerce accessing monies and wiring them to a newly opened account at one area bank.
- 8/2/10 Burglary Residential - Collins St.
- 8/3/10 Carbreak – 1205 Northside Dr
- 8/3/10 Burglary residential - S Orchard - suspects pushed in a panel on front door and unlocked the dead bolt. Nothing appears missing at this time.
- 8/3/10 Burglary residential - China Moon - suspects broke into residence during the day and took approximately \$10,000.00 in money and jewelry.
- 8/3/10 Carbreak - Heritage Circle - suspect went into unlocked vehicle and took cash and three racket ball rackets. Occurred overnight.
- 8/3/10 Burglary-residential Orchard Ave., window broken, jewelry stolen–occurred overnight.
- 8/4/10 Arrest of a female for possession of Xanax without a prescription
- 8/4/10 Trespass of male at 241 N. US1 – Piranha Grille.

- Traffic Unit:
 - 07/31/2010 – Crash - 740 Orchard Ave. Disgruntled family member suspected of driving his vehicle into the garage door of a residence and damaging a vehicle parked within. Investigation ongoing with charges pending.
 - 08-02-2010 - Hit & Run - SR-40/Tymber Creek Rd. Motorist struck a large political sign on the shoulder and then fled the area.
 - 08-03-2010 - Crash w/ Injury and Road Block - US-1 near FEC Crossing - Truck pulling a large trailer struck a vehicle that was stopped in traffic from behind. Minor injuries to two persons, traffic shut down for 30 minutes.
 - Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
 - Stop sign violations on Sanchez Ave addressed, several citations issued.
 - Radar unit recalibrations were conducted this week.
 - Assisted NID with several parking complaints. They were resolved with citations/tow warnings.
 - Sergeant Smith contacted the FDOT Law Enforcement Liaison to report baseline statistics and announce our participation in the Florida DUI Enforcement challenge to take place August 20 – September 6 (Labor Day holiday).
 - Sergeant Smith and the Police Explorers assisted with setup, food service, and clean up of the National Night Out event at Nova Community Center.

- Weekly Statistics
 - Traffic Citations: 116
 - Parking Citations: 1
 - Crash- No Injury: 8
 - Crash- With Injury: 2
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued during STEP's: 87
 - Self-Initiated Enforcement Locations:
 - 100-600 BLK John Anderson Dr.
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue
 - 700 BLK Fleming Avenue
 - SR A1A
 - 500-1500 BLK N. Beach Street
 - 800 BLK Wilmette Ave.

- Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - 500 BLK S. Ridgewood Ave.
 - Sanchez Ave.
- **Neighborhood Improvement**
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 16 Cases initiated
 - Zone 3: 1 Case initiated
 - Zone 4: 2 Cases initiated
 - 14 tree removal permit requests
 - Administrative staff assisted with thirty-three (85) telephonic inquiries.

Public Works

- **Engineering**
 - US1 Forcemain Extension Phase II- Prepared application to construct PWS for a section of watermain to be replaced as part of the overall project repair work. The contractor completed constructing the temporary lane which will be utilized while the roadway repairs are underway.
 - Water Treatment Plant Distribution System, Phase II- Contracts are being prepared.
 - Rima Ridge Wells 54, 55 & 56- Application completed for gopher tortoise relocation. Relocation is expected to begin next week. Shop drawings for precast structure and electrical have been received.
 - Oak Forest Outfall- Received one quote for cured in place PVC pipe, with other two quotes in process. Area in front of the outfall was cleared and a pipe insert was installed at the end of the outfall to shore up the corroded pipe and prevent the privacy wall above it from collapsing.
 - Ormond Beach Sports Complex Press Box- The structure was installed and inspected as scheduled. A building final inspection will be scheduled for the first of next week.
 - US1 and SR40 Palm Transplanting – 2 of the 3 palms were dug on 8/2 and moved on 8/3. The 3rd palm is scheduled to be dug on 8/9 and moved on 8/10.
 - SR40 Sidewalk/Trail Phase I- Processed close out paperwork for project.
 - Halifax Dr. Sidewalk- Walk thru inspection performed. Project is complete.
 - SR40 Sidewalk/Trail Phase II- Submitted to FDOT changes in alignment and drainage after field review.
 - US1/SR40 Utilities Relocate- Coordinated with FDOT and FPL palm removal process. Resolved issue with conflict of fire hydrant and FPL pole relocation.
 - South Ormond Rec Center Lighting - FPL cut trees and installed a pole.
 - Mast Arm Rehab- Processed final invoice.
 - Sunshine Blvd Monument Signage - Structural drawings are being prepared for permitting. All the materials have been ordered.
 - City Hall Parking Lot Repairs- A pre-construction meeting has been scheduled for 8/12.
- **Design Projects:**
 - Alcazar-Buena Vista Drainage Area Improvements- The project is being divided into two components/drainage basins for purpose of permitting through SJRWMD.
 - Airport Rd Forcemain / Reuse Extension- SLERs are being processed by the State.

- Sanchez Ave. Storm Drain- A culvert crossing on one park access and another within the cul-de-sac are being investigated for replacement. Contractor has visited the site and is preparing a quote to perform the work.
- OBSC Boundless Playground- Staff realigned the proposed "loop road" connection per the approved master plan as to not interfere with the proposed and existing improvements.
- SR40 Sidewalk/Trail Phase III- Responded to FDOT's additional inquiries.
- Hull Rd. & US1- Sent plans to FPL for guide wire anchor relocation.
- Tomoka State Park- Made changes to bid doc per FDOT comments.
- Granada Bridge Decorative Pole Replacement – The plans have been reviewed by FDOT with minor comments requiring a second and final submittal for permitting. Staff has begun preparing the bid package for purchasing the equipment for the project and soliciting quotations for installation.
- SR40 – A1A to Nova Interconnect- Responded to ATT for duct usage on Granada Bridge.
- Ormond Crossings IJ/LAP- Contacted FDOT for letter on project extension.
- Vining Court- The plans were approved and staff was instructed by the MainStreet Board to make minor adjustments and advertise the project for sealed bids. The consultant is revising the plans and project manual.
- North US1 – Landscape Renovation – Staff is soliciting quotations to clean up the median plantings north of Wilmette as they have become difficult to maintain.
- Memorial Gardens Well Replacement- Staff has soliciting information about refurbishing the existing wells and will pursue extending reuse water to irrigate the gardens and fill the ponds.
- Downtown Street Tree Replacement- Staff has completed the design and is soliciting quotations to remove and replace selected trees.
- SONC Softball Irrigation- Staff has completed the design and is soliciting quotations for irrigating the infield clay.
- Nova Passive Parks- Staff has completed the design and is soliciting quotations to install irrigation and trees at the pond on Division and Old Kings Road.
- South Ormond Recreation Center Improvements- Contractor has submitted shop drawings which are being reviewed.
- Tymber Creek Widening, Phase I- The letting of this project has been pushed out due to permitting issues associated with aspects of the County's part of the project.
- 2010 Roadway Resurfacing- Addressed concerns of resident on Wildwood Drive regarding drainage issues with the curb & gutter. Some of this problem is correctable when the street is resurfaced. Bids were received August 4, 2010.
- Tymber Creek Widening, Phase II- County is experiencing permitting delays for the road widening and may not go to construction this fiscal year for Phase 1.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- Wastewater Treatment Plant Expansion and Rehabilitation – Held discussion with engineer and contract on Value engineering ideas. Contractor will provide cost reductions on agreed items for staff's consideration.
- John Anderson Drive – Scheduled meeting with consultant and utilities to perform a field walk-through in order to identify all problem areas and required improvements.
- EVRWA Nova Canal Flood Control Study- Final report was submitted and is being reviewed.
- Hand Ave./Coolidge Avenue Roadway and Drainage Improvements- Coolidge Avenue will be constructed separately from Hand Avenue in order to get some construction on the stormwater improvements underway. Need FEMA approval as some of the work is within the current FEMA approved grant for Hand Avenue.

- Joint Permit Center – Staff is working with Hall Construction and their architect on the final plans.

- Administration:
 - Prepared work authorizations totaling \$91,500
 - A shallow depression noticed on Division Avenue resulted in a re-televising of the stormdrain and re-inspection of the recent joint grouting. All the grouted joints appeared to be in good working condition with no signs of pipe undermining being observed.

- Customer Service:
 - Reviewed Springs Meadows for safety concerns.
 - Create utility drawing for McKim & Creed for Old Kings Rd.
 - Assisted Neighborhood Improvement with locating property lines and trees.
 - Modified As-Built drawing for Oleander Drive.

- Meetings:
 - US1 and SR 40 palm removal and fire hydrant relocation.
 - Met with product representative for closed circuit surveillance cameras for placement at the airport and public park facilities.
 - Met with FDOT to discuss future mast arm maintenance requirements and FDOT's intent to replace several mast arms following a recent inspection of all mast arms within 10 miles of the coast within FDOT's District 5.

- Other:
 - 39 projects were inspected.
 - 45 roads were inventoried for pavement condition index.
 - Runways and taxiways were inspected for pavement distress including the fuel farm and other appurtenances for leaks or wearing.
 - Ormond Shores Stormdrain Replacement- AT&T submitted claim against City for cut cable due to the City's project to offset the watermain for the purpose of replacement of the stormdrain. The contractor explained that the cable was not located properly and is rejecting the claim from AT&T.
 - Modified Drawing for Sidewalk Construction 2010.
 - Discussed As-built / Record Drawings with Mike Dunn for US-1/Sr-40 Utility Relocates.
 - Create Utility Drawing for John Anderson Dr.
 - GIS – Scanned As-Builts and added sewer lateral information to drawings.

- **Street Maintenance**
Asphalt / Concrete
 - Remove broken sidewalk at Central Park III canoe ramp
 - Replace sidewalk removed by Water Department at 141 W. Granada Blvd.
 - Pour bench pad at Nova Community Center
 - Repair asphalt in parking area at the Performing Arts Center
 - Asphalt around concrete pad for emergency generator at Public Works yard
 - Level roadway at 169 Fleming Avenue
 - Level utility cuts in front of fire hydrant on Seville and S. Halifax N/O Riverbeach

- **Tree Crew**
 - Trimming at City yards and City Hall (including Corbin St. parking lot at school).
 - Pick up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)

- Trimming on Brook Station, S. Arbor Dr., Airport Rd, Tymber Creek Rd. and John Anderson Drive
- Work around the shop area
- Remove tree on Sandy Oaks
- Removal and clean up of tree on Division Avenue

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
- Maintenance of various vehicles in Public Works yard
- Repair shoulder of road at Fred Gamble & Hand Avenue
- Took equipment to Fleet for maintenance
- Trimming at Sanchez Park

Sign Shop

- Began checking zone SM2 (Mainland S/O Granada, US1 to Nova Rd.) for repair or replacement of signs
- Checked zone SM1 (Mainland S/O Granada, Beach St. to US1) for repair or replacement of signs
- Getting price quotes for arrows & lane lines & RPM pavement markings on N. Halifax Dr. at E. Granada Blvd., also double yellow centerline & RPM's on Spring Meadows Dr. between Meadowmist Ct. and Fern Meadows Ln.
- Repaired & replaced signs at the following locations:
 - E/end Fleming Ave. @ Charleston Sq., replaced post that a red object marker was attached to at the end of the road (a vehicle hit it)
 - Cherrywood Dr. at the bike path crossing, replaced a missing bolt & nut on the bike stop sign
 - Across from 605 E. Ridgewood Ave., replaced a 25 mph high intensity prismatic (HIP) sign
 - S. Ridgewood, just N/O Arroyo Pkwy, replaced a 25 mph sign (HIP)
 - 293 S. Washington St., replaced a 25 mph sign (HIP)
 - 28 Arroyo Pkwy, replaced a 25 mph sign (HIP)
 - 563 Fred Gamble Way, installed a 25 mph sign (HIP)
 - 460 Fred Gamble Way, installed a 25 mph sign (HIP)
 - Division Ave. E/O S. Ridgewood, installed a 25 mph sign (HIP)
 - 207 Live Oak Ave., installed a 25 mph sign (HIP)
 - Willow Pl. & Railroad St., installed a HIP large 1-direction arrow
 - S. Washington St. N/O Fairview Ave., installed a 25 mph sign (HIP) and straightened the post 207 S. Ridgewood Ave., installed a 25 mph sign (HIP) and straightened the post

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Reachout Mowing – South DOT ponds, Arroyo Pkwy from Center St. to N. Nova Rd.
- Tractor Mowing – SR40 westbound, North and South side of SR40
- Installed boat ramp on Wilmette Ave.
- Installed gate and ramp inside Public Works yard

- Vacon – S. Beach St. & Arroyo Parkway – sinkhole (Vacon was broken down most of the week, just repaired)
- Staking & filming ditches for contract work with Menzi Muck and Menzi Mower that are here working

Streetsweeper – Street Sweeping

- 111.0 miles of road cleaned
- 23.5 cubic yards of debris removed

• **Fleet**

PM Services completed for the week:

Emergency—Vehicles and Equipment

9

Non-Emergency Vehicles and Equipment

28

Road Calls for the week:

5

Accidents for the week:

0

Fuel on hand (central fueling station at fleet operations):

Diesel

9759 gals.

Gas

7546 gals.

Comments:

- Fleet has prepared a large load of surplus equipment to go to George Gideon Auctioneers, Inc. The public auction is located in Zellwood, FL. This load has been compiled from misc. equipment that was taken from several departments throughout the city.
- Fleet has also been maintaining all PM services on schedule.

• **Utilities Division**

- Preparing responses to request for additional information (RIA) correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. Met with Barnes, Farland and Associates to discuss the RIA and finalize the information required to be submitted. Received information concerning service area designations from the GIS Department and account related information from the Finance Dept.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
- Breakaway Trails Irrigation System – Materials are being obtained to increase the reliability of the control system. The existing control system does not reliably activate the pond pumps or the supplemental wells. When these sources do not operate, it becomes necessary to use potable water to supplement the irrigation system.
- Annual Chemical Bid – The project is presently advertised for bids with the City of Palm Coast for scheduled receipt of bids on August 12.
- Cross Connection Control (CCC) Program Management Services: Awaiting feedback for submittal to VCHD requested survey of demographic information concerning City's CCC program. Address inactive account procedures regarding this program with Building Dept.
- Fire Hydrant Replacement Program – Award packet was authorized by Commission at 8/4/10 meeting.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 after the modified impeller bolts are installed to demonstrate that ragging at the influent pump station is reduced. A new impeller and modified bolt was

- installed on Pump #1. Impeller bolt installation for the other two pumps is anticipated to be completed this week.
- Gravity Sewer Pipeline Repair – Specifications for repairs are being prepared. Contacts were obtained with the City of Titusville and Delray Beach if we decide to piggyback their contracts.
 - Water Treatment Plant High Service Pump Station VFD Conversion - Additional changes are required for the record drawings. All other work completed.
 - Lift Station Repair and Replacement Project: The site plan is being reviewed by Volusia County. An executed work authorization was received from Consolidated to perform a boundary survey of the easement site as requested from Volusia County. The boundary survey was performed. FPL notification form letter forwarded to the contractor for signature. The contractor signed the form letter and sent it to FPL for processing. The project status was sent to the bonding company at their request.
 - Roll Off Container Filter: The project was advertised for bids
 - Root Control Services – The contract award was authorized by CC to Municipal Sales at the 8/4/10 City Commission Meeting. The company has been asked to provide verification of registration in the State of Florida. Verification of registration was received.
 - State Road 5 at State Road 40 (US1 & Granada) - The fire hydrant at Station 1196+75 needs to be moved 5 feet south to provide 7.5 feet clearance from the power pole to meet National Fire Protection Association requirements. The contractor submitted a change order cost of \$5,637.50 to perform the work. The cost was evaluated and reduced to \$5,000. Engineering Order 5 was prepared and sent to the contractor. As-built drawings were reviewed and comments sent to the contractor.
 - Wastewater Treatment Plant Expansion: A conference call was conducted and various value engineering alternatives were discussed. The contractor will provide estimated savings for the selected alternatives before the next scheduled meeting.
 - Water Plant Aerator Rehabilitation –The alternative selected will brace the exterior walls of the structure instead of replacing it. Aerator trays will be inspected to determine whether replacement of them is warranted. The final engineering report was received. A sole source memo will be prepared recommending that the manufacturer that provided the aerators be used to perform the rehabilitation.
 - SPRC – Met to discuss the Olive Grove plans. Received plans for the Sunrise Cove subdivision from Volusia County. The plans were reviewed and deemed acceptable.
- Water Distribution
 - Replaced 4 residential water meters, installed 6 new residential water services
 - Responded/repaired 4 water leaks, 7 low pressure calls, 4 cloudy/red water complaints
 - Replaced 5 water service, 4 of which were long services that we bored under the road
 - Replaced 3 meter boxes/lids, disconnected 4 water services, located 2 meters for meter readers, 5 customer assists
 - Performed maintenance on 3 fire hydrants located in Hidden Hills Subdivision
 - Performed accuracy testing on the ¾" meter serving 53 S. St. Andrews Dr due to a billing complaint
 - Completed valve maintenance and exercising on Seminole Dr and Osceola Dr for the scheduled shutdown. Also located and exercised valves in North 40 Subdivision
 - Flushed Deer Lake Cir, Seminole Dr, Osceola Ave, Oleeta St, Arroyo Pkwy, Buena Vista Ave
 - Install a 6" gate valve at Osceola Ave and Oleeta St to isolate Osceola Elementary from future shutdown during hydrant replacement. Notified customers of shutdown and rescinded boil water 48 hours later, also replaced all landscaping.
 - shut off water to 615 S. Yonge St for contractor working in complex
 - Repaired a 2" main break at 145 W. Granada Blvd. under full pressure and no PBWN was required.
 - Cleaned and restocked all trucks

- Water Treatment
 - Delivered 39.76 million gallons for the week ending August 1 (5.68 MGD)
 - Backwashed 12 filters for a total of 600,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Prepared submitted biannual reports (EN50 Well Pumpage) to the St. Johns River Management District.

- Waste Water Collection - Reuse
 - Crews responded to four trouble calls out west, Breakaway/Hunters Ridge, and three in town.
 - Marty and crew checked ten trouble spots around town, televised eleven sewer laterals and repaired pep tank back lid at 25 Black Creek Way.
 - Butch and crew still cleaning up at wastewater plant.
 - Replaced reuse box at 50 Bellwood Cir and sent lateral camera monitor over to Cues for repair.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 24.34 Million Gallons
 - Produced 22.85 Million Gallons of Reuse
 - Produced 1.49 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 3.48 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 127.0 (14%-18% Solids).
 - Commencement of the Pretreatment Local Limit Evaluation is planned to start August 14th
 - Centrifuge Maintenance Training by the manufacturer was performed on July 27th
 - Influent pumps in the Influent Pumping Station are having ragging issues and contractor is to install manufacturer's suggested solution upon delivery of the replacement impeller broken during the first attempt to install solution.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Completed rebuild of pulled lime softening filter blower motor and placed on shelf as spare.
 - LPRO Clearwell Pump #2 delivered to Tampa service center for rebuild.
 - Replaced LPRO Scrubber motor #2.
 - Assisted Wastewater Plant technicians with disassembly of Centrifuge and received factory training.
 - Brought Generator 340 to Fleet for service, topped off fuel tank and placed in Hudson well 24H for duration of hurricane season.
 - Worked with Westphalia Service Technician on Water Plant Centrifuge.
 - Repaired battery charger for golf cart.
 - Cleaned motor starter contacts at well 36R.
 - Unhooked old vacuum priming system electrics at Standish for rebuild.
 - Ran LPRO and lime softening back up generators, tested o.k., inspected system after run and submitted findings to Fleet Maintenance.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
 - Performed PM's to LPRO and lime softening plant equipment.
 - Performed Booster Station PM's.
 - Cleaned shop and put away spare parts.
 - Performed Reuse pump station PM's and repairs.

- Attended weekly staff meeting

Wastewater Plant – Lift Stations – Reuse System

- Ran power to block heater for generator at 6M liftstation.
- Built new storage tank level controls for BAT reuse wells, pond and 3" potable fill line. Mounted and conducted testing. Will change controls to new system upon completion of testing.
- Pulled Centrifuge #2 bowl assembly out and removed debris causing vibration. Also received factory maintenance training.
- Replaced overload contact at 6P liftstation.
- Contractor replaced deteriorated riser pipes and guide rail brackets at Breakaway Trails liftstation with HDPE piping for longevity. Existing stations ductile iron piping had corroded to the point of leaking at all joints and fittings, due to high concentrations of Hydrogen Sulfide gasses from the pep systems.
- Replaced broken shear pin barscreen #1.
- Reset overloads fermentation mixer #1 and 6.
- Completed 2" washdown system for operations to assist with final tank cleaning in future.
- Assisted operations deragging recycle pumps.
- Utilities and operations group Deragged 3 influent pumps about every 2 days. Note: Pump #1 impeller damaged and out of service. Working with contractor and manufacturer to correct.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 18 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 4 Liftstations (pull pumps, etc)
- Utilities Division completed 106 work orders as reported in MP2 computerized maintenance management system, of which 63 were PM work requests and 43 were repair work orders.