

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 30, 2010

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Weekly meeting with City Attorney
- Weekly staff meeting with Directors
- Weekly budget meeting with Assistant City Manager and Finance Director
- Met with Assistant City Manager, Planning Director, Police Chief, Neighborhood Improvement Manager and City Attorney staff on sign issues.
- Weekly meeting with Human Resources Director
- Met with Assistant City Manager and City Engineer on construction manager at risk procurement process
- Conducted visual assessment of street condition on Oak Drive. This item was added to the CIP for 2016, no funding is tied to out year projects.
- Reviewed the progress of the new press box at Ormond Municipal Sports Complex. It is 98% complete and looks fabulous.

Spoke to, attended and/or met with:

- Rotary meeting
- United Way annual meeting
- Lunch meeting with Rick Boehm
- City/County Managers meeting
- Bob Guido, Will Abberger and Norman Lane from Trust for Public Land on beachfront property
- Webinar on Website Contents and eBulletins
- Budget Advisory Board

### **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):
  - Budget Advisory Board
- Prepared packet material for the August 4, 2010, City Commission meeting.

### **Community Development**

- Planning
  - Last year Planning submitted a pre-application to get a Registered status and the final application for Gold status was submitted to the Florida Green Building coalition, Inc. on July 26, 2010. The Florida Green Building Coalition (FGBC) created a recognition program to designate Green Cities and Green Counties for outstanding environmental stewardship. The program uses energy, air, water, land and waste as benchmarks when looking at environmental practices done "in-house," incentives and ordinances to foster

green practices, and educational activities to improve the environment. Certifications are awarded as follows:

Platinum = 61 - 100% achievement of the Maximum Applicable Points (MAP)  
Gold = 41 - 60% of MAP  
Silver = 21 - 40% of MAP  
Registered = 0 - 20% of MAP

With the help of the other departments, documentation was gathered to support a total of 125 creditable points out of 273 maximum applicable points for a percentage of 46%. An FGBC Reviewing Agent will evaluate the City's final application for Gold certification. If for some reason the Gold certification is not sufficiently documented, the City will have an opportunity to provide additional information at that time.

- The City received an email from DCA regarding its Notice of Intent on the City's Comprehensive Plan. DCA's findings indicate the Plan is both in compliance and not in compliance. Those amendments which appear to be in compliance are the EAR based amendments. Those amendments that seem not to be in compliance focus on SB 360 and its requirement of Ormond Beach to have a Multi-Modal Strategy. Policies in the land use, transportation and CIE were questioned. DCA indicated there needed to be more meaningful and predictable transportation and land use strategies to support and fund mobility.
- Staff met with Volusia County Economic Development Director Phil Ehlinger and other Economic Development team members regarding Volusia County's CRA resolution for new CRA's to determine the County's support for establishment of additional CRA's for the purpose of land use changes to support transit and TIF funds to support capital and increased frequency of service along core transit routes. Volusia County Economic Development was very positive and supportive. They particularly liked the land use and transit portion of the project. They encouraged us also to coordinate with Holly Hill (US1 is a CRA) and Daytona Beach since transit proceeds through all three communities.
- Building Inspections, Permitting & Licensing
  - 94 permits issued with a valuation of \$1,767,497.00
  - 174 inspections performed.
  - 4 business tax receipts issued.
- Development Services  
No development activity reported this week before the SPRC.

## **Economic Development**

### Ormond Crossings

- Staff is preparing a CRA Trust Fund resolution for the Commission to review in August.
- Staff continues working with Tomoka Holdings' engineers to discuss roadway and landscaping designs for Crossings Boulevard and other local roads within the development.
- 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 in August at the entrance of Sunshine Boulevard.

- Pace Analytical is moving ahead with a 2,500 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 provides 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. 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. Further details are expected over the next few months.

#### Airport Operation and Development

- Staff participated in a meeting with representatives of Engineering, Public Works, and IT to discuss efforts to install security surveillance technologies at the airport, and how this installation may serve as a springboard to develop similar capabilities at other city facilities. Also at the meeting were representatives of Express Supply, Inc., who provided a demonstration of their latest security surveillance systems.
- Staff continued to work this week 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 services related to the relocation of Taxiway "A," and the renovation of Taxiway "C" at the Ormond Beach Municipal Airport (OBMA). This matter is currently on the August 17<sup>th</sup> City Commission Agenda.
- Two of three airport businesses have recently responded to requests for proof of current liability insurance, as required under the City of Ormond Beach Code of Ordinances. Staff has requested that the insurers of these businesses forward certifications of

- coverage to the City Clerk, one of which has already been received. Circumstances of the remaining business remain under review by the City Attorney.
- Staff met this week with representatives of the Building Department to discuss electrical and structural issues pertaining to the installation of certain components at the Airport Sports Complex.
  - Staff completed and submitted to FAA the required 3<sup>rd</sup> quarter reports for the airport electrical upgrades project. This should allow final reimbursements and close-out of the project.
  - Staff consulted with Stephen Barrett of Harris, Miller, Miller & Hanson (HMMH) about potential PV (photovoltaic) solar projects for the airport. Mr. Barrett advises that HMMH is working with FAA on documentation that addresses projects and initiatives of this type, and that the OBMA will be on the mailing list to receive this publication. He will also research other information that may be helpful in prospecting for grants or stimulus monies for PV Solar projects.
  - ATC Tower Manager Steven Brockett traveled to Washington, D.C., this week to accept the Willie F. Card Contract Tower Service Award. The Ormond Beach Municipal Airport was chosen to be honored with the American Association of Airport Executives (AAAE)/United States Contract Tower Association (USCTA) 2010 Willie F. Card Contract Tower Service Award, in recognition of the airport's excellence in providing safe and reliable air traffic control services to its users. The award was presented on July 27<sup>th</sup> at the annual [AAAE/USCTA/FAA Contract Tower Workshop](#).

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

- On-going Projects
  - Preparation for fiscal year end and annual audit.
- Completed Projects - Weekly
  - Processed 44 Journal Entry Batches (# 4137 - 4236).
  - Approved 26 Purchase Requisitions totaling \$98,009.06.
  - Issued 5 Purchase Orders totaling \$14,202.30.
  - Advertised Bid No. 2010-23, Open Top Roll-Off Container Filter, in the News Journal and on DemandStar on 7/25/2010.
  - Advertised Bid No. 2010-30, City of Ormond Beach Purchase of Fire Equipment, in the News Journal and on DemandStar on 7/25/2010.
  - Prepared 106 Accounts Payable checks totaling \$124,602.40 and 20 Accounts Payable EFT payments totaling \$86,053.99.
  - Processed 3,369 cash receipts totaling \$553,373.70.
  - Processed 962 utility bill payments through ACH totaling \$54,226.12.
  - Processed and issued 6,163 utility bills with billed consumption of water of 27,984k.
  - Issued 513 past due notices on utility accounts.

#### **Public Information**

- Press Releases
  - Movies on the Halifax – E.T. (8/6 at 8:00 p.m.)
- Other
  - Citizen Contacts
  - Media Contacts
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.

## **Fire Department**

### Weekly Statistics

5	Fire
5	Fire Alarms
4	Hazardous
51	EMS
6	Motor Vehicle Accidents
21	Public Assists
<b>92</b>	<b>TOTAL CALLS</b>

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### Medical Call Type

<b>2</b>	Assault	<b>9</b>	Fall Victim
<b>1</b>	Bleeding	<b>1</b>	Overdose
<b>2</b>	Blood Pressure	<b>2</b>	Sick Person
<b>7</b>	Breathing Problems	<b>2</b>	Stabbing / Gunshot
<b>3</b>	Chest Pain	<b>1</b>	Stroke
<b>1</b>	Convulsions/Seizure	<b>8</b>	Traffic Accident
<b>1</b>	DOA	<b>8</b>	Unconscious
<b>1</b>	Diabetic Problem	<b>5</b>	Unknown Medical

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### **54 TOTAL EMS PATIENTS TREATED**

- Aid provided to other agencies: **16 calls - Volusia County (15), Daytona Beach (1)**
- Aid received from other agencies: **2 calls - Volusia County (1), Holly Hill (1)**
- Total staff hours provided to other agencies: **36 hours**
- Total staff hours received from other agencies: **4 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **16**

Date: Thursday, July 22<sup>nd</sup>

Type of Call: Mobile Home Fire

Address: 1137 Ave F

Dispatch Time: 12:19 PM

Cleared Time: 2:02 PM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Rescue Engine 93, Quint 92, Volusia County: Battalion 10, Engine 11, Daytona Beach: Battalion 1, Engine 5, Volusia County Sherriff's Office, Florida Power & Light, and EVAC

Incident Description: Provided automatic aid for a structure fire in Volusia County. Heavy flames and smoke showing throughout mobile home and a vehicle on fire ten feet away. Structure was a complete loss.

### Operations

- Attended Florida Fire Chief's Association annual meeting in Ponte Vedra.
- Attended budget workshop
- Attended City Manager's Division Managers meeting
- Held bi-weekly administrative staff meeting
- Continued contract negotiations with IAFF Local 3499
- EMS Battalion meeting with medical director

### Training Hours

6	EMT Refresher Module 6
3	Hazardous Materials

21 Hose & Appliances  
2 Hose & Equipment  
1 Leadership  
12 Preplanning  
4 Tactics  
23 Technical Rescue

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**72 TOTAL STAFF HOURS**

#### Activities

- Updated 20 pre-fire plans
- Conducted 2 fire inspections
- Visited 3 homes for smoke detector checks
- Participated in Safety Day at Ormond Beach Library
- Explorer ride-a-longs with Battalion Commander and Engine 92 crew

#### **Human Resources**

##### Staffing Update

- Job Requisitions
  - Police Dept - Community Service Officer
- Approved/Active Recruitment
  - Police Department – Police Officer (3) – Advertised 7/21/10, recruitment closes 7/30/10.
  - Public Works/Streets – Maintenance Worker II (2) – Advertised 7/21/10, recruitment closes 7/30/10.
  - Public Works/Streets – Streets Supervisor – Advertised in-house only 7/27/10, recruitment closes 8/13/10.
- Screening/Interviews Scheduled
  - Leisure Services/Community Events – PT Community Events Technician – Re-Advertised/Recruitment closed 7-23-10, 3 applications forwarded.
- Job Offers
  - Leisure Services/Recreation (Nova) – Part Time Recreation Leader began employment Wednesday, July 28, 2010.
  - Leisure Services/Senior Center & Casements – Part Time Custodian (2) began pre-employment processing 7/28/10 & 7/29/10.
  - Leisure Services/Community Events – Part Time Community Events Leader began pre-employment processing 7/28/10.
  - Finance Department - Meter Reader will begin employment Monday, 8/2/10.
- Promotions
  - Police Department – Corporal Promotional Process conducted on 7/28/10 to establish an eligibility list (per PBA B.A. 2008-2010). Five Police Officers participated.
- Public Records Requests
  - Copy of Personnel file of a former Police Chief requested by Bunnell Police Department.
  - Request for ninety days of payroll records from Rue & Ziffra on former employee.

##### Employee/City Benefits Program Update

- Wellness update
  - The YMCA Wellness Challenge Team, “The Energizer Buddies”, story is in the July 30<sup>th</sup> City Manager’s Weekly Review.
  - The Wellness Work Team has submitted a revised work plan to the H.R. Director for review. Copy of draft wellness plan document sent to Brown and Brown for review/comment.

City Events/Employee Relations Update

- The City Heart Walk Team will have a table selling baked goods to raise money at the Police/Community Partnership's "National Night Out 2010" which is being held on August 3rd at the Nova Community Center. Team Captain is attending the American Heart Association's Captains' Kickoff on August 4th.

HR Process/Systems Issues/Improvements

- City Commission approved recommendation to create a formalized Volunteer Program for the City of Ormond Beach at the July 20th City Commission meeting. Initiating process to determine needs of departments and begin centralization of current volunteer programs.
- Daytona State College is proceeding with their review of processes for cities/county web site in order to improve the usefulness of information available on site.

Pay & Classification Plan

- Proceeding with reclassification process for Permit Manager for Joint Permit Center, final review of job description completed.

Risk Management

- Sent another reminder to 'Everyone' to recognize signs of heat stress when working outdoors.
- 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.
- Recommendation to Purchasing Manager for WC Third Party Administration services.

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: - 0 New work - 0 completed - 0 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	57,395	Inbound E-Mails Blocked	48,725
Delivered Inbound E-Mails	8,401	Quarantined Messages	269
Percentage Good Email	14.6%	Virus E-Mails Blocked	444

- Notable Events: Note the new email statistics and format above. This new format more clearly shows the effectiveness of the email spam and filter service as only about 14% of the email intended for delivery is actually delivered as potentially Good Email. Since January 4, 2010 over 1.5 million emails have been sent to our domain and less than 225 thousand being delivered to our internal email server. This has eliminated the storage and archiving of over 1.3 million bogus email messages so far this year.
- Geographical Information Systems (GIS)
  - Addressing Additions: 3 Changes: 0 Corrections: 31
  - Map/Information Requests: 22
  - Information Requests from External Organizations: 1
  - 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
  - Leisure Services Admin. staff met to review and update department goals and major projects
  - Attended Casements Enviro Camp Fishing Day
  - Attended Camp T- Rec closing ceremonies
  - Attended Volley Ball Camp (Monday evening)
  - Attended Summer Theatre Camp end of Summer production. (Friday Evening)
  - Met with OB Soccer Association president to discuss issues
  - Met with Misano Construction regarding skate court progress daily
  - Met with Hall Construction regarding Press Box installation daily
  - Met with Childrens Musical Theatre to discuss expansion of community theatre program
  - Attended Walk with the Manager on Thursday
  - Assisted with Farmers' Market
  - Met with Hall Construction regarding progress of South Ormond project daily
  - Hosted weekly staff meeting for programming staff
  - Attended Pop Warner parents meeting at Sports Complex
  - Prepared several departmental weekly review articles
  - Performed a records search in response to a Public Records Request
  - Began research on an Adopt A Park program and a Sponsor a Median program which may be publicized through the City's webpage
  - Updated the Memorial Bench Program forms in order to include on the City's webpage
  - Attended Adult Coed Softball Orientation Meeting
  - Attended Pop Warner Hands Only CPR instructional session
  - Prepared Project ROMP meeting notes and agenda
  - Ran departmental reports to prepare quarterly revenue/expense reports
  - Updated registration program for upcoming youth flag football, adult coed fall softball and men's fall softball registration
  - Attended Movie on the Halifax, "E.T."
  
- Athletics
  - The Lady Renegades high school teams continued practicing this week at the Quad for their upcoming Summer Road tournaments.
  - Luis Camacho is once again renting the Soccer Fields for his Sunday 11 v 11 adult league. They play each Sunday at 10:00 a.m. The 6-a-side league will start up again next month.
  - The City's Men's Baseball League continued playoff games this week, on Monday and Thursday nights at 7:00 p.m. at the Sports Complex. The season will continue through August 2<sup>nd</sup>. Play is on Wendelstedt Fields #1 and #2.
  - The City's Youth Volleyball Program continued its first ever Summer League this week at the Nova Gymnasium. The program runs on Monday and Thursday nights from 6:00 - 8:00 p.m. and will continue through the beginning of August.
  - The United Printers International (UPI) Adult Baseball Group, through the Central Florida Sports Commission, played a 5 day tournament (1 game per day) at the Ormond Beach Sports Complex, Wendelstedt Fields, Sunday through Thursday of this week. Teams competed from Illinois, Boston, & others from around the United States.
  - Upcoming Activities: City's Summer Sports Volleyball Camp, USSSA Baseball Tournaments, City's Coed Adult Softball Fall Season, 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 Rec. 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 on softball fields
  - 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-cutting all fields
  - Finished rebuilding clay infields on the T-ball and Rotary fields
  - Hosted the American Legion Baseball tourney over the weekend
  - Edged and cleaned up clay area of baseball fields
  - Hand pulled weeds and top dressed infield grass on all baseball infields
  - Fixed numerous irrigation problems
- Senior Center
  - Staff hosted normal evening programming including: Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, and Daytona Community Church.
- Performing Arts Center
  - The PAC hosted CMT summer camp Monday through Friday.
  - 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:
    - July 31 - KEDA Auditions 10:00 a.m. – 2:00 p.m.
    - August 14 - Annie, Jr. 2:00 p.m. and 7:00 p.m.

- South Ormond Neighborhood Center
  - Youth basketball practice took place Tuesday and Thursday from 5:00 until 7:00 p.m.
  - Summer Connection Day Camp continued its week three of the final session
  - The South Ormond Neighborhood Center continues its participation in the summer food program for children offered through Volusia County's Human Services Office from June 14 through August 13.
  - There was a United Hands meeting at the Center at 6:00pm on Monday
  - CPR training for Pop Warner coaches was held at the Center this week
  - The splash pad is open from 10:00 a.m. until dusk for the spring and summer.
  - There are 2 rentals scheduled for this weekend
  
- Gymnastics
  - New session registrations are taking place this week. The next session will only be a one month session (August only) since the renovations for the gymnastics center are scheduled to be started and completed in September.
  
- Nova Community Center and Special Populations
  - Nova conducted regular adult classes in jazzercise, "take off the 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.
  - Camp T. Rec, for special needs participants, had their last week of summer camp at South Ormond Neighborhood Center. The campers went to the YMCA for a field trip on Tuesday and played at the splash pad on Thursday. A face painter came on Monday. In addition, they played on the playground, did arts and crafts, watched movies and played various sports and games during the week. The Closing Ceremony was on Friday from 1:00 until 2:30 for the parents and campers who attended.
  - Nova Community Center continued with the third week of their second session of summer camp on Monday through Friday with all the counselors and campers enjoying games, sports, arts and crafts, movies and the playground. All had fun when Diamond Jim came to entertain the campers on Friday with his magic and mirth.
  - Volleyball met on Monday and Wednesday evenings for practice with the Athletics division.
  
- The Casements
  - Tours continued this week from 10:00am to 4:00pm daily.
  - Don Kennedy's exhibit "Memories & Feelings, Near & Far" is the featured Gallery exhibit for this month.
  - The Fifty States Quilt that took 25 years to make! Come celebrate your state throughout the month of July!
  - Summer Art Camp takes a break this week but will return for the final and 6<sup>th</sup> week "Find Your Painting Style" on August 2<sup>nd</sup>.
  - Enviro Camp enters the final week this week with "Wet & Wild!" a fun filled week learning about our water, fishing, kayaking and much, much more! Visitors this week will include Dan Smith, Bill Muller and staff from Volusia County.
  - 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!
  - The Casements Guild Crafters met this Thursday from 12:30pm to 3:00pm.

- Staff assisted with the weekly Farmers' Market this week on Thursday from 8:00am to 1:00pm.
- Staff, along with producer Wyatt Davis, will be offering another "Casements Live!" concert this Friday night from 7-9pm. The musicians appearing on stage will be Alex Kinsey, Selby, and Michaela Messina all Alternative Rock entertainers.
- On Thursday the Coordinator met with an upcoming bride regarding plans for a November wedding in the Ormond Memorial Gardens and reception at The Casements.
- Facilities Maintenance
  - Replaced three timers for the fountain at the P.A.C.
  - Removed graffiti in the restrooms at Sanchez Park
  - Repaired the gate at the S.O.N.C. splash pad
  - Repaired wall pack security lights at the public works compound
  - Cleaned and repaired AC unit in the streets dept.
  - Replaced the pump for the turtle fountain at Riviera Park
  - Repaired water cooler in the maint. bldg at Nova Recreation Center
  - Replaced three photocells for controlling lighting on streetscape
  - Repaired men's room toilet at city hall
  - Repaired broken water service for the maint. bldg at the wastewater treatment plant
  - Took care of drainage problem at Cassen Park
  - Repaired AC unit in bldg. maint. trades workers office
  - Repaired the trophy case at the P.A.C.
  - Relocated and assembled furniture at the police dept.
  - Repaired broken door on the second floor of The Casements
- Parks and Irrigation
  - Ran zones on bridge approach; glued in new ½" riser, install new PGG rotor.
  - Ran zone at Stratford Place, checked timer
  - Worked on the Woodlands entrance: ran zone, replaced battery in timer, changed 1 nozzle
  - Marked out all valves and mainline at So. Ormond Neighborhood Center
  - Ran 6 zones on rear median at Forest Hills; adjust heads
  - Check timer, ran zone at Spanish Waters lift station
  - Ran zone at Magnolia/Valencia triangle; check timer
  - Ran zone, checked timer at Ormond Parkway palm trees
  - Ran zones on South Nova; flagged damaged heads, replaced 53 damaged heads and nozzles from Golf Avenue to Woodlands Blvd.
  - Install new 1" valve and slip fix coupling and new valve box on S. A1A median

## Police Department

- Administrative Services
  - Audit and inventory of the Property and Evidence Unit continuing
  - Attended weekly Department Head staff meeting
  - Ormond Beach Police Officer Matt Karparis participated in the recent 2010 Florida Police and Fire Games held in Stuart Florida on June 21st. Bench pressing 480 pounds in the Men's Open Unlimited Division, Matt placed second and brought home the Silver Medal.



- Community Outreach
  - 45 youths are participating in the PAL summer tutoring, computer and art program held at the SONC.
  - Under the guidance of the Mural Artists, members of the Youth Directors Council painted the final details of the rainforest mural project.
  - OBPAL is selling tickets for the August 28<sup>th</sup> 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.
  - Two members of the YAC were selected to be members of the Youth Conference Committee. The youth will be assisting with the implementation of the Youth Directors Council to be held in January 2011.
  - 50 youths participated in a field trip to Daytona Lagoon.
- Community Services & Animal Control
  - Animal calls responded to (keeps going up) 65
  - Animal reports 12
  - Animals to FHS 21
  - Animal Bite 1
  - Injured Wildlife 2
  - Written warnings for Animal Violations 3
  - CSO's assisted in midnight shift cars taken in for speedometer calibrations
- Criminal Investigations
  - Cases Assigned: 36
  - Cases Cleared by Arrest/Complaint Affidavit: 9
  - Cases Exceptionally Cleared: 2
  - Inactive: 7
  - Fraud: 7
  - Burglary Business: 3
  - Burglary Residential: 7
  - Larceny Car break: 8
  - Grand Theft: 6
  - Auto Theft: 2
  - Offense Against Family/DCF Reports: 1
  - Shooting: 1
  - Death: 1
- Records
  - Walk-Ins / Windows 203
  - Phone Calls 264
  - Arrest / NTA'S 14
  - Citations Issued 150
  - Citations Entered 135
  - Reports Generated 136
  - Reports Entered 135
  - Mail / Faxes / Request 138
- Operations
  - 7/22/10 - Burglary-conveyance, Three Bears Trail, unlocked vehicle, wallet and contents stolen.

- 7/23/10 - Burglary-residence, Johnson Dr., neighbor heard a loud crash, went outside and saw a w/m trying to break into his neighbor's house. Subject fled the area prior to officers' arrival. Area search was negative. No entry made.
- 7/23/10 - Battery/ Stolen Vehicle in the area of Clyde Morris/SR40. Boyfriend/girlfriend arguing in a car. The girlfriend claimed she was struck by her boyfriend who then pushed her out of the car and drove off. The car belonged to the victim. Affidavit being completed for battery and auto theft.
- 7/23/10 - Accident/drunk driver was seen by off-duty police officer weaving on the road and then strike another vehicle. 18 year-old impaired driver was arrested for DUI, possession of a controlled substance under 20 grams and possession of alcohol by a minor.
- 7/23/10 - Domestic violence - S. Beach St. We were unable to determine primary aggressor. Very minor injuries so parties were separated and an affidavit completed.
- 7/23/10 - Homicide at 180 Ponce De Leon. One adult male fatality. Case turned over to the State Attorney's office for review. Evidence and witness statement indicate suspect was acting in self-defense. Investigation is ongoing.
- 7/23/10 - Death undetermined - South Washington St. Victim was not seen for approximately 2-3 weeks. Officers entered residence and found subject deceased on the couch.
- 7/24/10 - Warrants (5) from VCSO served on J. Heaney for worthless checks - \$3000 bond. DOT Inspector for Compliance and former HHPD officer. DOT District Commander notified.
- 7/24/10 - Burglary Residence - S. Ridgewood Avenue. Cell phone and cash taken. Possible suspect identified.
- 7/24/10 - Burglary Residence - Sandcastle Dr. 46" TV and 24" monitor, miscellaneous credit cards and jewelry missing. Rear glass door broken with rock.
- 7/25/10 - Stolen vehicle - Knollwood Estates Dr. Black and yellow Honda motorcycle.
- 7/25/10 - Burglary - Division Ave. Storage Shed. Motorcycle motor stolen.
- 7/25/10 - Carbreak - Rockin' Ranch. Unlocked vehicle.
- 7/25/10 - Burglary - W. Granada Blvd. - Boston Market. Suspects smashed window and attempted to pry open cash registers.
- 7/26/10 - Assault and Battery/Domestic Violence - New Britain Ave. Boyfriend and girlfriend that live together. Minor injury to female; male subject was arrested.
- 7/26/10 - Larceny - Ocean Shore Blvd - Copper out of air conditioning units.
- 7/26/10 - Vandalism - Tomoka Elementary - roofing tar spread on the walls, fire extinguishers deployed and construction equip. tampered with. Possible suspect identified.
- 7/26/10 - Carbreak - Ponce de Leon. Wallet with \$1,000 cash reported missing.
- 7/26/10 - Larceny - Grand - 595 N Nova Rd. Two air conditioning units stolen.
- 7/26/10 - Stolen Vehicle - Cumberland Ave. Vehicle left unattended, unlocked with keys in the ignition and was stolen by 2 juveniles; 9 and 13 years old. Two bicycles were recovered at/near the scene. Vehicle recovered at Holly Pointe Apartments. Vehicle towed to OBPD Compound for processing.
- 7/26/10 - Arson - Southern Parkway - Someone started a fire in front of the resident's trailer. Fire Department responded.
- 7/26/10 - Traffic - S. Beach Street. Driver was stopped for a traffic infraction and arrested for Driving While License Suspended and attaching tag not assigned.
- 7/27/10 - Burglary - Business - Aqua Terrace - S Atlantic Ave). \$100 cash taken.
- 7/27/10 - Fraud - 420 Lakebridge Plaza Dr. Subject keeps selling the same vehicle on Craigs List.
- 7/27/10 - Carbreak - S Nova Rd. Occurred while the victim left his vehicle unsecured at his job site. Chain saw and wallet taken.

- 7/28/10 - Grand Theft - Maverick Motel – Suspect stole cash changing machine from game room. Witness obtained tag number of suspect's vehicle as he fled the scene. Suspect also captured on surveillance video. BOLO put out. Charges pending.
- 7/28/10 - Grand Theft - Hand Avenue - roommate took \$20,000 and bought a new SUV.
- 7/29/10 - Commercial Burglary - East Coast Outdoors - S Yonge St – Officers responded to a burglar alarm. Upon arrival, the north door to the business was found open. Display cases of sunglasses pried open and \$25,000 worth of merchandise stolen.
- 7/29/10 - Residential Burglary - Sounder's Tr. Car in garage burglarized.

Comments:

- The State Attorney's Office is reviewing the shooting at 180 Ponce de Leon. It appears the shooting was in self defense but the decision to file formal charges will be determined by the State Attorneys Office.
- Northeast Narcotics Task Force: One search warrant in the City of Ormond Beach and four drug buys.
- Crime Trends: Burglaries, carbreaks, and thefts have increased this week. There are several leads that are being followed up on.
- Traffic Unit
  - 07/24/2010 - Crash (x2) – DUI - 500 BLK W. Granada Blvd.: Rear end crash. Victim motorist got out and tried to talk to the at-fault motorist. The at-fault motorist then drove forward and rear ended the vehicle again in an apparent attempt to leave the scene. Upon officers' arrival, the motorist was determined to be impaired and arrested for DUI. One crash report was required for each impact.
  - Continued enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
  - Complaints of motorists disregarding stop signs on Sanchez Avenue were addressed this week by Officer Piccola. Several citations issued.
  - We are working on resolving complaints of a sport bike being operated recklessly in the 500 BLK of S. Ridgewood Avenue. The suspect lives at 20 Lorrillard Place. He was stopped again by Officer Borzner on US1 at 19 MPH over the speed limit this week. Another vehicle from the same residence was stopped by Sergeant Smith for disregarding the stop sign at S. Ridgewood Avenue and Fleming Avenue. Enforcement will continue.
  - Officer Sanders arranged department-wide radar re-certifications and vehicle speedometer re-certifications this week.
  - We assisted NID with several parking complaints. They were resolved with citations / tow warnings. A chronic complaint of a 26' boat parked in the roadway was removed from Mayfield Circle.
  - Traffic Citations 119
  - Parking Citations 1
  - Crash - No Inj. 11
  - Crash - Injury 4
  - Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: 85
    - Self-Initiated Enforcement Locations:
      - 500-800 BLK Division Avenue
      - 300-600 BLK Hand Avenue
      - 700 BLK Fleming Avenue
      - 800 BLK Wilmette Avenue
      - SR A1A
      - 500-1500 BLK N. Beach Street

- Enforced Complaints:
  - Central Park area (Division, Hand, Fleming)
  - 100-500 BLK Clyde Morris Blvd.
  - 500 BLK S. Ridgewood Avenue
  - Riverside Drive / Willis Drive (Unfounded)
  - Sanchez Avenue (Citations Issued)
- **Neighborhood Improvement**
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 8 Cases Initiated
  - Zone 2: 4 Cases initiated
  - Zone 3: 3 Cases initiated
  - Zone 4: 4 Cases initiated
  - 22 tree removal permit requests

Administrative staff assisted with ninety (90) telephonic and two (2) walk-in inquiries.

### **Public Works**

- **Engineering**
  - US1 Forcemain Extension Phase II- Prepared clearance permit to remove section of temporary watermain running along the top of embankment.
  - Water Treatment Plant Distribution System, Phase II- Contracts are being prepared.
  - Rima Ridge Wells 54, 55 & 56- Received letter from Department of Forestry granting onsite relocation of gopher tortoises which will be used to complete application for relocation.
  - Ormond Beach Sports Complex Press Box- The pre-fabricated structure was delivered. The project is scheduled for completion prior to 8/1.
  - US1 and SR40 Palm Transplanting – The palms were cut back and cleaned in preparation of transplanting. A site meeting with the contractor and FDOT was held on 7/27.
  - SR40 Sidewalk/Trail Phase I- Requested quality assurance FDOT form.
  - SR40 Sidewalk/Trail Phase II- Met with contractor to resolve some issues with sidewalk alignment and drainage issues. Project is 50% complete.
  - US1 / SR40 Utilities Relocate- Substantial completion walk thru was completed on this project. Processed FDOT permit close-out.
  - South Ormond Rec Center Lighting- Processed easement for FPL.
  - Sunshine Blvd Monument Signage - The Purchase Order has been issued and the contractor has begun ordering the materials for fabrication.
  - City Hall Parking Lot Repairs- Purchase Order has been issued and work is scheduled to begin on 9/1.
- **Design Projects:**
  - Alcazar-Buena Vista Drainage Area Improvements- Modifications to design plans are being made following the pre-application meeting with the SJRWMD.
  - Airport Rd Forcemain / Reuse Extension- SLERs are being processed by the State.
  - Sanchez Ave. Storm Drain- Contractor is working on creating a schedule of values for replacement of the stormdrain.
  - 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 for additional inquiries.
  - Tomoka State Park- Responded to FDOT for additional information for this project.

- 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- Contacted ATT for duct usage on Granada bridge.
- SR40- A1A to Beach St.- Responded to FDOT Traffic Operations on decorative light replacements.
- Ridgewood Ave. Sidewalk- Field verified encroachment on private property.
- 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 been 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 tree at the pond on Division and Old Kings Road.
- South Ormond Recreation Center Improvements- Contractor has submitted shop drawings which are being review.
- Tymer 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.
- Rima Ridge SR40 Entrance- The entrance construction is being integrated into the roadway resurfacing plan for 2010.
- Oak Forest Outfall- Worked with pipelining contractors to receive quotes.
- 2010 Roadway Resurfacing- Bids will be received August 4, 2010.
- MacDonald House Parking Lot Paving- Exhibit documents have been prepared with quantities for resurfacing the asphalt. This project will be let with the roadway resurfacing contract, but has a separate funding source.
- Tymer 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 – City commission was presented with the study and its recommendations. City Commission was in favor of the recommendations. Staff will proceed with implementing the projects and/or scheduling them in the 5 year CIP.
- Wastewater Treatment Plant Expansion and Rehabilitation –Held a conference call with contractor to discuss Value Engineering for the project. We will prepare a list of items for their review and comment.
- John Anderson Drive – Held the kick-off design meeting. Survey is underway. Assisted the engineer in request for information.
- EVRWA Nova Canal Flood Control Study– The technical committee has received the final update and is reviewing the consultant's recommendations.
- Hand Ave./Coolidge Avenue Roadway and Drainage Improvements- FEMA Status update was prepared for CC discussion item,
- Joint Permit Center – Staff is working with Hall Construction and their architect on the final plans.
- Administration:
  - Provided information to FDOT on their future resurfacing project on SR 40 I-95 to US 1. Sent information to Utilities for open cut projects in this area.

- Prepared work authorizations totaling \$26,614.
- Petroleum Cleanup- Transfer station/WWTP, prepared map of ground water flow and monitoring well locations.
- Roadway- 18 roads were inventoried for pavement condition index.
- Customer Service:
  - Reviewed Springs Meadows for safety concerns.
  - Drew Utility Mark-ups for FDOT for Amaral Plaza.
  - Dead tree location @ 21 Mayfield Terrace for Neighborhood Improvement Division.
- Meetings:
  - East Volusia County Traffic Safety committee meeting.
- Other:
  - Examined site conditions and placed grade stakes for 2010 Sidewalk Construction.
  - Checked quantities for Coolidge road upgrade.
  - Created new layout for proposed road at Boundless Playground.
  - Created new irrigation plan for SONC Ballfield Irrigation.
  - Participated in AutoCAD webcast on Road Design.
  - Scanned as-builts and added lateral information to drawing for GIS-sewer laterals.
  - Created 2890 John Anderson Dock Wetland Protection Permit
  - Located and delivered Oak Dr Const plans for Public Works Director request
  - Began research of the well 21 easement for possible inaccuracies.
  - Completed Hand Ave water main isolation map for consultant use.
  - Field located all water service locations to determine their location for the Hand Ave. Collector Road Upgrade construction and created spread sheet and map showing locations and addresses.
  - Continued updating the City Fiber Optic as-built to reflect the vertical depth elevations of the conduit.
  - Created drawing of the Oak Forest gutter flow line for CMP replacement project.
  - Started record drawing of the relocated watermain for the US1 FM PH 2 project.
  - 33 projects were inspected.

## **Street Maintenance**

### **Asphalt / Concrete**

- Grind down and repair concrete sidewalks at Central Park III
- Asphalt Stormwater utility cut on Windward Circle
- Asphalt and concrete Water Department utility cuts on Seagull (Ormond-by-the-Sea)
- Asphalt utility cut and pour concrete sidewalk removed by Water Department at 448 S. Yonge St. (US1 at Hand)
- Patch pot holes on Shadow Lakes Blvd.
- Repair FDOT sidewalks at SR40 and Main Trail
- Prepare area for concrete pad for emergency generator in PW Yard
- Level Water Department utility patch on Fleming E/O US1
- Build concrete spillway for Water Department flushing device on Pine Rd.

### **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)
- Remove shrubs/trees at Public Works Complex

- Trimming and removing debris on Santa Fe, McIntosh, JAD, Jill Alison, Ocean Terrace, Alden and various other locations
- Remove (2) trees at Riverbend Park

#### **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
- Pick up sand w/big truck at Rinker in South Daytona for sand bags
- Print work tickets for jobs to be done
- Assist concrete crew at US1 and Hand
- ROW trimming citywide
- Prepare trucks for to go to Fleet for check-up

#### **Sign Shop**

- Fortunato Park, Cassen Park, Riverbridge Gardens, replaced faded fishing pier regulation signs
- Installed new 1 or 2 direction arrow signs at the following locations:
  - Forest Hills Blvd. @ Moreland Blvd.
  - Arroyo Pkwy. @ Santa Fe Ave.
  - Sterthaus Dr. @ N. Orchard St.
  - N. Orchard St. @ Sterthaus Dr.
- Replaced missing 18" bicycle stop signs on bike path at Coquina Point Dr.
- Ormond Elementary School, check school signs & school pavement markings
- N. Halifax Dr. @ E. Granada Blvd., check pavement markings, arrows white lane lines and double yellow centerline. These pavement markings will need to be replaced as they are faded.
- Thompson Creek Rd., painted (2) sections of curb yellow and added reflective granules
- Repair & replace signs at the following locations:
  - Margarita Cir. & Ann Rustin Dr., replaced post, missing street names and also replaced the stop sign and "No Outlet" sign
  - Lynn Cir. & Ann Rustin Dr., straightened the stop post and 25 mph sign
  - Hangar Way & Airport Rd., replaced the post, stop sign, and street names hit by a vehicle
  - Fernway Dr. & Forest Hills Blvd., install HIP street names
  - Moreland Blvd. & Forest Hills Blvd., install HIP street names
- **Stormwater Maintenance**
  - **Maintenance Crew**
    - Locates citywide
    - Carp Barriers – cleaned and inspected
    - Vactor – cleaning baffle boxes at Dormont when it broke down
    - Basin Repair – City Hall
    - Reachout – mowing north US1 and two FDOT ponds and Lakebridge pond
    - Dug outfall out at 1517 Oak Forest Drive
    - Added 10 feet of A2000 pipe into outfall at Oak Forest
    - Pipe repair – Oak Drive – wrapped pipe
    - Assist McLane Excavating with digging our ditches, photos, using our boat, etc.

**Streetsweeper – Street Sweeping**

- 136.7 miles of road cleaned
- 25.0 cubic yards of debris removed

• **Fleet**

**PM Services completed for the week:**

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

44

**Road Calls for the week:**

5

**Accidents for the week:**

1- 032 PD

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

Diesel

3,330 gals.

Gas

10,017 gals.

• **Utilities Division**

- Preparing responses to request for additional information correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. Forwarded information concerning service area designations to Planning Department requesting mapping and agreement assistance with the information request.
- 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.
- 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 is scheduled on the 8/4/10 CC agenda.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 after the modified impeller bolts are installed to demonstrate that raggng at the influent pump station is reduced. Impeller bolts will be installed by the manufacturer after the impellers are received. Centrifuge #2 was vibrating and shutting down. The manufacturer sent out a representative to correct the problem. The centrifuge was partially plugged. The manufacturer performed maintenance training and operations training.
- Gravity Sewer Pipeline Repair – Specifications for repairs are being prepared. A meeting was held with Florida Flow Control to review repair options and piggyback opportunity for contracting these services.
- Water Treatment Plant High Service Pump Station VFD Conversion - Additional changes are required for the record drawings.
- Lift Station Repair and Replacement Project: Information was obtained for submittal of the site plan to Volusia County to secure the construction permits. The site plan was submitted. An executed work authorization was received from Consolidated to perform a boundary survey of the easement site as requested from Volusia County. FPL notification form letter forwarded to the Contractor for signature.
- Roll Off Container Filter: The project is advertised for bids

- Root Control Services – The contract award recommendation to Municipal Sales is scheduled on the 8/4/10 City Commission agenda. The company has been asked to provide verification of registration in the State of Florida.
- State Road 5 at State Road 40 (US1 & Granada) - A meeting was conducted with FDOT to determine the amount of sidewalk required to finish the project. The contractor completed punch list items except for installing the truncated domes for the handicap ramps. 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 is being evaluated. As-built drawings were received from the contractor. Drawings were reviewed and comments sent to the contractor.
- Wastewater Treatment Plant Expansion: Value engineering proposals were reviewed and sent to the Engineering Division.
- 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.
- SPRC - Prepared a service availability letter for Foresite Group. The project is proposed to be located at the intersection of US 1 and Calle Grande. Sent utility information to AE Engineering Group for the Olive Grove development to help the design engineer determine the best way to connect the bank to the sanitary sewer main.
  
- Water Distribution
  - Replaced 6 residential water meters, installed 1 new residential water service
  - Responded/ repaired 13 water leaks
  - Responded 4 low pressure calls
  - Responded 4 cloudy/red water complaints
  - Replaced 6 water meter services and 11 meter boxes/lids
  - Located 3 meters for the meter readers
  - Performed maintenance on 8 fire hydrants located in Hidden Hills Subdivision
  - Performed accuracy testing on the ¾" meter serving 1113 John Anderson Dr due to a billing complaint – tested high 15% above tolerance – results provided to Finance.
  - Tested 3, repaired 2, and installed 1 city owned backflow preventers.
  - Completed valve maintenance and exercising on 5 main line valves in Hidden Hills.
  - Flushed Parrulli Dr, Longwood Dr, Longfellow Dr, and St. Anne's Cir.
  - Installed a new automatic flushing device on Pine Rd to flush the 2" water main
  - Replaced 2 long services under the road due to low pressure at 1407 N. Beach St and 514 N. Yonge St.
  - Replaced the sod on Harvard Dr, Morning Star Dr, Sunset Falls Dr due to service repair work
  - Cleaned and restock all trucks
  
- Water Treatment
  - Delivered 40.142 million gallons for week ending July 25<sup>th</sup> (5.735 MGD)
  - Backwashed 12 filters for a total of 600,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Opened, cleaned and inspected Bird centrifuge.
  - Drained and cleaned solids thickener tank.
  
- Waste Water Collection - Reuse
  - Crews responded to three trouble calls out west Breakaway/Hunters Ridge and one in town.
  - Marty and crew, televised 2,000 feet of sewer main and televised 24 sewer laterals.
  - Performed root control activities on two sewer laterals this week.

- Butch and crews rehabbed two pep tanks. This is a total of thirty nine tanks completed this year out of fifty planned for budget year. Assisted contractor with Breakaway Trails lift station rehab.
- Repaired irrigation service at 7 Stallion Way
- Assisted utilities maintenance at wastewater plant and cleaned and fueled all buildings and equipment for weekend.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 24.88 Million Gallons
  - Produced 23.57 Million Gallons of Reuse
  - Produced 1.31 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 3.55 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 64.66 (14%-18% Solids).
  - Pretreatment Local Limit Evaluation is planned to start August 14<sup>th</sup>
  - Centrifuge Maintenance training by manufacturer occurred on July 27<sup>th</sup>
  - Influent Station pumps continue to exhibit ragging. Awaiting contractor – pump manufacturer representatives installation of upgraded impeller fasteners and replacement of one broken impeller.
  - 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 installation of Aerator blower #2 motor.
  - Took apart Bird centrifuge (older unit) and cleaned bowl assembly.
  - Went to Jacksonville and picked up 100 gallon polymer tank for operations, installed when we returned.
  - Painted pump and motor couplings for HSP #6.
  - Repaired 4" hose at lime sludge thickener.
  - Broke down sand filter motor, replaced bearings, cleaned and assembled for spare.
  - Pulled Jet pump on #1 scrubber and ordered new replacement motor, received and placed back on line. Also replaced motor wiring and conduit.
  - Pulled end cap off LPRO Clearwell transfer pump and found shaft broken, will contact Flo-Serve for authorized repair facility.
  - Replaced belts on Aerator blower #2.
  - Replaced valves and added unions on 4" pipe at North pit to Claricone.
  - Replaced 2 bad time delay relays on clearwells 4 and 6.
  - Ran LPRO and Lime softening back up generators, tested ok 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.

Wastewater Plant – Lift Stations – Reuse System

- Ran trench line for 2" final tank cleaning reuse line.
- Replaced Crane Deming pump hardware with stainless steel fasteners.
- Removed and replaced damaged hardware at Ormond Green LS valves and joint connections.
- Assisted operations cleaning Tele-valves on all 3 clarifiers.
- Replaced damaged domes and cleaned lines at 2P LS.
- Deragged valve and Grinder pump to Centrifuge #1 feed pump.
- Repaired automatic washdown line at Clarifier #2.

- Met with Odor Control representative and received data back from selected liftstations that had data logging devices installed to measure hydrogen sulfide levels. BAT Lift Station at 200-275 ppm range with lower values at other facilities tested.
- 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.
- Adjusted pump packing RAS pumps #3 and 4.
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 14 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 5 Liftstations. (pull pumps, etc)
- Performed Reuse pump station PM's and repairs.
- Utilities Division completed 74 work orders as reported in MP2 computerized maintenance management system, of which 58 were PM work requests and 16 were repair work orders.