

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 17, 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 meetings with City Attorney, HR Director and Fire Chief
- Weekly staff meeting with department directors
- Bi-weekly meeting with Economic Development Director
- Weekly budget discussion with Assistant City Manager and Budget Director
- Claims committee meeting with City Attorney, Deputy City Attorney, Assistant City Manager, Finance Director, HR Director, Risk Manager, and Paralegal.

Spoke to, attended and/or met with:

- Attended Mayor's luncheon with County Chair Frank Bruno
- Attended presentation by the Civic League on Fire Services Consolidation
- County Council workshop on contingency transport issues
- Meeting with the Manager, two citizens attended
- United Way meeting on this year's campaign strategies
- Met with new County CRA Administrator Arlene Smith, Finance Director and Economic Development Director
- Met with Mike Bowen regarding the Magic Forest playground renovations
- Attended State of the City
- Attended City's Heartwalk Fundraiser Breakfast
- Attended Eggs & Issues hosted by the Daytona Chamber
- Attended Team Volusia Executive Search Committee meeting

City Clerk's Office

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

- Prepared packet material for the September 21, 2010, City Commission meeting.
- Prepared packet material for the September 20, 2010, Historic Landmark Preservation Board meeting

Community Development

- Planning
 - Staff forwarded to Linda Shelley the data and analysis requested by DCA that is needed to project potential revenue to support the multi-modal strategy as well as revised policies that should make the strategy in the words of DCA "more meaningful and predictable." Upon Ms. Shelly's review and no recommended tweaking, staff intends to submit to DCA for their review. If acceptable, these amendments will form the basis for a compliance agreement which will result in remedial amendments to the Comprehensive Plan. The State has filed a Motion for Rehearing which will keep SB 360 "alive" pending resolution of the motion, which is usually summarily denied. Staff has it on good authority that an appeal will be filed, putting on hold the effect of the judgment. This in effect makes the

- City's plan amendments to adopt statutory TCEAs based upon DULA status still in play since independent statutory authorization based on SB 360 is still in effect. Staff is planning to have the compliance agreement on the CC agenda for October 19th and the remedial amendments on November 3rd. Both actions require only one public hearing.
- The Planning Board conducted a public hearing on the Residential Parking Ordinance and the continued public hearing on the Downtown Overlay District Redevelopment Code aka Form Based Code. Both ordinances were approved but not without extensive review and public comment. The residential parking ordinance was recommended for approval with amendments to include: clarifying that the ordinance applies against vehicles licensed or unlicensed; and vehicle(s) that are parked for a period of 72 hours or less for occasional social gatherings (including but not limited to: weddings, family reunions, holidays, parties, etc.) that do not occur more than once a month was amended to 24 hours and 4 times a calendar year.
 - **The second workshop on electric message center signs has been set for September 28, 2010, at 6:00 pm.** Outstanding issues that remain include the zoning districts or roadway corridors most appropriate for such signs and what the criterion is which allows one parcel over another to have such a sign.
 - The Planning Director met with Volusia County to discuss the most appropriate approach regarding intergovernmental coordination on the US1 North corridor. Joint Planning Agreements, amendments to the current Interlocal Service Agreement and the Interlocal Service Boundary Agreement Act were also discussed. Also discussed was extra-territorial regulatory authority.
- Building Inspections, Permitting & Licensing
 - 41 permits issued with a valuation of \$912,312.00
 - 152 inspections performed.
 - 5 business tax receipts issued.
 - Development Services
 - The Department informed Mr. Strapp and Ms. Golgowski of Hunter's Ridge about the approval by SJRWMD of a permit modification to the Huntington Townhomes drainage plans. Since inclusion of yard drains in the bottom of a swale on the Huntington Townhomes property that will collect the runoff from the rear of the lots adjacent to Canterbury Woods is the most important element of the modification plan, staff contacted the project engineer and the Flagler County Development Engineer. Staff will also schedule a kickoff meeting prior to beginning the construction of this modification even though Ormond Beach has no jurisdiction. While Flagler County will inspect this project, we will also have a City of Ormond Beach inspector at the construction site as well.
 - RaceTrac received a Certificate of Occupancy on the 14th of September.

Economic Development

Ormond Crossings

- 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 continues reviewing and working with Tomoka Holdings regarding the Planned Mixed Use Development plans, which includes procedures for the zoning and platting of the property.

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 September.
- Staff met with the CFO of Pace Analytical regarding their planned 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. Staff is working with County Economic Development and Center for Business Excellence representatives to determine their eligibility and level of economic development incentives. The company is currently evaluating the available incentives.
 - Staff met with the management of Emergency Communication Networks (ECN), a high technology company in the Business Park, to finalize plans for constructing a conduit and fiber cable between their current facility, located at 7 Sunshine Boulevard and 1 Sunshine Boulevard, which ECN has under agreement to purchase and expand their business and create approximately 20 new high wage jobs.

Ormond Beach Chamber

- 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
- Staff participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), 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.
- Florida Production Engineering has purchased an injection molding plant in Canada and according to senior FPE management will have no negative impact upon the Florida operation. This is a positive initiative for the organization and a sign of confidence from both the customer base and the ownership.

Special Economic Development Projects

- 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 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. Staff was elected by the economic development practitioners throughout Volusia County to represent them on the TVEDC Board of Directors.
- Staff participated in the Main Street Economic Restructuring Committee meeting. The Committee is reviewing economic development initiatives such as Brownfield's designation, development incentives, and business attraction strategies.

Airport Operation and Development

- Staff finalized submission this week of a City Commission agenda item to authorize execution of an amendment to the professional services agreement with HTA for design and construction administration services for the construction of Taxiway "A" and the

- rehabilitation of Taxiway "C." This item will be presented for consideration by the Commission at their meeting on September 21, 2010.
- Staff participated in the annual FDOT airport inspection this week. The airport passed inspection and will be issued a facility license renewal. Obstruction clearance issues for the approaches to Runway 26 and Runway 35, and the hold-short position on Taxiway "E" were noted. Grant monies have been programmed to afford clearing of obstructing trees and vegetation on the airport, and will likely be coordinated with the aforementioned taxiway construction and rehabilitation projects. Clearing plans will be prepared and discussed with the Riverbend Golf Course tenant.
 - Staff previously prepared and submitted to FDOT a request to extend the expiration date of the JPA being used to fund the cost of security upgrades at the airport, which was scheduled to expire on October 1, 2010. Staff 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. Approval of this request was received from FDOT this week.
 - Staff apprised representatives of the Euro American School of Aviation (EASA) that their continued use of public ramp space adjacent to Taxiway "D" for tie-down and storage of non-operational aircraft constitutes a violation of Section 3.3-53 of the Code of Ordinances, and requested immediate action to rectify this violation. EASA has complied with this request.
 - Staff worked with the City Engineer, Consolidated Survey, Inc., and Hoyle, Tanner & Associates (HTA) to provide resolution to certain issues related to storm water drainage infrastructure at the airport, as part of a continuing effort to assist Sunrise Aviation with their plans to construct a new fuel farm adjacent to Taxiway "B." The City has elected to create an easement over a portion of drain pipe that bisects the fuel farm leasehold area in order to provide for future maintenance of the pipe. Consolidated Survey has completed work on the easement, official copies of which have been provided to the City for recording. A photocopy of the easement has been provided to Sunrise Aviation for review and discussion with their engineers.
 - Staff has been apprised that certain electric locking systems at the air traffic control tower may have been damaged by lightning. Wolen, LLC is under contract to maintain tower systems, and has investigated the problem. It has been determined that the control console for the tower and gate locks must be replaced, which will be scheduled to coincide with the next quarterly inspection in order to reduce time and travel costs.
 - Staff continues in the preparation of the 5-year Airport budget which will outline solutions to retire the outstanding debt.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for fiscal year end and annual audit.
 - Public hearings to adopt the FY 2010-11 budget.
 - Prepared advertisement for FY 2010-11 budget.
 - Finalize self audit of payroll taxes. Additional assessment is \$27,700.
- Completed Projects - Weekly
 - Processed 45 Journal Entry Batches (# 4845 – 4969).
 - Approved 22 Purchase Requisitions totaling \$230,373.25.
 - Issued 32 Purchase Orders totaling \$160,760.92.
 - Posted Addendum No. 1 for Bid No. 2010-33, N. Ridgewood Dr. Sidewalk Replacement, to DemandStar on 09/10/2010.
 - Posted Addendum No. 1 for RFQ No. 2010-27, Wayfinding and Interpretation Assessment Plan for the Ormond Scenic Loop & Trail, to DemandStar on 09/13/2010.

- Held pre-bid meeting for Bid No. 2010-33, N. Ridgewood Dr. Sidewalk Replacement, on 09/15/2010.
- Posted Addendum No. 2 for Bid No. 2010-33, N. Ridgewood Dr. Sidewalk Replacement, to DemandStar on 09/15/2010.
- Held bid opening for Bid No. 2010-26, Coolidge Avenue Road and Drainage Improvements, on 09/15/2010. Ten (10) bids were submitted.
- Prepared 146 Accounts Payable checks totaling \$252,063.54 and 30 Accounts Payable EFT payments totaling \$494,790.87.
- Prepared 49 Payroll checks totaling \$42,211.83 and 313 Direct Deposits totaling \$361,469.56.
- Transferred IRS 941 payment of \$141,931.81.
- Processed 3,844 cash receipts totaling \$736,980.57.
- Processed 972 utility bill payments through ACH totaling \$67,476.81.
- Processed and issued 5,696 utility bills with billed consumption of water of 38,091k.
- Issued 907 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Tommy Dorsey Orchestra - (9/24)

 - Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.

Fire Department

Weekly Statistics

3	Fire
4	Fire Alarms
2	Hazardous
46	EMS
1	Motor Vehicle Accidents
24	Public Assists
80	TOTAL CALLS

Medical Call Type

2	Animal Bite	1	Ingestion/Poisoning
1	Back Pain	1	Psychiatric Problems
1	Bleeding	2	Sick Person
1	Blood Pressure	2	Traffic Accident
10	Breathing Problems	2	Traumatic Injury
2	Chest Pain	5	Unconscious/Fainting
1	Diabetic	5	Unknown Medical
2	Fall Victim		

38 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **8 calls** – **Volusia County (4), Holly Hill (2), Daytona Beach (2)**
- Aid received from other agencies: **3 calls** - **Volusia County, Holly Hill & Daytona Beach**

- Total staff hours provided to other agencies: **8 hours**
- Total staff hours received from other agencies: **17 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **4**
- # of overlapping calls: **12**

Significant Incidents

Date: Thursday, September 9th

Type of Call: Structure Fire

Address: 19 Ramsey Terrace

Dispatch Time: 5:53 PM

Cleared Time: 7:17 PM

Jurisdiction: Ormond Beach

Units on Scene: Battalion 90, Quint 91, Engine 92, Rescue Engine 93

Incident Description: Responded to a structure fire due to a pot of oil on the stove. Light smoke was coming from the eaves and ventilation stacks on roof. Cabinets above stove were smoldering. Further investigation revealed that fire had spread into the wood framing around stove ventilation pipe. Pressurized water extinguished the smoldering material. There were no injuries.

Operations

- Continued flu shot program at Station 91. Administered 48 vaccines this week with an overall total of 97.
- Finalized lease agreement paperwork on the purchase of a new Quint fire truck.
- Preparing a recruitment process for hiring additional firefighters.
- Finalizing the grant purchase for large diameter water supply hose.
- Working on updating SOP policies on hydrants and biohazard exposure control plan.
- Held bi-weekly administrative staff meeting.

Training Hours

12 Building Construction

9 Preplanning

21 TOTAL STAFF HOURS

Activities

- Inspected 135 hydrants and placed street reflective markers as needed.
- Conducted 5 fire inspections
- Updated 23 pre-fire plans

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Stormwater – Maintenance Worker IV
 - Fire Department – Office Manager
- Approved/Active Recruitment
 - Leisure Services/Recreation – PT Recreation Leader (Nova Community Center) Closes: 9/17/10
 - Police Dept - Community Service Officer
- Screening/Interviews Scheduled
 - Police Department – Police Officer (3) – Interviews scheduled for October 7th and 8th.

- Police Department – Evidence/Crime Scene Technician, 40 applications received.
- Background/Reference Checks
 - Leisure Services/Community Events – P-T Community Events Technician
- Job Offers
 - Public Works/Streets – Maintenance Worker II was processed for employment on Thursday, September 16th.
- Demotions
 - Voluntary demotion from Office Mgr (Fire Dept.) to Office Assistant III (Leisure Services) effective 9/13/10.
- Employee/City Benefits Program Update
 - Open Enrollment – Meetings were held this week with representatives from Florida Health Care, BCBS Florida Combined Life, Humana, The Hartford and Brown and Brown conducting educational presentations for employees. The final meeting was held today in the City Commission Chambers for City Hall and Leisure Services employees and retirees.
 - Educational meetings for employees on the deferred compensation programs were conducted by Ruth Marquez, Nationwide Deferred Compensation representative.
- City Events/Employee Relations Update
 - The City Heart Walk team held a pancake breakfast on Friday, September 17th. The total raised to date is \$2,240, the team's goal is \$3,100. The team is also working on a Poker Run scheduled for early October.
 - Sent invitation to employees for the Health Risk Assessment on October 8 at Public Works.
 - Preparing an announcement on September 17 for the Health Fair [October 15].
- Pay & Classification Plan
 - Preparing reclassification information for the Human Resources Board on changes to the Pay and Classification Plan for adding the positions of Permit Manager for Joint Permit Center and Police Lieutenant. Revisit reclassifications requests from December, 2008.
- Risk Management Projects
 - Designing a centralized insurance review process for all purchases. Met with Finance and will finalize process within the next few weeks then schedule training for departments by the end of September.
 - Planning for the Health Fair "First & 10: Better Health by the Numbers" for October 15.

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: - 45 New work - 41 completed - 25 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	49,983	Inbound E-Mails Blocked	41,259
Delivered Inbound E-Mails	8,613	Quarantined Messages	111
Percentage Good Email	17.2%	Virus E-Mails Blocked	92

- Notable Events: None.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 1 Changes: 5 Corrections: 9
 - Map/Information Requests: 20
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- **Administrative Services**
 - Meeting at MacDonald House
 - Attended Public Works meeting
 - Attended City Manager's meeting
 - Attended LS Administrative Staff meeting.
 - Attended Flag Football practices and Seabreeze baseball game Monday.
 - Attended men's softball and coed softball games on Tuesday.
 - Hosted Programming Staff Meeting.
 - Assisted with State of the City projection setup.
 - Met with Able Body regarding labor services for Ushers.
 - Met with Children's Advocacy Event committee to discuss plans to bring event to PAC.
 - Met with Misiano Construction regarding skateboard railing.
 - Met with City of Port Orange and City of Daytona to discuss the future of special populations camp.
 - Attended the Senior Games Event Manager meeting.
 - Met with staff to discuss the progress of South Ormond project.
 - Met with Gymnastics staff to discuss progress of gym project.
- **Athletics**
 - 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 also continued this Monday, playing at 6pm.
 - The City's Adult Coed Softball Program, in its 18th year, started its 2nd half game season this week, with 14 teams competing. The 2nd half has been divided into 3 divisions, based on the teams' level of play. This allows everyone to play at their level. Games are played at Softball Field #7.
 - The OBYBSA recreational & competitive teams started their games this week at the Nova Fields, as well as the Dale Buttleman Softball Quad. Games will run through the end of October.
 - OBSC Competitive Games have begun & will be played each weekend, some at the Sports Complex, & some on the road.
 - OBSC Recreational Soccer is currently practicing for their upcoming Season Opener on September 25th.
 - City's Youth Flag Football Program continued its practices this week at the Softball Quad. Three (3) divisions have a total of 23 teams, which is over 200 participants. This is the largest Flag Football Program since Pop Warner came to town over 10 years ago. Games will follow in late September/early October.

- The City's Men's Fall Softball League continued its regular season this week, with games on Monday – Friday night. Eight (8) teams are competing, with games at the Softball Quad, or Softball Field #7. The season will run through November.
- City's Annual Youth Coed Fall Volleyball League continued this week, with practices on Tuesday & Thursday night at Nova Gym, from 6-8pm. This program will run for 9 weeks, with games beginning in October.
- CCA Football had their third home game of the season cancelled due to the other school opting out of their contract. There is another home game scheduled Friday night at 7pm. There are currently 4 Home Games left, with possible additional Playoff Games.
- Upcoming Activities: USSSA Baseball Tournaments
- Athletic Field Maintenance
 - Mowed Baseball Fields #1-#4, three times a week.
 - Mowed common areas.
 - Mowed South Ormond outfield, prepped infield.
 - Went to South Ormond Neighborhood Center and cleaned tennis and basketball courts.
 - Went to Osceola Elementary, prepped softball fields, also cleaned 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 a daily basis.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of Maintenance Building.
 - Mowed soccer fields #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.
 - Hosted the Extreme Baseball League over the weekend.
 - 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
 - Painted 2 fields for adult 6-aside soccer.
 - Laid out 16 soccer fields for the beginning of the fall recreation soccer league.
 - Began the fall season of adult co-ed and men's softball.
 - Painted the football field and prepared it for Friday.
 - Hosted the Calvary Christian Academy varsity football game last Friday night.
 - Still adding clay border on the fence lines of the softball fields.
 - Began laying out 2 fields for the recreation flag-football.
 - Did the fields at Osceola for their t-ball teams.
- Senior Center
 - Staff hosted normal evening programming including, Granada Squares dance, billiards, Tomoka duplicate bridge, and Daytona Community Church.
- Performing Arts Center
 - Staff worked on painting floors in the backstage and control booth.
 - The Performing Arts Center 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,
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:
 - Tommy Dorsey Orchestra 9/24/10 7:00pm \$20
 - Blues Brothers Jukebox Memories 9/25/10 7:00 p.m. \$15
- South Ormond Neighborhood Center
 - The gym will remain closed until further notice due to renovations
 - A new gym floor has been installed, as part of 3rd phase of renovation make-over
 - Fence repaired at ball field
 - The splash pad remains open
- Community Events
 - Attend staff meeting
 - Weekly administrative tasks & office work
 - Continued working on Employee Health Fair tasks & attend follow up meetings
 - Creating/developing banners, flyers and tracking contributions for Health Fair
 - Continued planning for fall events
 - Attended Events meeting
 - Attended Senior Games meeting and assisting with event tasks
 - Attend parade meeting and assisting with tasks
 - Attend holiday concert meeting, developing concepts for this years event
 - Completed the Save-A-Date mail-out for the parade
 - Contacted Veteran's Day committee and scheduling planning meeting
 - Conducted interview for PT Community Events Tech position.
- Gymnastics
 - The Gymnastics Center is closed during the month of September for renovations. The ceiling is complete, and lighting improvement work has begun.
- Nova Community Center and Special Populations
 - 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.
 - Nova Community Center continued fall programs including the Phonics Game, the Activity Class and Miss Debby's Dance Classes.
 - Planning and preparation continued for fall events for the Special Populations Division including contacting volunteers and vendors.
 - Challenger Soccer began on Tuesday at the Ormond Beach Sports Complex for the Special Populations Division participants.
 - Youth Coed Volleyball was on Tuesday and Wednesday in the Nova Community Center gymnasium through the Athletics Division.

- Special Populations Jazzercise continued on Thursday evening for children and adults with special needs.
- The Therapeutic Recreation Aide, along with one of the parent volunteers for Special Populations, attended the Outreach Program for soccer (TOPSoccer) training on Saturday in Tavares.
- The Casements
 - Tours continued this week from 10:00am to 4:00pm daily.
 - The Casements Camera Club 30th Annual Show Ongoing, Monday – Friday 8am-5pm, Saturdays from 8am-noon.
 - The Casements Guild Board met for the first time this season. Staff welcomed the new board and looks forward to working closely with them throughout the coming year.
 - Yoga this week on Tuesday morning from 10:00am-11:30am and Thursday evening from 6:30pm-8:00pm.
 - Tai Chi Classes on Wednesday evening from 7:00pm to 9:00pm.
 - Zumba Classes continued this week on Tuesday and Thursday evenings from 6:00pm to 7:00pm.
 - Pilates Classes continue every Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
 - The Casements Guild Crafters met this Thursday from 12:30pm to 3:00pm to continue working on crafts for the annual gala in December.
 - Several Guild members have been contacted to work with The Casements Coordinator on the Historic Tour scheduled for October 30, 2010.
 - Staff assisted with the weekly Farmers' Market on Thursday from 8:00am to 1:00pm.
 - Casements staff set up Friday for a wedding reception rental on Saturday from 4:00pm to 11:00pm.
 - Greek Cooking class scheduled for Saturday morning in The Casements kitchen from 8:00am to 1:00pm.
- Building Maintenance
 - Replaced two toilets in the ladies room at the Senior Center
 - Began restroom renovations at the Harry Wendelstadt umpire school
 - Repaired four gymnasium lights at Nova Community Center
 - Repaired panic bar on exit door at Nova Community Center
 - Repaired electrical circuit at The Casements
 - Repaired decorative fountain pump at hospital park
 - Repaired men's room toilet at the Public Works compound
 - Repaired condensation line for the a/c at Nova Community Center
 - Repaired wrought iron railing at Memorial Gardens
 - Glued studs in concrete base for new light post at Bailey Riverbridge Gardens
 - Repaired toilet in men's room at the P.A.C.
 - Installed file holders in the lobby at the Police Dept.
 - Repaired landscape timbers at Central Park 1
 - Installed transition strip for the carpet at the Ames house
 - Repaired men's room sink in outside restrooms at Ames park
- Parks and Irrigation
 - Located zone wire break, repaired wires. Tested zones, replaced 4 damaged spray heads
 - Turned off reuse at Rockefeller; stuck valve
 - Ran zones around new A/C unit at Public Works. No water on unit, replaced 2 broken rotors
 - Removed old rotors and removed sod. Installed new PGP rotor, and adjusted at Nova ball field #1

- Cleaned debris from Rockefeller valve, tested
- Replaced 2 heads at Post Office beachside. Tested system. Pruned bushes away from heads
- Painted pump house lid at Central Park II
- Ran zones at Nova Community Center, replaced 2 rotors. Marked all valve locations
- Watered new sod at Fire Station #92

Police Department

- Administrative Services
 - Property and Evidence Room audit and inventory continuing.
 - Attended PAL Board Meeting
 - Attended Outreach Planning Meeting
 - Attended bi-weekly meeting with City Manager
- Community Outreach
 - PAL staff met with fourth and fifth grade teachers at Ormond Beach Elementary School to organize the Science on Patrol program.
 - YDC met to select youths to attend the National Police Athletic League Association Youth Leadership Training conference to be held November 11-14, 2010.
 - PAL staff attended Ormond Beach Elementary School's community event.
 - The PAL non-profit Board of Directors met to review the annual non-profit budget.
 - Police Explorers were honored by the City Commission with a proclamation.
 - Police Explorers are expecting *The Daytona Beach News-Journal* to attend their meeting next Tuesday night (9/21). The newspaper wishes to publish an article to educate the public about our program and discuss their performance during their summer conference.
- Community Services & Animal Control
 - Animal calls responded to: 65
 - Animal Bites: 1
 - Animal Reports: 10
 - Animals to FHS: 8
 - Alarm Warnings: 1
- Criminal Investigations
 - Cases Assigned: 42
 - Cases Cleared by Arrest/Complaint Affidavit: 16
 - Cases Exceptionally Cleared: 16
 - Inactive: 19
 - Fraud: 3
 - Burglary Residential: 10
 - Larceny Car break: 15
 - Grand Theft: 7
 - Auto Theft: 4
 - Recovered Missing Persons: 1
 - Sex Offense/Rape: 1
 - Assaults: 2
- Narcotics:
 - Six Buy Walks
 - One Search warrant

- Comments:
 - The suspect from the recent rash of zone 4 car burglaries has been identified from latent prints lifted from one of the crime scenes. Investigators are in the process of interrogating the suspect and he has confessed to numerous car burglaries over the past month. Numerous charges/case clearances are expected.
 - A subject responsible for several residential air conditioner thefts has been identified and charged. The subject was targeting vacant homes for sale and parting the units out for scrap metal.
- Crime Trends:
 - Subjects continue to target unlocked vehicles throughout the city. Electronics, currency, and purses have been stolen.
- Records:
 - Walk - Ins / Window 203
 - Phone Calls 242
 - Arrest / NTA'S 14
 - Citations Issued 210
 - Citations Entered 164
 - Reports Generated 143
 - Reports Entered 152
 - Mail / Faxes / Request 118
- Operations:
 - 9/9/10 – Burglary-residence Willow Run, entered through garage - two people were home and asleep at the time of the crime.
 - 9/9/10 - Burglary-residence Willow Run, entered through garage and then into the home. Residents were home at time of crime.
 - 9/9/10 - Dog bite -S Washington St.
 - 9/9/10 - Warrant Arrest – W. Granada Blvd. Adult female arrested on open felony warrant for violation of injunction reference Domestic Violence.
 - 9/10/10 - Burglary-residence, Oak Forest Dr, pressure washer taken from shed.
 - 9/10/10 - Burglary-residence, Acacia, unlocked shed, generator, blower and pressure washer taken.
 - 9/10/10 - Burglary-conveyance S Atlantic Ave, victim vacuuming her car and filling her tires with air when she observed a suspect lean into her car attempting to steal her purse. Suspect and two other accomplices fled the area in a silver small passenger car.
 - 9/11/10 - Battery- Domestic Violence – Canterberry Ct. Adult male arrested.
 - 9/11/10 - Burglary - Battery -Vandalism on Fernway Ave. Affidavit completed on an adult female suspect.
 - 9/11/10 - Myers Act - John Doe - subject too drunk to answer questions or identify himself.
 - 9/11/10 - Resisting arrest without violence affidavit sent up on subject who ran off on foot from Officer during a stop on S. Washington St.
 - 9/11/10 - Car Break - Autumnwood Tr. Unlocked vehicle, wallet taken
 - 9/11/10 – Car Break - Sawtooth. Unlocked vehicle 357 S&W revolver and a Kodak camera
 - 9/11/10 - Stolen Vehicle from 7-11 W Granada. 2005 Honda 4dr
 - 9/11/10 - Disorderly Intoxicated arrest – 200 blk East Granada
 - 9/11/10 - Stolen vehicle reported from West Granada earlier in the day recovered by FHP in Daytona. Vehicle fled from Ormond and VCSO units earlier in the night.
 - 9/12/10 Car Break - S A1A - unlocked vehicle, no suspects. DVD and change taken, latent fingerprints obtained.

- 9/12/10 - Car Break - South Beach St - unlocked vehicle. Nothing taken.
- 9/13/10 - Aggravated Assault with a knife – adult male arrested.
- 9/13/10 - Car Break - S Beach St - Young male seen running from scene. DBPD K9 did a track. Negative results.
- 9/13/10 - Car Break - N Arbor Dr; to an unlocked vehicle.
- 9/13/10 - Car Break - Washington Pl.
- 9/13/10 - Car Break - Andalusia Ave. window broken out. Unknown items taken.
- 9/13/10 - Car Break – Andalusia Ave. - entry made but nothing known to be missing at this time.
- 9/14/10 - Burglary - Residential Riverside Dr
- 9/14/10 - Burglary - Residential S Center St
- 9/14/10 – Larceny Grand; Planet Fitness, S Atlantic Ave; iPhone stolen from the locker room. Property recovered and returned to owner. Complaint affidavit completed on three subjects.
- 9/14/10 Car Break - N Beach St. - Suspect is the ex-husband, possibly has a key, stole a wallet and contents. Contents later found.
- 9/15/10 - Myer's Act two subjects at the BP US1/SR

- Traffic Unit:
 - Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
 - Ofc. Piccola contacted the management at River Grille in reference to their handicap parking spaces being out of compliance. They quickly resolved the situation and posted appropriate signage.
 - Hunters Ridge was heavily patrolled due to traffic complaints from the HOA, alleging that non-residents are cutting through the subdivision from the Airport Road extension.
 - Parking complaints at Pine Trail Elementary School were resolved this week.
 - Ofc. Pavelka is initiating a CPP to improve fire lane markings, attempting to arrange for businesses to stay in compliance. We will be working with FD on this.
 - Traffic Unit attended the meeting to coordinate the Birthplace of Speed Gas Light Parade to take place Thanksgiving weekend.
 - Traffic Unit assisted South Daytona Police Department with escorting the 9/11 Patriot Day Kallienne Quartier Memorial Ride on Saturday.
 - Variable Message Board deployed for Fire Department to advertise flu shots.
 - Traffic Citations 163
 - Parking Citations 7
 - Crash - No Inj. 11
 - Crash - Injury 3
 - Crash - Fatal 0
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 110
 - Self-Initiated Enforcement Locations:
 - 1200 BLK N. US 1
 - 1500 BLK N. Beach Street
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue
 - 600 BLK Riverside Drive
 - 2000 BLK SR 40
 - SR A1A
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - 500 BLK S. Ridgewood Avenue

- Tymber Creek
- Hunters Ridge
- Pine Trail Elementary

- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 2 Cases initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 6 Cases initiated
 - Zone 4: 2 Cases initiated
 - 10 tree removal permit requests
 - 102 signs either removed or sign cases created.
 - Administrative staff assisted with fifty-eight (58) telephonic and two (2) walk-in inquiries.

Public Works

- **Engineering**
 - US1 Forcemain Extension Phase II- Embankment grading, guard rail and asphalt structural coarse was completed.
 - Rima Ridge Wells 54, 55 & 56- Well 54 drilling development in completed and contractor has mobilized to begin drilling Well 55.
 - Water Treatment Plant Dist. System Phase II- Project scheduled for re-awarding on September 21, 10. Original low bidders bond was collected.
 - Oak Forest Outfall- Pipe lining of the outfall is expected to begin in two weeks and should be completed within three days from start up.
 - 2010 Roadway Resurfacing- Contracts are being prepared.
 - South Ormond Neighborhood and Gymnastics Centers Improvements- New gym floor is being installed. Contractor is 80% complete with new ceiling installation.
 - Division Avenue- New crosswalk was installed near driveway SONC access.
 - South Ormond Rec Center Lighting- Program remote access for the control system.
 - SR40 Sidewalk / Trail Phase I- Prepared close out documents.
 - SR40 Sidewalk / Trail Phase II- Reviewed certified payrolls, programmed controller for pedestrian features at traffic signal and instructed contractor on pavement markings. Prepared punch list for substantial completion.
 - Main Trail Bridge- Prepared City Commission memo and submitted to City Attorney's office.
 - North US1 – Landscape Renovation – The contractor began work as scheduled by removing all the dead and / or damaged East Palatka Hollies and ornamental grasses to improve the appearance of the medians and simplify the overall median maintenance.
 - Sunshine Blvd Monument Signage- Structural drawings are ready to be submitted for Building Permit review. Both monument signs are currently being fabricated. Staff is preparing a planting plan for implementation after both monuments are installed.
 - Nova Passive Parks- Staff met at the tree farm in Orlando and tagged trees for shipping to the City. The contractor will begin installing the irrigation near the end of September.
 - Downtown Street Tree Replacement- Staff met at the tree farm in Orlando and tagged trees for shipping to the City. The contractor will begin removing the existing Bradford Pears near the end of September.
 - City Hall Parking Lot Repairs- The contractor is scheduled to begin work towards the end of September.

- Design Projects:
 - Alcazar-Buena Vista Area Drainage Improvements- Permits have been prepared for the SJRWMD.

- Sanchez Avenue Stormdrain- Purchase Order is being processed for replacement of two culverts towards the west end of the roadway.
- OBSC Boundless Playground- Staff finalized the design and has tentatively scheduled the bid award for the October 19th City Commission agenda.
- Ormond Scenic Loop- Prepared response to questions on the proposal and an addendum for the responses.
- SR40- A1A to Nova Interconnect- Prepared LAP agreement and CC memo for City Attorney's office.
- Ridgewood Sidewalk- Prepared addendum.
- Vining Court- The consultant submitted the final plan set and project manual for staff review. The project will be advertised for competitive bids near the end of September.
- Granada Bridge Decorative Pole Replacement- The competitive bids were opened on September 9th and are currently being reviewed by staff for award on October 19th.
- Memorial Gardens Well Replacement- Staff will pursue extending reuse water to irrigate the gardens and fill the ponds as the existing wells have failed.
- Downtown Wayfinding Signage- The consultant submitted the final plan set and project manual for staff review. The project will be advertised for competitive bids near the end of September.
- 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 – Finalizing value engineering considerations.
- John Anderson Drive – Scheduled meeting with consultant and utilities to perform a field walk-thru 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 is currently advertised for bids and will be constructed separately from Hand Avenue in order to get some construction on the stormwater improvements underway.
- Joint Permit Center – Staff received the final GMP and will present this to the CC for approval at the September 21st meeting.
- Administration:
 - Contacted FDOT on pipe repair approved methods
 - Prepared project invoices/pay requests totaling \$242,754
 - Prepared requisitions/PO's totaling \$1,880
 - Prepared work authorizations totaling \$19,857
 - Prepared notification letter reminding HOAs of the requirement to maintain their stormwater drainage systems
 - Reviewed new dock permit for 20 Sandalwood
- Customer Service:
 - Stormwater pipe location and ownership research at 1225 W Granada for Stormwater Division
 - Tree locates (3) along Tomoka Ave for Neighborhood Improvement Division
 - 232 S Beach St dock and Surface Water Management Plan permit assistance with homeowner
 - Located signs for Streets Dept
- Other:
 - Discussed with contractor the use of PVC sheet piling for repairing seawall

- Continued updating the City fiber optic as-built to reflect the vertical depth elevations of the conduit
- Continued cross sectional surveys of Rosewood for sidewalk project
- Completed sketch and description of 1545 N US1 parcel for annexation agreement
- Acquired full size to scale drawings for proposed Beachfront Park
- Created ADA Parking & Sidewalk Plan for Airport Sports Complex
- Meetings:
 - Met with FDOT on SR40 and US1 traffic signal installation and modifications
 - Met with contractor for repair methods for Riviera Park seawall
 - Larry and Alex attended Halifax Area Utility Meeting to discuss upcoming changes in Sunshine Utility Locate procedures
- **Street Maintenance**
 - **Asphalt / Concrete**
 - Repaired asphalt at Cordova and Arroyo Parkway
 - Asphalt Water Department utility cut at 570 S. Atlantic Avenue
 - Remove 70' of sidewalk on N. Beach St. from Petrea to Carmel
 - Leveled roadway with asphalt on Northbrook at Overbrook Court
 - Poured 72' concrete sidewalk N. Beach St. from Petrea Terrace to Carmel Terrace
 - Poured 10' x 5' sidewalk at Nova Recreation skateboard court

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimming at various bus stop benches
- Trimming and edging on FDOT ROW
- Tree removal at Nova Recreation
- Trimming on S. Beach Street and Fairview
- Trimming at Memorial Gardens and at Sundance & N. Halifax
- Trimming on Gallaten Rd.
- Picked up tree on Highland

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
- Assisted asphalt crew at Arroyo Parkway and Cordova
- Removed illegal signs from various telephone poles
- Took Building Maintenance sand for playground & swing at Fortunato Park
- Took equipment to Fleet
- Took #253 to Bailey's Riverbridge for contractor
- Picked up dead deer at US1 and Pine Trail
- Blew pine needles to be able to grade on Old Tomoka Rd., W/O Breakaway

Sign Shop

- Set up citywide pavement marking assessment program
- Finished checking zone NM4 for repair or replacement of signs

- Fabricated a variety of HIP (High Intensity Prismatic) street names for zone NM4
- Repaired or replaced signs at the following locations:
 - Peruvian Ln., replaced “Keep Right” signs on median
 - Hidden Hills Dr. n/o SR40, replaced a 25 mph sign
 - Highland Oaks Trl. & Sawtooth Ln., installed new HIP street names
 - 15 Brookwood Dr., installed a WI-2L curve warning sign
 - Middle of Fluhart Dr. @ Riverside Dr., replaced a broken delineator
 - 1000 Old Tomoka Rd., replaced school speed limit sign & raised to standard height
 - Coquina Point Dr. & Clyde Morris Blvd., replaced 24” “No Outlet” sign
 - Brookwood Ct. & Brookwood Dr., raised stop sign post to standard height

- **Stormwater Maintenance**
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Sinkholes – Northbrook Lane, Kenilworth Avenue
- Cleaned pond at The Casements, removed grass
- Took everything off the walls in our bay for construction to begin
- Removed pipe from Wastewater Plant to Public Works Yard
- Moved equipment to temporary storage units
- Mowed – SR40 West, FDOT ponds, North US1
- Picked up litter and did weed eating on Arroyo Parkway

- **Streetsweeper – Street Sweeping**

- 120.6 miles of road cleaned
- 24.5 cubic yards of debris removed

- **Fleet**

- **PM Services completed for the week:**

Emergency—Vehicles and Equipment
22

Non-Emergency Vehicles and Equipment
25

- **Road Calls for the week:**

3

- **Accidents for the week:**

0

The below fuel inventory report will continue on the weekly report.

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

Diesel
8,127 gals.

Gas
8,565 gals.

- **Comments:**

Fleet operating activities are normal.

- **Utilities Division**

- Preparing a response package to the request for additional information (RAI) correspondence received from the SJRWMD review of the City’s Consumptive Use Permit (CUP) Compliance Report submittal. Modifications to population projections and

- service area map illustrations have been requested. Time extension granted to submit the information.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
 - Annual Chemical Bid – The City Commission memo was prepared and submitted to the City Attorney's office for inclusion on the September 21st City Commission agenda.
 - 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 – Executed contracts were received from the vendor. Contracts and bonds were sent to the Engineering Division for processing.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 upon successful results of installation of the modified impeller bolts to demonstrate that ragging at the influent pump station is reduced or eliminated. Pump #1 and Pump #2 continue to show intermittent clogging due to rags. The manufacturer indicated that a minimum flow rate of 3,000 gallons per minute (gpm) is suggested to pass rags. Further training on the centrifuges will be scheduled.
 - Gravity Sewer Pipeline Repair – Prepared a commission memo and sent the Polk County bid package to the City Attorney's office for inclusion on the September City Commission agenda. The proposal to piggyback the Polk County bids for manhole rehabilitation activities is scheduled on the 9/21/10 City Commission agenda.
 - Water Treatment Plant High Service Pump Station VFD Conversion - Additional changes are required for the record drawings.
 - Lift Station Repair and Replacement Project. All of the lift stations are completed except for 6M punch list items and newly configured and expanded OM. The doors, handrail, light and ladder remain to be installed at lift station 6M. A pay request was processed that released retainage on all lift stations except for Lift Station 6M and the Ormond Mall Lift Station.
 - Roll Off Container Filter: Purchase of the filter is scheduled on the September 21, 2010, City Commission agenda.
 - Root Control Services – Awaiting receipt of executed contract documents from the vendor prior to scheduling notice to proceed.
 - State Road 5 at State Road 40 (US1 & Granada) - Power poles are being relocated by FPL. The City's work at this location is complete.
 - Wastewater Treatment Plant Expansion: Prepared an updated table showing how the value engineering items were evaluated to determine if they were worth further consideration.
 - 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. A proposal was received from the manufacturer to rehabilitate the aerators. A sole source memo will be prepared recommending that the manufacturer that provided the aerators is used to perform the rehabilitation
 - SPRC – Reviewed the Industrial Use Survey for E-Lab expansion. No wastewater industrial pretreatment is required for this project. Attended the SPRC meeting to discuss the Bright Beginnings Site. Provided Utility Division comments to the Planning Department.
 - Updated Sunshine State One Call utility location program contact names and offices and user designations with the service company.
- Water Distribution
 - Replaced 8 residential water meters, installed 3 new water services
 - Responded to 21 leaks, 3 low pressure calls
 - Flushed 7 cloudy water complaints, assisted 2 customers with misc. water issues

- Replaced 11 water services, and 58 water meter boxes/lids
- Meters tested for accuracy: two 3", two 8", and two 3/4" meters for accuracy. Scheduled 6 hotels for meter tests
- Performed tests on 16 and repaired 3 city owned backflow preventers
- Valve maintenance and exercising was completed on Timberline Trail, Seminole Dr, and Cardinal Dr
- Leak Detection: Removed loggers from the N. Beach St area, 0 leaks found. Will be placing loggers in the area of Domicilio Dr north to Tomoka State Park.
- Repaired three 2" water main leaks at Timberline Trail, 801 S. Yonge St, Alamanda Dr
- Replaced a broken 2" valve at Seton Trail and Seminole Dr
- Flushed the following areas: Woodgate Ct, Oakbrook Dr, Park Place, Hand Ave, Stratford Pl, Collins Ave, John Anderson Dr (SR40-N.Halifax), Arroyo Pkwy, Alcazar Ave, Buena Vista Ave, Plaza Grande, Cordova Ave, Castilla Dr, Mainsail Dr, Aston Cir, S. Nova Rd, Bryant St, Montana Terr, Tennessee Terr, Santa Fe Ave, Santa Ana Ave, Johnson Ave, Calle Grande, Old Kings Rd, Reflections Village Sub, Castle Gate Sub, The Village Sub, Kings Bridge Crossing Sub, Fox Hollow Sub
- Repaired the flushing device on Lake Isle Way
- Disassembled and examined the stopped meter serving Tomoka Oaks CC reuse. Meter is broken and repair parts have been ordered.
- Organized equipment, signs, barricades, and poly pipe into the new storage container
- Cleaned and restocked all trucks

- Water Treatment
 - Delivered 36.731 million gallons (5.247 MGD) for week ending Sept. 12.
 - Backwashed 9 filters for a total of 437,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Annual Total Trihalomethanes are 22.2 ug/l and Total Haloacetic Acids are 12 ug/l (MCL's are 80 and 60 ug/l respectively)
 - Completed water quality compliance sampling for distribution system in preparation for lead and copper sampling.

- Waste Water Collection - Reuse
 - Crews responded to six trouble calls in Breakaway/Hunter's Ridge areas and two in town.
 - Staff televised seven sewer laterals, Repaired sewer lateral at 39 S. US1. Cleaned and fueled all buildings and equipment for weekend.
 - Staff still flushing irrigation system in HR. & BAT. Installed pep tank at 39 & 44 Black Pine Way. Installed irrigation valve at lot three in Briar gate Sub. Rehabbed pep tank at 4 Foxhunters Flat.
 - Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 25.04 Million Gallons
 - Produced 21.28 Million Gallons of Reuse
 - Produced 3.76 Million Gallons of Surface Water Discharge
 - Influent flows average for the week 3.58 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 133.68 (14%-18% Solids).
 - Pretreatment Local Limit laboratory test results are complete and evaluation has begun.
 - Operations support provided for contractor activities at plant site associated with Phase 1 and 2 WWTP Rehabilitation Projects.

- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Checked well 35R RTU for operation, no problem found, well 36R, 37R and 38R continue to have no SCADA communication back to plant.

- Both variable speed drives shorted out to Discflo pumps that feed the lime softening centrifuge, short was in the control cabinet outside by the pumps. Isolated short and installed temporary VFD to run pump. Placed order for 2 new drives.
- Replaced tube on #7 Sodium Hypochlorite pump.
- Ordered 1200 amp breaker for aerator building and equipment. Lowest price is \$6,800. Placed order for replacement breaker. Circuit breaker needed to isolate equipment during extended work to aerator pumps.
- 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.
- Installed pressure switch at Hull Road ball field irrigation well for baseball fields.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs. See below
- Attended Weekly staff meeting

Wastewater Plant – Lift Stations – Reuse System

- Pulled apart pond reuse fill valve at Tomoka Oaks golf course and removed lodged propeller from meter causing valve to stay open - replaced leaking pipe and fittings. spare meter parts ordered.
- Painted replaced check valves to BAT reuse pumps.
- Replaced RTU batteries at Tomoka Meadows and Camelot Liftstations.
- Replaced Alternator at 12M liftstation.
- Located and repaired loose wire to BAT liftstation RTU.
- Installed new key pad on Carousel Aerator VFD.
- Reinstalled guide rails 7M1 liftstation.
- Replaced guide rails and upper mounting brackets at 2M liftstation.
- Cleaned and serviced Davit Cranes plant wide.
- Rekeyed all master liftstations to like key, 6m will need to be done when contractor completes door change out as part of rehab project.
- Cleaned Towne Square liftstation with Vactor and assistance from Collections crew.
- Installed new bearings and seals on removed RAS pump motor and placed on shelf for spare.
- Vac and Jet services cancelled our scheduled cleaning of liftstation 4P again (4th time). Informed them that we would be cancelling the purchase order with them and awarding it to the next lowest bidder (Danus Utilities).
- Assisted operations staff cleaning tele-valves on clarifiers.
- Repaired mix flush valve Deer Creek liftstation.
- Assisted operations deragging recycle pumps.
- Attended weekly staff meeting
- Performed PM service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 18 Liftstations (cleaned and deodorized) also continued monthly valve exercise program.
- Annual PM's to 7 Liftstations. Pulled pumps check/replace impellers
- Utilities Division completed 68 work orders as reported in MP2 computerized maintenance management system, of which 52 were PM work requests and 16 were repair work orders.