

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 11, 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 meeting with City Attorney
- Weekly meeting with Human Resources Director
- Held weekly staff meeting with directors
- Held individual department budget meetings with Assistant City Manager, Finance Director and representatives from Human Resources, Leisure Services, Engineering, Police, Neighborhood Improvement, Utilities and Stormwater/Streets/Solid Waste.
- Biweekly meeting with Acting Police Chief
- Conducted interviews with Police Chief candidate finalists

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Participated in telephone survey for UConn on emergency preparedness
- Held quarterly Meeting with the Manager
- Participated in ICMA conference call regarding the Gulf oil spill
- Attended Meet & Greet for Police Chief candidates

City Clerks Office

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

- A new Political Action Committee chaired by Norman Lane and supporting the beachfront park bond referendum has filed paperwork.
- Projects related to maintenance and enhancements to the City's website are continuing.

Community Development

• Planning

- Ric Goss will be on vacation from June 11th to July 12th. All inquiries concerning the Department should be directed to Joe Levrault, Building Official, who will be in charge during the Planning Director's vacation.
- Engineering, Building, and Planning met to discuss establishment of a training regimen for the Permit and Planning Techs related to the Joint Permit Counter. Training schedules will be established next week for rotation to each department or division to ensure everyone at the joint permit counter understands the other division's permit processes and required application submittals. Training with Finance concerning financial transactions will also be established. A committee of representatives from the affected department and divisions will be established for input once the architects are favorably acted upon at the 6.22.10 CC meeting to design the plans.
- Much time has been spent in getting the Comprehensive Plan revisions to DCA and other reviewing agencies for final review and hopefully approval.

- Volusia County has come out with the FY2011-14 Work Program with \$128K allocated for a pro-rata share of the PDE related to Hand Avenue Extension.
- Building Inspections, Permitting & Licensing
 - Issued 52 permits with a total valuation of \$1,003,295.00
 - Conducted 190 inspections
 - Issued 6 new business tax receipts
- Development Review
 - A neighborhood meeting for a camouflaged telecommunication tower (camouflaged to look like a flag pole with a real garrison flag) **has been scheduled for June 24, 2010, at the Nova Community Center at 7:30.** The proposed location is at 1 South Kings Road. Notices have been mailed to all residents within a 600 foot radius of the proposed site as well as individual notices to the members of the Planning Board and City Commission. A balloon test is scheduled for June 22-23 to simulate the height of the proposed tower. The notice includes the balloon test information.

Economic Development

Ormond Crossings

- Staff transmitted the approved CRA documents to the County staff in March and followed up with a meeting on May 19 to discuss the updated CRA plans. Following review of the documents, county administrative and legal staff determined that Ormond Crossings obtained final regulatory approval as required by the county resolution delegating CRA authority to the City for this project. **Although the delegation of authority is now vested**, the master CRA plan amendment will need to be approved by the county council. **A tentative date of July 8 is scheduled for the CRA plan amendment to be reviewed by the County Council.**
- Tomoka Holdings is preparing plans for the zoning and platting of the property and a meeting with staff is scheduled for June 16.
- Staff is discussing with Tomoka Holdings construction of phase one infrastructure to the development along with an application for grant funding from the US Economic Development Administration.

Airport Business Park

- Staff has completed the design and construction bids for the 2 monument signs and a directory sign at the entrance of Sunshine Boulevard. Construction will begin in approximately 30 days.
- 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.

Ormond Beach Chamber

- Staff met with Ormond Beach Chamber Prosperity Committee members regarding economic development initiatives discussed at the Leadership meeting. 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.
- **A joint economic development forum by the Ormond Beach Economic Development Department and Chamber of Commerce is scheduled for 7:45 am on Monday June 28 at the Halifax Country Club.**

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.
- Staff has wrapped up the work with Volusia County legislative delegation, Daytona Chamber of Commerce for 2010, and our lobbyists at Pennington Law. **Our proposed legislation amendment to the ad valorem tax exemption law was passed by the legislature in HB 1752 and signed by the governor.**

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). **The meeting with the County Council was held June 3 and the Council unanimously approved a plan to fund the organization. Further details are expected over the next several weeks.**
- VCARD held an educational forum on "Trends in the Real Estate Market." Mayor Costello and staff attended the event that featured Mr. Timothy Becker, Director of Bergstrom Center for Real Estate Studies at the University of Florida and County of Volusia Property Appraiser Morgan Gilreath.

Airport Operation and Development

- Staff conducted an airborne survey and assessment of the recently completed airfield electrical improvements project. Visual approaches to the airport flown from multiple directions and altitudes revealed a marked improvement in the discerning of the airport markers and navigational aids. Minor work remaining includes installation of a new pilot-controlled lighting system controller, which has been scheduled for June 21st.
- All five noise abatement advisory signs for the airport have been completed, delivered, and installed. These signs have been placed at the entrance gates and next to the airport taxiways so that pilots and flight crews may view them prior to takeoff, and be reminded of our noise abatement procedures.
- Staff's attempts to repair the REILs (runway end identifier lights) on Runway 17 remain unsuccessful. At present, only one of the two REILs on Runway 17 is functional. It may be necessary to retain an outside repair service to restore function to this system.
- Staff received a notice of final determination from the FAA regarding construction plans for Parcel 3A and 3B in the southeast quad of the airport, as proposed by BETNR Construction. FAA has responded with no objection.
- The 24 hour self-service fuel farm operated by EASA (formerly Ormond Beach Aviation) has been incapable of delivering "Jet A" fuel for several weeks. Representatives of EASA are not able to provide staff with an estimate of when "Jet A" fuel service will be restored. Sunrise Aviation is thus currently the only FBO at the airport able to supply "Jet

- A" fuel, and only during their regular business hours. Staff will likely issue a NOTAM (notice to airmen) regarding the limited availability of "Jet A" fuel at the airport.
- Staff concluded efforts with FPL and the Planning and Engineering Departments to provide plans and diagrams related to electrical power distribution at the airport to Sunrise Aviation, which was part of an effort to assist Sunrise with their plans to construct a new fuel farm at the airport. FPL has now confirmed that electrical service will be provided via the transformer assembly adjacent to Building #23, on Taxiway Delta.
 - Staff continues to work with representatives of ADT Security Services regarding a proposal to provide security surveillance technology at the airport. Earlier this year the City enrolled with NJPA, the National Joint Powers Alliance. Staff has requested from FDOT approval to "piggy-back" the NJPA competitive contract awarded to ADT, which would greatly expedite installation of a high-quality surveillance system at the airport. The City currently has a JPA with FDOT to fund 100% of the cost of security upgrades at the airport, including perimeter fencing and surveillance technologies.
 - Staff worked with the Florida Airports Council last week in an effort to review the topic of continuing contracts for airport consulting services. FAC member airports and the FAC Legal Affairs Committee offered to forward samples of such contracts currently used at other airports in Florida. Staff received the first of these sample documents this week, and will coordinate review of these materials with the City Attorney. This is part of an effort by staff to ensure that contract procedures and language for consulting services at the airport are aligned with current regulations and accepted practices.
 - It has been observed that the primary pedestrian access gate for the airport is frequently left open, in disregard of airport security requirements. Staff has received approval from FDOT to install an automatic closing device, which will be 100% funded by FDOT under the current security grant for the airport. Staff is working to solicit quotes to acquire and install this device.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is preparing a draft of the personnel budget and departmental operating budgets.
- Completed Projects - Weekly
 - Processed 34 Journal Entry Batches (# 3439 - 3535).
 - Approved 24 Purchase Requisitions totaling \$246,553.54.
 - Issued 14 Purchase Orders totaling \$69,725.21.
 - Mailed out the "Letter of Intent to Award" for Bid No. 2010-10, Ormond Beach Wastewater Treatment Plant Expansion, to seven (7) companies that submitted bids on 6/4/2010.
 - Held selection committee conference for RFP No. 2010-19, Downtown Drainage Master Stormwater Plan for Community Redevelopment Area, on 6/7/2010.
 - Held bid opening for Bid No. 2010-24, Sanitary Sewer System Root Control Services, on 6/9/2010.
 - Held pre-bid meeting for Bid No. 2010-25, Fire Hydrant Replacement Program, on 6/10/2010.
 - Mailed out the "Letter of Intent to Award" for RFQ No. 2010-07, Engineering Services for the John Anderson Roadway Improvements Project, to the ten (10) firms that submitted qualifications on 6/10/2010.
 - Prepared 49 Payroll checks totaling \$43,894.15 and 316 Direct Deposits totaling \$373,577.19.
 - Transferred IRS 941 payment of \$147,814.97.
 - Processed 3,681 cash receipts totaling \$788,872.49.
 - Processed 505 utility bill payments through ACH totaling \$16,757.84.

- Processed and issued 5,665 utility bills with billed consumption of water of 37,171k.
- Issued 648 past due notices on utility accounts.
- Issued 74 utility deposit refund credits totaling \$5,647.50.

- Public Information
 - Press Releases
 - National League of Cities Prescription Discount Card
 - US1 Roadway Repairs

 - Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, and reimbursements.
 - Submitted FY 2010 Justice Assistance Grant (JAG) to Volusia County requesting \$10,734 in funding for the READ program.
 - Attended quarterly Local Mitigation Strategy (LMS) meeting.

Fire Department

Weekly Statistics

0	Fire
7	Fire Alarms
3	Hazardous
64	EMS
7	Motor Vehicle Accidents
39	Public Assists

120 TOTAL CALLS

- Aid provided to other agencies: **12 calls – Volusia County (11), Holly Hill (1)**
- Aid received from other agencies: **5 calls – Volusia County (4), Holly Hill (1)**
- Total staff hours provided to other agencies: **11 hours**
- Total staff hours received from other agencies: **7 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **3**
- # of overlapping calls: **22**

Operations

Meetings attended:

- A desktop Hurricane exercise with Public Works and Police Department is being planned
- Quint apparatus update
- Wildfire issues at Tiger Bay Fire Training Center

Training Hours

2	Aerial Operations
29	EMT EMT-Paramedic Refresher Module 4
1	Hose & Equipment
5	Preplanning
18	Safety
6	Tactics
3	Tools & Equipment

64 TOTAL STAFF HOURS

Activities

- Updated 22 pre-fire plans
- Conducted 7 fire inspection with 6 safety violation discovered
- Visited 3 homes for smoke detector checks
- Conducted fire extinguisher training for employees of Signature Healthcare Rehab Center
- Battalion Commander and Quint 91 crew attended Memorial Day ceremony
- Held monthly healthcare providers CPR class – 5 students

Human Resources

Staffing Update

- Job Requisitions
 - Police Dept- Police Officer (2)
 - Public Works/Streets - Maintenance Worker II
- Approved/Active Recruitment
 - Finance Dept - Meter Reader (2) Advertised on web site and in-house through 6/11/10.
 - Leisure Services/Nova Gym – PT Recreation Leader on web site through 6/25/10.
- Screening/Interviews Scheduled
 - Finance Dept- Account Clerk II – In house interviews held 5/19/10, selection pending.
 - Police Dept – Police Chief - Assessment Center and interviews will be held June 10th and June 11th
 - Leisure Services Dept – Summer Camp Counselors-processing completed
- Background/Reference Checks
 - L.S. – Intern from Sports Management Program at Southeast Missouri State University for summer internship with Sports Division of Leisure Services.
- Terminations/Resignations/Retirements
 - Finance Dept - Meter Reader – Voluntary resignation - effective 6/25/10
 - Public Works/Streets – Streets Supervisor - Early retirement effective 6/30/10.
- Promotions
 - Police Department – Corporal Promotional Process being conducted to establish an eligibility list.
 - Notice sent on June 3rd for exam to be held on July 28, 2010 (per PBA B.A. 2008-2010)
- Public Records Requests
 - Volusia County Sheriff's Office made public records request to view personnel files for two police officers on Friday, June 11th. Documents copied and redacted.
- Employee/City Benefits Program Update
 - City Commission approved resolution to adopt National League of Cities Prescription Discount Card Program to help City residents cope with the high cost of prescription drugs. City website page and web tickler ready for publication with information on launch of program on CVS/Caremark rollout date of 6/14/10. Flyers and cards distributed to The Casements, Police Department, Leisure Services Administration Office, P.A.C., Senior Center, S.O.R.C., Public Works Administration Office, Mayor Costello's dental office, Historic Trust Welcome Center, Chamber of Commerce, O.B. Housing Authority and the CVS Pharmacies at the Trails and A1A/Granada. Will be distributed within City Hall this week.
 - Wellness update – YMCA Wellness Challenge Team formed and orientation completed. Team began challenge on June 10. Preparing announcement to 'everyone' to support the team.
- City Events/Employee Relations Update
 - American Heart Association's 5 K Heartwalk will be on September 30th at the Bandshell in Daytona. The City of Ormond's team goal is \$3100 to be raised before and during the

event. The City Heartwalk Team has raised a total of \$1,420 for the American Heart Association for events held to this date. Poker Run has been postponed until later in the year. Future events are being planned. Recycle bins are located in city offices for aluminum cans to benefit the Heartwalk team.

- Representatives from Sam's Club will be available to meet with employees on Friday, June 11th from 11:00 a.m. – 1:00 p.m. to discuss new membership or renewal.
- Training & Development Opportunities
 - Developed draft of New Employee Orientation program – under review.
- HR Process/Systems Issues/Improvements
 - Representatives from Daytona State College now have the “ownership information” for the Cities/County joint web site on salary information. They are evaluating whether the college will be able to enhance the web site's usefulness for the Volusia County public employers.
 - Preparing recommendation on Volunteer Program for the City of Ormond Beach. Have gathered information from Brevard County, Palm Bay and Leon County.
- Pay & Classification Plan
 - Start reclassification process for Permit Manager for Permit Center.
- Risk Management
 - Updated Resolution 98-132 revising Insurance Requirements for purchases; City Attorney's Office is reviewing.
 - Assisted resident requesting the City to replace two panels of a wood privacy fence damaged by a fallen tree. Initiated investigation.
 - Attended the national education conference for risk managers.
- Projects
 - Updating proposed changes in level of insurance coverage for insured facilities and requesting written confirmation to support deviations from appraised value. Anticipate completion date June 30.
 - RFP for WC Third Party Administration released on June 2. Closes on July 2.

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: - 50 New work - 53 completed - 31 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	50,627	Net Inbound E-Mails	43,158
Inbound Bad E-Mail	7,421	Percentage bad mail	14.8%
Virus Messages Blocked	18		

- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 15
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

- Administrative Services
 - Supervisory Staff Meeting
 - Public Works Staff Meeting
 - City Manager Meeting
 - Budget Meeting with City Manager
 - Independence Day Meeting
 - Leisure Services Advisory Board Meeting
 - Magic Forest Playground Meeting
 - Meet & Greet Police Chief Candidates
 - Luncheon for Police Chief Finalists
 - OB Sports Complex Visit
 - Weekly Park Visits
 - Summer Camp Staff Training & Orientation
- Athletics
 - The Lady Renegades continued practicing this week at the Quad for their upcoming Home Tournament to be held June 19th and 20th.
 - Luis Camacho is once again renting the Soccer Fields for his Sunday 11 v 11 Adult league, as well as his 6 v 6 league. They play each Sunday at 10:00 a.m. and Monday evenings at 6:00 p.m.
 - The OBSC is having their competitive tryouts this week for the upcoming fall season.
 - Embry-Riddle Aeronautical University is once again having their annual Basketball Clinic at the Nova Gymnasium this week. Normally, the maximum they take is 100, and they usually fill up. Steve Ridder, ERAU Athletic Director and Basketball Coach, is the Camp Director.
 - The City's new Men's Baseball League continued this week, with games on Monday and Thursday nights at 7:00 p.m. at the Sports Complex. Four teams compete nightly. The season will continue through the month of July. Play is on Wendelstedt Fields #1 and #2.
 - The OBYBSA's American Legion Program held their first games of the summer this past Thursday night at the Sports Complex. Games will be played over the next six weeks on the Wendelstedt Fields.
 - Upcoming Activities: USSSA Lacrosse Tournament, City's Summer Youth Volleyball League, City's Summer Sports Camps (Volleyball, Softball, Baseball, and Golf), ERAU Summer Basketball Camp, USSSA Baseball Tournaments, OBYBSA Board Meeting, Challenger Sports British Soccer Camp.
- Athletic Field Maintenance
 - Mowed baseball fields 1-4 twice a week
 - Mowed common areas
 - Mowed South Ormond outfield; cleaned tennis and basketball courts
 - Went to Osceola Elementary to prep softball fields; cleaned tennis, basketball, and handball courts

- Nova Park: mowed infields and outfields; cleaned skateboard park, tennis and handball courts
- Mowed softball fields 1-4 and coed 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 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 on softball fields
- Painted foul lines and prepared baseball fields daily for competitive teams practice and games
- Hosted the men's baseball league Monday and Thursday nights
- Cleaned up after daily use of the soccer fields
- Prepped softball fields 1-4 for youth rec. leagues and Lady Renegades practice
- Prepped fields 1-5 at Nova Park for practices and weekend games
- Placed trash receptacles and player benches on soccer fields
- Repaired more irrigation on the baseball fields
- In the process of rebuilding the baseball infields at Osceola Elementary
- Painted five fields for the men's summer soccer league
- Added a full-sized soccer field for the men's league
- Worked the weekend for the Lady Renegades softball tournament to be held at the Airport, Nova and South Ormond parks
- Fertilized all of the baseball and soccer fields during the week.

- Senior Center
 - Staff hosted normal evening programming including KEDA, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church and Daytona Community Church.

- Performing Arts Center
 - Staff made preparations for the Tomoka Elementary School 5th Grade Graduation on Monday for the Ceremony which was held on Tuesday.
 - Rehearsals for the South Beach Dance Academy Annual Dance Showcase were held on Thursday and Friday. The performance will be held on Saturday.
 - 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 Open Dance, Children's Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, Simmons Ballet, Judo
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre, KEDA
 - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, Children's Musical Theatre, KEDA
 - Friday – Theatre Workshop, Children's Musical Theatre, KEDA, Green Dance
 - The Performing Arts Center is preparing to host the following events:
 - June 12 • South Beach Dance Academy Showcase 7:00 p.m. - \$18-\$20

- South Ormond Neighborhood Center
 - United Hands meeting took place on Monday at 6:00 p.m.
 - Jazzercise classes were held Monday and Wednesday from 5:30 p.m. until 6:30 p.m.
 - Youth basketball practice takes place Monday through Thursday from 5:00 to 7:00 p.m.
 - The splash pad is open from 10:00 am until dusk for the spring and summer.

- Community Events
 - Attended Senior Games Meeting
 - Independence Day: attended a support services meeting, finalizing food vendors, port-o-lets bids, sound production bids, and entertainment, and distributed resident notices.
 - 10x10 tent repair and equipment cleanup with the assistance of the Campus Outreach Group
 - Cleaned, organized and washed the truck and trailer with the assistance of the Campus Outreach Group
 - Assisted with the Police Chief Meet and Greet hospitality event at the Casements on Thursday, June 10th from 6:00 – 8:00 p.m.

- Gymnastics
 - Students are getting settled into their new classes and looking forward to learning new skills.
 - Next weekend on June 18th will be Parents' Night Out, and the Gym will sponsor a Movie Night. The kids will have a great time having fun watching a movie, eating pizza, and just being kids.

- Nova Community Center and Special Populations
 - Nova conducted regular adult classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
 - Miss Debby's Dance Recital was on Saturday at the Ormond Beach Performing Arts Center beginning at 12:30 p.m.
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - The final leg of preparations for both Camp T. Rec and Nova Community Center summer camps continued including finalizing counselor manuals, printing forms and information packets and purchasing final supplies.
 - Embry-Riddle held their Basketball Camp on Wednesday and Thursday from 8:30 a.m. until 3:30 p.m., and on Friday from 8:30 a.m. until 12:30 p.m.

- The Casements
 - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
 - Carolyn Land's exhibit "Perceptions" can be viewed throughout the week in the Casements Gallery.
 - Yoga classes were held on Tuesday morning this week.
 - The Casements Guild began training docents this week. We have had four new members join the group.
 - Tai Chi Classes continued this week on Wednesday evening.
 - Zumba Classes continued this week with a Tuesday evening class and a Wednesday and Friday morning class.
 - A new ballroom dance class was held on Tuesday evening in the dance room from 7:00 p.m. to 8:00 p.m.
 - Casements staff worked to set The Casements facility up for the Police Chief Assessment Center on Wednesday.
 - The Police Chief Assessment Center was conducted throughout The Casements building all day on Thursday.
 - The Casements was the official meet and greet site for the Police Chief candidates on Thursday evening from 6:00 p.m. to 8:00 p.m.
 - Greek cooking returned this Saturday in The Casements kitchen from 8:00 a.m. to 1:00 p.m.

- Facilities Maintenance
 - Replaced REIL light on runway 17 at the Ormond Beach Municipal Airport
 - Repaired water leak causing high water usage at the Ormond Neighborhood Center
 - Assisted Flair A/C with chiller repairs at City Hall
 - Repaired training room door at City Hall
 - Installed new A/C unit in storm water section of Public Works
 - Repaired north west bay door at Fire Station #91

- Parks and Irrigation
 - Installed additional toilet paper holders in men's and women's restrooms at Nova Recreation
 - Replaced breaker for retention pond on North Nova Road
 - Repaired water cooler at Central Park I
 - Repaired loose dock boards at Riverbend Nature Park
 - Cleared blockage in main sewer line at Central Park I
 - Repaired broken picnic table at the South Ormond Neighborhood Center
 - Installed new bench and trash can at Ormond Parkway Park
 - Repaired loose dock boards at Sanchez Park
 - Repaired pump motor at Hospital Park fountain
 - Ran zones at Nova Recreation parking area, reset timer, replaced one damaged spray head
 - Reset timers at Airport Business Park and North US 1 medians
 - Ran zone at Wilmette and Nova median, replace four damaged spray heads and adjusted all heads
 - Chopped out tree roots at City Hall, repaired zone line break, rebuilt 2' valve, replaced one damaged head
 - Chopped out tree roots at the PAC, repaired broken zone line
 - Ran all zones at City Hall, replaced five rotors, eight spray heads, adjusted all heads and installed new nozzles
 - Ran zones at Fire Station #91 – no problems found
 - Turned off water at Riviera Park (stuck valve)
 - Replaced one damaged head at Cassen Park
 - Installed new bubblers and spray heads under Granada Bridge planters (vandalism – stolen bubblers and heads)

Police Department

- Administrative Services
 - Audit and Inventory of Property & Evidence Room continuing
 - Attended Weekly Department Head Staff Meeting
 - Attended bi-weekly meeting with City Manager
 - Attended Police Dept. budget meeting with City Manager, Asst. City Manager and Finance Director
 - DARE graduation – Osceola Elementary

- Community Outreach
 - Youths on the OBPAL summer Basketball teams are practicing for USSSA tournaments.
 - Summer Field trips have been scheduled. The 2010 summer field trip program includes field trips to Daytona Lagoon, SeaWorld and the Orlando Science Center.
 - A Justice Assistance Grant with Volusia County was completed. \$10,734 is being requested to support components of the READ program.
 - Statistical data for the afterschool program READ and SOP are being collected. Once FCAT scores are finalized the data will be reviewed and documented.

- The summer Tutoring Program has been schedule. The program will begin June 21st. Youth attending the program will receive 1 hours of tutoring per day for 4 days. Data collected from area schools revealed that youth who participated in the tutoring program were more prepared to begin the new school year.
- YDC members attended the State of Florida Association of PAL leadership training program in Winter Haven June 5th. Two members from OBPAL YDC were selected to participate on the Youth Conference Committee.

- Community Services & Animal Control
 - Animals calls responded to - 40
 - Animal Reports - 5
 - Animal Bite - 1
 - Animals to FHS - 6
 - Animal Citation issued - 1
 - Notices of Violations issued - 2
 - Solicitor Permits issued -2
 - CSO Soard attended a Snake Awareness Class at the Sanford Zoo

- Criminal Investigations
 - Cases Assigned: 22
 - Cases Cleared by Arrest/Complaint Affidavit: 7
 - Cases Exceptionally Cleared: 6
 - Inactive: 4
 - Fraud: 1
 - Burglary Business: 2
 - Burglary Residential: 6
 - Larceny Car break: 5
 - Grand Theft: 3
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 2
 - Missing Persons: 1
 - Recovered Missing Persons: 1
 - Sex Offense/Rape: 2
 - Robbery: 2

- Narcotics
 - Four buy walks
 - One search warrant

Comments:

- Burglary arrest on Pine Cone Trail. Subject arrested for two burglaries.
- Two robbery investigations ongoing. The Village Subdivision had a white male jumped by several subjects, beaten and his pants were stolen (suspect has been developed). Beachside robbery attempt in Julian's parking lot. One white male and one Hispanic attempted to steal the wallet from a subject by knife point. Investigation continues.

- Records
 - Walk-Ins: 233
 - Phone Calls: 264
 - Arrest/NTA'S: 17
 - Citations Issued: 104
 - Citations Entered: 128

- Reports Generated: 104
- Reports Entered: 109
- Mail/Faxes/Request: 103

- Operations
 - **06/03/10** Carbreak – 301 Kenilworth – victim left purse in unlocked vehicle – credit card was used at Race Trac Station on N US 1.
 - **06/03/10** Out of state fugitive arrest – Male contacted walking down middle of Wilmette – Michigan warrant for failure to pay child support.
 - **06/04/10** Woman screaming for help – 700 Blk Hand Av – contact with victim made but she refused to provide any information to responding officers. Witnesses stated they saw a male dragging her into the woods but fled when they yelled. Suspect turned out to be victim's husband who had struck her and held a knife to her throat. Air 1 and K9 search of area unsuccessful.
 - **06/04/10** Suspect in above incident found in woods at S Kings/Division with help from VCSO K9. Suspect suffered minor dog bite and was transported without further incident. Female victim was taken to a DV shelter.
 - **06/05/10** Suspicious Incident – Halifax Hospital - Female victim from previous incident left DV shelter, went to Halifax for sexual assault exam based on advice from an attorney. Officers called the phone number for attorney as provided by the victim and a male subject answered. The subject stated he was not an attorney and did not give the victim any advice as alleged and hung up.
 - **06/05/10** Accident at Tomoka State Park/Beach Street with entrapment. Non-life threatening injuries. Alcohol possibly involved.
 - **06/04/10** Arrest – Rainbow Park – Adult female arrested on felony drug charges.
 - **06/06/10** Domestic Violence – 500 Shadow Lakes # 159 – Male subject arrested for domestic violence battery.
 - **06/06/10** Domestic Violence – 19 Pine Trail – Male subject arrested for domestic violence battery.
 - **06/06/10** Adult female victim of above domestic violence - 19 Pine Trail – arrested for two open warrants – DCF took custody of minor children for placement.
 - **06/06/10** Carbreaks – Nova Community Center– Three vehicles entered and purses stolen.
 - **06/06/10** Arrest – 21 Oceanshore Blvd – adult female arrested on open Volusia County warrant for failure to appear.
 - **06/06/10** Strong armed robbery/battery – Village Clubhouse parking lot – adult male victim approached by several subjects in a vehicle demanding victim empty his pockets. Victim refused to comply and suspects assaulted him. Report taken at Halifax Hospital.
 - **06/07/10** Carbreak – 140 Lincoln Ave – window broken out.
 - **06/07/10** Carbreak – Nova Rec
 - **06/07/10** Carbreak – Walmart - suspect arrested – detectives notified.
 - **06/07/10** B&E – business – 9 Aviator Way
 - **06/08/10** B&E – residence – porch statue taken
 - **06/08/10** Larceny – 27 Ellsworth – bicycle taken – suspect left different bicycle in its place.
 - **06/08/10** B&E – residence - 189 Woodland – copper taken from house under construction.
 - **06/08/10** Parking violations at PAC – complaint called in about illegal parking in posted area. Officer responded and found several violations and cited all per City Ordinance. Officer later learned that City employee advised PAC patrons to park in the restricted parking area. The citations issued were all picked up and voided.
 - **06/08/10** Felony Traffic stop – 700 Blk of W Granada - narcotics arrest of driver/occupants.

- **06/08/10** Burglary – residence – 155 Pine Cone Trail – bicycle taken
- **06/08/10** Possible aggravated assault w/firearm. Dispute between neighbors where one alleged the other threatened her with a gun. One witness advised they observed a weapon, four other witnesses advised there was no gun involved. The suspect denied ownership of a gun and gave officers consent to search. Search resulted in no gun being found.
- **06/08/10** Battery DV – 185 Bosarvey Dr – victim claimed girlfriend punched him and hit him in the head. Suspect had fled the scene prior to arrival and was not located.
- **06/08/10** Felony narcotics arrest – 166 Chrysanthemum Dr.
- **06/09/10** Stolen bicycle – 768 Flamingo – later retrieved and returned to owner who declined to press charges. Juvenile suspects turned over to their parents.
- **06/09/10** City Yard – missing a Stihl Blower – unsure if lost or taken.

- Traffic Unit
 - Continued enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
 - Motors have been deployed to OB Middle School to address traffic complaints there. We are looking at various options to resolve them. Officer Sanders and the Sign Shop have posted additional signs that should deter road blockage. We're also looking into resolving issues with the School Board to prevent non-qualified personnel directing traffic in the roadway. We plan to get this worked out before school starts next year.
 - Sergeant Smith is working on the Incident Action Plan for the Independence Day Celebration.
 - We assisted NID with several parking complaints. They were resolved with citations/tow warnings.
 - Traffic Citations 57
 - Parking Citations 2
 - Crash - No Injury 9
 - Crash - Injury 2
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 13
 - Self-Initiated Enforcement Locations:
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue
 - SR A1A
 - 500-1500 BLK N. Beach Street
 - OB Elementary
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - OBMS
 - Parking Complaints:
 - Lowe's Home Improvement (No violations)
 - Cassen Park (No violations)

- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 32 Cases Initiated
 - Zone 2: 9 Cases initiated
 - Zone 3: 1 Cases initiated
 - Zone 4: 7 Cases initiated
 - 16 tree removal permit requests

Administrative staff assisted with five (5) lobby call and forty-seven (47) telephonic inquiries.

Public Works

Engineering

- US1 Forcemain Extension Phase II- The contractor mobilized to close the outside southbound lane of US1 north of the Tomoka Bridge and proceeded to implement stopgap measures to prevent further deterioration of the embankment and roadway due to stormwater runoff. The balance of work needed to complete the project is being worked out with legal teams and sureties.
- Water Treatment Plant Distribution System, Phase II- Bidders references are being reviewed.
- Ormond Shores Stormdrain Replacement- Staff met with contractor for preconstruction. Work is expected to begin in one week.
- Rima Ridge Wells 54, 55 & 56- Building permits were obtained through the County and permits to commence drilling was obtained from SJRWMD.
- SR40 Sidewalk/Trail Phase I- Inspected rutting from rain.
- SR40 Sidewalk/Trail Phase II- Updated ARRA and EEO reporting. Completed pre-construction meeting minutes. Submitted Certification for LAP.
- US1 & SR40 Utility Relocate- Coordinated movement of traffic with FDOT for well points. Stopped Bob's Barricades from setting their detour devices for SR 40 RR closure.
- Mast Arm Rehab- Poles completed. Heads and Pushbutton to be replace next week.
- South Ormond Rec. Center Lighting- Resolve issues with scoreboard location and electrical feed.
- WWTP-Underground Tank Removal- New monitoring wells were surveyed and exhibit maps are being prepared.

Design Projects:

- Alcazar-Buena Vista Drainage Area Improvements- Exhibit maps were prepared to show proposed stormdrain improvements and utility improvements.
- Airport Rd Forcemain / Reuse Extension- Request for additional information was requested by the FDEP for the Tomoka River crossing of the reuse line, which QLH will be assisting in response.
- SR40 Sidewalk/Trail Phase III- Pursue the SJWMD permit.
- Ridgewood Sidewalk- Worked on the profile for the edge of sidewalk.
- South Ormond Recreation Center Improvements- Hall Construction contract was submitted to Commission for approval.
- Tymber Creek Widening, Phase I- The letting of this project has been pushed out due to permitting issues associated with aspects of the County's part of the project.
- Hull Rd. & US1- Submitted to FDOT LAP agreement.
- Rima Ridge SR40 Entrance- The entrance construction is being integrated into the roadway resurfacing plan for 2010.
- Ormond Scenic Loop- FDOT has signed the agreement.
- SRA1A & Beach St.- Discussion on additional Locally Funded Agreement to pay for pedestrian poles at Halifax and John Anderson.
- Tymber Creek Widening, Phase II- County is experiencing permitting delays for the road widening and may not go to construction this fiscal year for Phase 1.
- Stormwater Study – City commission was presented the study and its recommendations. City Commission was in favor of recommendations. Staff will proceed with implementing the projects and/or scheduling them in the 5 year CIP.
- Wastewater Treatment Plant Expansion and Rehabilitation – Project is in the bid phase. Bids were received on April 29th and are being evaluated by the consultant.
- John Anderson Drive – Completed coordination of scope of project and costs with the consultant. This will be presented to the City Commission on June 22nd.

- EVRWA Nova Canal Flood Control Study– Coordinated scope modifications to expand the number of outfalls and improve conveyance channels. Commission has been informed of this modification. Results of the updated study are expected in May.
- Hand Ave. Collector Road Upgrade- The SJRWMD permit was received for Hand Avenue. The request by the City Commission to include the lake interconnect and bridge across Hand Avenue will require a permit modification once the permit as originally submitted for Hand Avenue is approved. FEMA has approved increasing the HMGP grant to 75%/25% which will increase the grant by approximately \$1.7 million and they are reviewing additional work components from the May Study Report Phase 1 projects to also include in the grant.
- Capital Projects:
 - Sidewalk Construction 2010- Continue Design of N Ridgewood Sidewalk, continue preparation of cross-sections, continue preparation of profile, create details and set-up plan set.
 - Park Paving- Modify drawing, add Sports Complex area, add Central Park Phase II
- Administration:
 - Processed project invoices/pay requests totaling \$115,685.
 - Prepared cost estimate for paving Kiwanis parking lot and access drive at Ormond Sports Complex.
 - Investigated issue concerning replacement of Oak Forest stormdrain outfall pipe, where resident has constructed a masonry privacy wall above the pipe. A contractor has been solicited to investigate the site to determine if there is a noninvasive procedure for lining or replacing the pipe without taking down the wall.
- Meetings:
 - FDOT D5 Annual Utility Meeting.
 - Met with FDOT at SR 40 and Halifax Drive.
 - AutoCad upgrade meeting.
 - Ponce De Leon Residence/FEMA- Met with consultant to review stormdrain model report to determine if 10 year event would indicate a flooding condition at residence
- Customer Service:
 - Responded to contractor on 335 N Beach St.
 - Issued engineering permit for ground water assessment on Stoney Ridge Lane.
 - Located and provided copies of the Gardens of New Britain plats to resident
- Other:
 - Located and converted to PDF the copies of air traffic control tower @ OBMA for Airport Manager request.
 - Plotted Ormond Mall Lift Station drawings for consultants meeting
 - Researched the right of way location of the Rosewood and N. Yonge intersection to determine ownership (NID request)
 - Surveyed and set top of casing elevations on the monitoring wells located at the OBPD and the WWTP
 - Finalized all revisions of City Fiber Optic As-Built drawing, need to plot final copies
 - Located converted the point file for N. Ridgewood and Rosewood sidewalk construction projects.
 - Collect water depths at all monitoring wells at Nova Landfill.
 - 32 projects were inspected.

- **Street Maintenance**

- **Asphalt / Concrete**

- Repair asphalt at Forest Ct. and at West St.
- Repair sidewalk trip hazards at City Hall – behind Finance
- Repair raised sidewalks at 1275, 1285, 1291 & 1296 Vanderbilt Dr.
- Repair driveway for Wastewater at 7 Tropic Lake Lane (Breakaway Trails)
- Training class for chain saws & front end loader at the Wastewater Plant
- Patch pot holes on West St. & on US1
- Cut concrete driveway & remove at 541 Hand Ave.
- Form spillway & driveway at 28 Park Place

- **Tree Crew**

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Pick up trash and litter on ROW-Orchard & Wilmette
- Grind stumps at various locations
- Shop maintenance
- Saw class at Public Works
- Trimming trees at Public Works Complex
- Trimming on Santa Fe Ave.

- **Maintenance Crew**

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Maintenance of various vehicles
- Assist concrete crew
- Mulch distribution at Central Park I for volunteers
- DOT weed control on Granada/A1A to Tomoka River
- Excavation with Gradall at south end of Public Works Yard
- Pick up (3) loads of shell from Arrow for Central Park I Parking Lot

- **Sign Shop**

- Continue fabricating HIP street names for intersections along Main Trail
- Installed a delineator on top of the stormwater basin on S. Nova Rd. at the Friends Bank to deter vehicles from parking on the basin & sidewalk
- Repaired signs at the following locations:
 - 930 N. Halifax Dr., installed missing bolt & nut on 25 mph sign
 - Main Trl. just off Rt. 40, replaced a “No Thru Traffic” on winding road & 25 mph “Advisory Plaque”
 - N. Center St. south of Wilmette Ave., replaced (2) Pedestrian Crossing signs & also installed (2) diagonal downward pointing arrows below the pedestrian signs
 - NE Highland Ave. & N. Ridgewood Ave., straightened leaning stop sign post
 - SW Bostrom Ln. & Division Ave., replaced the Playground Warning sign
 - 1055 N. Halifax Dr., installed a Stop Ahead sign

- **Stormwater Maintenance**

- **Maintenance Crew**

- Locates citywide
- Carp barriers inspected and cleaned
- Pump Stations inspected
- Chemical ditch spraying – Arroyo Parkway

- Repaired spray gun
- Inspected and delittered Lakebridge DOT pond
- Reachout Mowing – DOT ponds
- Chainsaw and Loader – Training Class
- Outfall inspections – Mainland
- Vacon – line cleaning – Forest Hills
- **Streetsweeper - Streetsweeping**
 - 0.0 miles of road cleaned
 - 0.0 cubic yards of debris removed (Down for repairs this week)
- **Fleet Services**
PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
7	27

Road Calls for the week:

8

Accidents for the week:

P.D. #022

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

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

<u>Diesel</u>	<u>Gas</u>
8853 gals.	11,850 gals.

Comments:

Fleet continued to complete all pm services and or repairs on schedule and no unusual occurrences happened this week to our fleet operations.

- **Utilities**
 - 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.
 - Breakaway Trails Irrigation System – Continuing to investigate the operating system settings for the irrigation system to maximize replenishment of storage deficits with storm water and raw groundwater sources to reduce the amount of potable water used to supplement the system when high irrigation demand diminishes available pressure and storage needs.
 - Chemicals – Revised specifications are needed for Phosphoric Acid used at the water plant and the dewatering Polymer used at the wastewater treatment plant. Finalizing the bid specifications and special conditions packet and estimated quantities prior to forward to Palm Coast Purchasing Dept who is coordinating the collective chemical bids for interested utilities this year.
 - Cross Connection Control (CCC) Program Management Services: Meeting held with Hydro Designs, Inc. (HDI) concerning feedback provided by VCHD reviewers regarding draft City's CCC Plan and Ordinance modifications. Received draft responses from HDI for VCHD requested survey of demographic information concerning City's program as part of annual inspection. Address inactive account procedures regarding this program with Building Dept.

- Fire Hydrant Replacement Program – A pre-bid meeting was held this week with interested contractors. Addendum to be issued as a result of findings derived in the pre-bid meeting.
- Open Top Roll-Off Style Container Filter – Researching availability funding source prior to advertisement. The Root Control project was approximately \$15,000 under the budget. The use of these funds to finance the purchase of this filter is being considered.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – The project is essentially complete. Staff to prepare Change Order #2 upon receipt of additional contract time request and justification from Contractor. The proposal will be modified to be actual cost with an estimate for 180 days of time. The pump impeller attachment bolt and washer configuration is being modified by the pump manufacturer to eliminate locations that currently accumulates rags within the unit. Variable frequency drive (VFD) #3 experiences an over-current fault. The cause of the fault is being investigated. Awaiting final summary of lab findings for centrifuge optimization and % solids production. Initial data indicates that thickening is around 16%. Experimentation with the pump speed set points is being performed to reduce the frequency of starts and stops during the midnight shift.
- Gravity Sewer Pipeline Repair – Specifications for repairs are being prepared. A list of proposed manholes was compiled for rehabilitation. Attended presentation by Infrastructure Repair Systems, Inc. concerning their company's piping point repair equipment, materials, methodology and specification.
- Water Treatment Plant High Service Pump Station VFD Conversion - The total amount of changes requested to date is \$26,898.60. A change order is being prepared. Revised Operation and Maintenance Manuals were received for the motor drives with copy sent to the chief plant operator for review. The manuals are acceptable.
- Lift Station Repair and Replacement Project: Electrical design plans were incorporated into the design. Quentin L. Hampton and Associates, the consultant, prepared revised plans to keep the pump station layout configurations inside the easement that has already been secured. The plans were reviewed and sent back to the consultant to prepare a final illustration of eventual layout. Shop drawings were reviewed.
- Root control – Bids were received this week. The low bidder was Municipal Sales for \$35,220. The budget is \$50,000. Recommendation for award forthcoming for CC consideration.
- State Road 5 at State Road 40 (US1 & Granada). A plan was developed to dewater the area underneath the storm drain at the driveway entrance to Family Dollar. FDOT was notified and the dewatering was completed. The pipe is installed on the south side of Granada. Connections to the main on Tomoka Avenue need to be completed. Deflection around the storm sewer on the east side of US 1 is scheduled for Thursday night. A water shutdown is being scheduled and notices are being passed out.
- Wastewater Treatment Plant Expansion: [Staff and design consultant preparing recommendation for award for bids received.](#)
- Standish Water Storage Tank Rehabilitation –The purchase order was sent to Crom Engineering Services. Requested schedule for vendor anticipated performance of work.
- SPRC- Access routes to Wells 33H and 34H through Huntington Woods and Huntington Lakes are being evaluated. Coordinating Well 33 Access with Developer for pump and motor replacement. A request for an easement vacation was received for 60 Nightingale. The request was for 20 feet of a 40 foot right-of-way. The Wastewater Utility Master Plan shows that a sanitary sewer may be installed in that area in the future. Vacating the easement may not be viable.
- Capital Improvement Project budgetary planning and development completed for FY 2010-2011. Operations budget reviewed with Finance and management staff.
- Water Distribution
 - Replaced 6 residential water meters, installed 4 new water meter/services

- Tested two - 3" and one - 4" commercial water meters for accuracy
- Responded/ repaired 8 service leaks, 5 low pressure call, and 6 cloudy water complaints
- Tested 4, repaired 1 City owned backflow preventers
- Replaced 7 water services and 12 meter boxes/lids
- Performed maintenance on 7 city owned fire hydrants
- Scheduled a water main shut down for contractor to deflect the water main on US1 for Thursday evening.
- Performed flushing activities on Hand Ave, S. Center St, Arrowhead, Hickory Hills Dr, Harbor Lights Dr, Arroyo Pkwy, Santa Ana, Calle Grande, Garden Ln, Orchard Ln, Santa Fe, Laurel Oaks, Fleming Ave, Charleston Square, Park Ridge Sub, Hidden Hills.
- Perform valve maintenance activities on 20 valves in Hidden Hills Subdivision
- Raise valve box on US1, north of Tomoka River
- moved water service at 3 Breezeway Dr due to septic tank installation
- Rescind the boil water for W. Granada and US1
- Cleaned and restock all trucks

- Water Treatment
 - Delivered 40.059 million gallons for week ending June 6 (5.723 MGD)
 - Backwashed 13 filters for a total of 470,000 gallons backwash water.
 - Produced and hauled 94.5 wet tons of dewatered sludge.
 - Began conversion to free chlorine June 1st within the distribution system.
 - Completed water quality flushing to help with the dispersal of free chlorine residual.
 - Assisting with optimizing Breakaway Trails and Hunter's Ridge water well pumping scenarios in regards to irrigation and fire protection system operational controls configuration.

- Waste Water Collection - Reuse
 - Crews responded to two trouble calls out west Breakaway/Hunters Ridge and three in town.
 - Marty and crew root controlled two sewer laterals' and cleaned out eight reuse valve boxes and located sewer force main at 1186 Ocean Shore Blvd and located sewer lateral at 4 Cobblestone for home owner.
 - Butch and crew installed new PEPSystem tank at 19 Laurel Ridge Break.
 - Cleaned - organized maintenance building at Breakaway Trails complex.
 - Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.18 Million Gallons
 - Produced 15.55 Million Gallons of Reuse
 - Produced 12.63 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 4.03 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 92.62 (14%-18% Solids).
 - Influent pumps in the Influent Pumping Station are having ragging issues and contractor is to install manufacturer's suggested solution upon delivery of the replacement impeller broken during the first attempt to install solution.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project.

- Water Plant - Well Fields - Booster Stations
 - Replaced 50 HP VFD drive at Aerator pump #3.
 - Tested well 27H controls for operations.
 - Pulled check valve apart on HSP #7 after operations reported valve stuck open. Found plate worn and mounting stud bent. Contacted vendor for information and was informed

- these valves are no longer under warranty. Parts list was obtained and repairs will be performed in house.
- Patched polymer tank #1.
 - Removed motor fan shrouds from scrubber #3 and 4, cleaned & painted.
 - Repaired tank drain pump at Leeway Trails Booster pumping station.
 - Replaced polymer mixer and gearbox after oil leakage was noted.
 - 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.
 - Installed receptacle in Break room.
 - Performed Reuse pump station PM's and repairs, see below.
- Wastewater Plant – Lift Stations – Reuse System
 - Deragg scum well pump #1.
 - Assisted Fleet Maintenance with test of generator at Hardened Data center.
 - Repaired Multitrode probe at 7M liftstation.
 - Replaced RTU battery at Pine Trails liftstation.
 - Deragg RAS pump #5 pump was locked up due to rag build up.
 - Continued work on drop bearing assembly for post anoxic mixer.
 - Continued with measuring and change out of isolation valves at various liftstations.
 - Inspected and replaced motor shaft coupler on RAS pump #2.
 - Assisted operations cleaning televalves.
 - Cleaned floor drain at Centrifuge building.
 - Assisted operations deragging recycle pumps.
 - Utilities and operations group Deragged 3 influent pumps about every 2 days. Note: Pump #1 impeller damaged and out of service. Working with contractor and manufacturer to correct.
 - Performed PM Service to all plant equipment.
 - Deragg 4 submersible aerators.
 - Monthly PM's to 22 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 5 Liftstations. (pull pumps, etc)
 - Utilities Division completed 98 work orders as reported in MP2 computerized maintenance management system, of which 63 were PM work requests and 35 were repair work orders.