

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 8, 2010

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly staff meeting with Directors
- Weekly meeting with Assistant City Manager and Finance Director
- Bi-weekly meeting with Economic Development Director

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Met with I/T Manager and Jack Melnicoff, Granicus, on meeting management software
- Met with Employee Appreciation Day committee to finalize details
- Held Walk with the Manager
- Attended Congressman Mica's transportation symposium

City Clerk's Office

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

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

Community Development

Planning

- The Department has received acknowledgement from FEMA regarding receipt of the City's 2010 Community Rating System (CRS) Recertification. The Recertification process continues the City's good standing in the CRS Program for the next year. The City's current Class rating is a 7 (10-1). For each rating below a ten, homeowners receive a 5% discount on flood insurance premiums. The current discount is 15%.
- The Department prepared the US 1 North Corridor Utility and Planning Report as well as a sign inventory for the US 1 N. Corridor as requested by the Legal Department.

Building Inspections, Permitting & Licensing

- 62 permits issued with a valuation of \$227,702.00
- 203 inspections performed.
- 4 business tax receipts issued.

Development Services

- The Department has received the following developments for SPRC review:
 - Site plan modification to the Marshside subdivision PRD. This involves increasing the density of Marshside by transferring the entitlements from the Enclave development owned by the same developer.
 - Olive Grove site redesign based on St. Johns comments.

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings' engineers to discuss design standards for the Commerce Park and Town Center.
- 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.
- Staff submitted an application to the Florida Planning and Zoning Association Surfcoast Chapter for Ormond Crossings as the Outstanding Master Plan Project of 2010. The selection process will be completed in November and the award dinner will be held on December 10 at the River Grille Restaurant in Ormond Beach.
- **Joe Mannarino is meeting with CANDO on October 21 at 6:30 pm at the Ormond Beach Union Church, 56 North Beach Street to discuss the Ormond Crossings project.**

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 October.
- Staff met with the CEO 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. The site plan is being finalized. 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 Guardian Pharmacy, located at 9 East Tower Circle, to discuss their proposed expansion to 10 Aviator Way. The relocation would more than double the size of the facility from 5,400 square feet to 12,000 square feet and increase the work force from 35 to 40. Guardian provides medical supplies to group home institutions in Volusia County.
- 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. Staff expects to process a plan and application for the project.

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.
- Mary Rhodes, has resigned her position as Executive Director and staff is working with the interim Executive Director, Tony Capozzi.

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.
- Staff assisted Energizer in receiving a grant of approximately \$30,000 from the Center for Business Excellence for employee training programs. The training is part of the company's commitment to improving and growing the Ormond Beach plant.
- Staff met with Energizer's facilities planner to discuss future expansion plans and a land acquisition proposal.
- Staff continues working closely with Energizer management on a number of other site and transportation matters.
- Staff met with Putnam State Bank and prospective buyers of the Billy's Tap Room property to discuss reopening and renovating the restaurant.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is conducting interviews of CEO candidates and reviewing sites for a new headquarters.
- Joe Mannarino was elected by the economic development practitioners throughout Volusia County to represent them on the TVEDC Board of Directors. The first Practitioners Council meeting was held to formulate a process for practitioners to develop shared and individual City economic development goals and objectives that would be presented to the Board.
- Staff met with Executive Director Maggie Sacks and the Main Street Economic Restructuring Committee to discuss economic development initiatives such as Brownfield's designation, development incentives, market GAP analysis, and business attraction strategies.

Airport Operation and Development

- Staff submitted to the City Attorney this week a proposal and contract from Advanced Cabling Solutions, Inc. for the installation of surveillance cameras at the airport.
- Staff compiled and submitted a proposed scope of work to FDOT this week to help determine if certain repairs and upgrades to the ATC tower intercom and remote access systems may be performed under the 100% funding grant currently affording security upgrades at the airport.
- Staff compiled and submitted to FAA this week information regarding the projects to relocate Taxiway "A" and renovate Taxiway "C" at the airport. FAA will use the supplied information to program funds in anticipation of grant applications for these projects.
- Engineers employed by Sunrise Aviation contacted staff this week regarding their intention to make application to the City for the permits required to commence construction of the new Sunrise Aviation fuel farm.
- Staff was apprised that Gate #8 (a pedestrian gate) at the airport was being propped open because the locking mechanism had begun to malfunction, resulting in authorized persons not being able to access the airport. Repairs to the gate were arranged and completed this week.
- Staff received from FDOT this week a draft, unofficial version of that portion of the Master Aviation Work Program Report pertaining to the Ormond Beach Municipal Airport. Staff reviewed the material and found it to be largely in compliance with the 5 year work program developed by staff in collaboration with personnel from FDOT and FAA earlier this year. Staff responded to FDOT and requested that the Taxiway "A" relocation project be updated to reflect FY2012 programming, and that it be considered a "safety" rather than an "aviation capacity" project.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation of fiscal year end and annual audit reports.

- Finalize self audit of payroll taxes. Additional assessment is \$27,700.

Completed Projects - Weekly

- Processed 32 Journal Entry Batches (# 5210 – 5228, # 6 – 53).
- Approved 46 Purchase Requisitions totaling \$903,014.23.
- Issued 18 Purchase Orders totaling \$529,890.25.
- Advertised Bid No. 2010-32, Downtown Wayfinding Signage, in the News Journal and posted to DemandStar on 10/3/2010.
- Held opening for Bid No. 2010-33, N. Ridgewood Dr. Sidewalk Replacement, on 10/4/2010. Fourteen (14) bid submittals were received.
- Held proposal ranking/evaluation committee meeting for RFQ No. 2010-27, Wayfinding and Interpretation Assessment Plan for the Ormond Scenic Loop & Trail, on 10/6/2010.
- Held opening for RFP No. 2010-34, General Obligation Bond Series 2010-Bank Term Loan, on 10/7/2010. Six (6) proposals were received.
- Mailed five (5) Letters of Intent to Award for Bid No. 2010-20, Left Turn Lane at Hull Road and US 1, to the submitting firms on 10/7/2010.
- Mailed eight (8) Letters of Intent to Award for Bid No. 2010-31, Decorative Lighting Purchase-Downtown Streetscape, to the submitting firms on 10/7/2010.
- Prepared 247 Accounts Payable checks totaling \$920,309.46 and 41 Accounts Payable EFT payments totaling \$164,456.00
- Processed 4,470 cash receipts totaling \$861,102.91.
- Processed 1,024 utility bill payments through ACH totaling \$58,045.69.
- Processed and issued 4,136 utility bills with billed consumption of water of 16,500k.
- Issued 494 past due notices on utility accounts.

Public Information

• Press Releases

- Mayor Costello's Reception (10/19)
- Ormond Beach Historical Trust – Three Chimneys Site on the National Register of Historic Places

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.
- Attended mandatory CDBG training.
- Attended pre-bid conference for the PACE Center roof.

Fire Department

Weekly Statistics

1 Fire
3 Fire Alarms
1 Hazardous
49 EMS
6 Motor Vehicle Accidents
23 Public Assists

83 TOTAL CALLS

Medical Call Type

1 Abdominal Pain	7 Fall Victim
3 Assault	1 Heart Problems
1 Blood Pressure	1 Overdose
4 Breathing Problems	1 Sick Person
3 Chest Pain	5 Traffic Accident
1 Choking	2 Traumatic Injury
1 Convulsions/Seizures	2 Unconscious/Fainting

1 Diabetic	6 Unknown Medical
1 DOA (cardiac arrest)	

41 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **6 calls – Volusia County (5), Daytona (1)**
- Aid received from other agencies: **4 call – Volusia County (3), Daytona (1)**
- Total staff hours provided to other agencies: **10 hours**
- Total staff hours received from other agencies: **2 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **0**
- # of overlapping calls: **11**

Operations

- Continued flu shot program at Station 91 with 49 vaccines administered this week with an overall total of 229.
- Instructed Biohazard Exposure Control training to fire personnel.
- Conducted fire/technical training at the former Ormond Memorial Hospital on Sterthaus Dr.
- Prepared Physical Agility Test for new hire testing process.
- Met with Emergency Communications Center (ECC) dispatcher to tour Ormond Beach fire stations for updating ECC resource book.

Training Hours

- 17 EMT Refresher Module 2
 - 35 Medical Director HIV / Aids Training
 - 6 Preplanning
 - 37 Search & Rescue
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95 TOTAL STAFF HOURS

Activities

- Inspected 61 hydrants and placed street reflective markers as needed
- Conducted 3 fire inspections
- Updated 25 pre-fire plans
- Visited 4 homes for smoke detector checks
- Conducted monthly Healthcare Providers CPR class – 6 students
- Station 94 Tour – 5 Cub Scouts
- Public Education Events:
 - Kidsko Learning Center – 90 children
 - St. Brendan's School – 14 children

Human Resources

Staffing Update

Job Requisitions

- Fire Department – Office Manager
- Public Works – Maintenance Worker II (Stormwater)
- Leisure Services – PT Recreation Leader (Athletics)
- Leisure Services – PT Athletics Coordinator

Approved/Active Recruitment

- Police Dept - Community Service Officer (signed)
- Fire Department – Firefighter/EMT

Screening/Interviews Scheduled

- Police Department – Police Officer (3) – Interviews scheduled for October 7th and 8th.
- Police Department – Evidence/Crime Scene Technician, 40 applications received. Interviews are being scheduled for October 12th and October 13th.

Background/Reference Checks

- Leisure Services/Recreation – PT Recreation Leader (Nova Community Center)

Promotions

- Public Works/Stormwater – Maintenance Worker IV effective October 2, 2010

Employee/City Benefits Program Update

- The Early Retiree Reinsurance Program application has been submitted. Per the Affordable Care Act this may provide financial relief for providing health insurance to early retirees and help to off-set our claims experience. EERP application was returned with questions on two items, working on re-submittal.

City Events/Employee Relations Update

- The City of Ormond Beach's Heart Walk team held their final event of the year on Saturday, October 2nd. The First Annual Heart Walk Poker Run was a great time for all involved and successfully raised \$149 which put the team right on the goal set earlier this year of \$3,100! The run started at Starbuck's in Ormond Beach and ended up at Pinana's on US1. Members of the team also participated in the Volusia/Flagler Heart Walk on Thursday, September 30th, at the Bandshell in Daytona Beach. There was \$17,000 raised on the day of the Heart Walk so this was considered a successful year in fundraising to fight heart disease and to raise awareness of prevention.
- Employee Health Risk Assessments to be conducted by FHCP on October 15th at Nova Community Center.
- Employee Health Fair is October 15th at the Nova Community center.
- Employee Appreciation Day will be celebrated during Florida City Government week on October 20th.

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.

Risk Management Projects

- Developing centralized insurance review process for all purchases.
- Coordinating substance abuse training for employees/supervisors.

Information Technology (IT)

Work Plan Projects

- Document Imaging – City Clerk project – Preparation for RFP
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 58 New work - 52 completed - 40 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	48,806	Inbound E-Mails Blocked	39,504
Delivered Inbound E-Mails	9,126	Quarantined Messages	176
Percentage Good Email	18.7%	Virus E-Mails Blocked	78
- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 3 Corrections: 0
- Map/Information Requests: 15
- Information Requests from External Organizations: 5
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: 1st draft of maps (13) and tables (7) for US 1 blight study area submitted to Planning Dept.

Leisure Services

Administration

- Met with Staff to discuss potential Senior Softball league.
- Attended LS Administrative staff meeting.
- Attended Public Works meeting.
- Attended City Manager staff meeting.
- Attended City Commission meeting
- Met with staff to discuss the progress of South Ormond project.
- Met with staff at Nova Community Center regarding sound system.
- Planned out treadmill assembly and installation at Nova Community Center.
- Inspection of fields and flagpole at Ormond Beach Sports Complex.
- Met with MainStreet Events Committee to discuss plans for RiverFest.
- Hosted Programming Staff Meeting.
- Attended VSA Theatre Works in-school presentation (Mon)
- Attended flag football games (Mon & Wed).
- Attended adult softball league play (Tues)
- Attended Seabreeze JV Football game (Thurs).
- Met with representative from the Chamber to discuss the upcoming candidates' forum.
- Attended the opening day of recreational soccer.
- Met with Employee Appreciation Day committee.
- Met with Gary Heatwole to discuss tennis activities.
- Attended Amazing World of Illusion Show at the PAC (Sat).

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, continued 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 and competitive teams continued 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 and will be played each weekend, some at the Sports Complex, and some on the road. This will continue through the month of May.
- OBSC Recreational Soccer continued its game season this Saturday, with a full slate of games on 9 of the 10 fields. Games ran from 8am to 1pm.
- City's Youth Flag Football program continued its game season this week at softball quad #3, as well as the Kiwanis field. Three divisions have a total of 23 teams, which are over 200 participants. This is the largest flag football program since Pop Warner came to town over 10 years ago. Games will continue through mid-November.
- The City's Men's Fall Softball League continued its regular season this week, with games on Monday, Tuesday, and Friday nights. Eight 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 games on Tuesday and Thursday night at Nova gym, from 6-8pm. This program will run through the beginning of November.
- Seabreeze High School JV football played a home game at the Ormond Beach Sports Complex on Thursday night, 6pm, Field #7. They have 1 home game remaining, on Oct. 21st.
- The NXBL Baseball League played at home Saturday night at the Sports Complex, Wendelstedt field #1. Game times are 7pm.
- Upcoming Activities: City's Girl's Basketball Program, City's Basketball Training League, OBYBA Boy's Basketball Program, Men's Winter Softball League

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 Rec. to clean tennis and basketball courts.
- Went to Osceola Elementary to prep softball fields, also to clean tennis, basketball, and handball courts.
- Mowed infields and outfields at Nova Park.
- Cleaned Skateboard Park.
- Cleaned tennis and handball courts.
- Mowed softball #1 - #4 and co-ed fields.
- Picked-up and dropped off equipment to Fleet on daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance building.
- Mowed soccer #1 - #10, twice a week
- Mowed the right of way along Harmony Road that leads to the entrance of the Airport complex.
- Painted foul lines and prepared baseball fields daily for competitive teams practice and games.
- Preparing 2 fields for the fall high school baseball season.
- Started going through all irrigation for the fall season.
- 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.
- Painted 19 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 Thursday Seabreeze J.V. game.
- Repainted 2 fields for the recreation flag football.
- Still working on the finishing touches at the South Ormond Park field.
- Top-dressed football and the infields of baseball.
- Started edging all of the infields of the baseball fields.
- Helped building maintenance with the rebuilding of the baseball bathrooms.
- Prepped five softball fields for the weekend Lady Renegades tournament.

Senior Center

- Granada Squares Dance, Tuesday
- Tomoka Duplicate Bridge, Tuesday, Saturday
- Daytona Community Church, Thursday
- Square Dance, Friday
- Chinmaya Church, Sunday

Performing Arts Center

- 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 and Tap,
 - Wednesday - Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz and Tap
 - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
 - Friday – Theatre Workshop, Green Dance, CMT
- The Performing Arts Center has prepared to host the following events:
 - Amazing World of Illusion October 9th, 2:30 and 7pm. \$15 adult, \$10 child

South Ormond Neighborhood Center

- Splash Pad was open 10am until dusk
- Neighborhood park was open sunrise until 10pm
- Pop Warner football practiced on field, Tuesday and Thursday
- Electricians installed power cables to scoreboard on ball field
- Flooring crew worked on gymnasium floor striping and baseboard installation

Community Events

- Attended staff meeting
- Completed weekly administrative tasks and office work
- Continued working on Employee Health Fair tasks, including props for event and designed bulletin board for two upcoming health fairs
- Continued planning for fall events
- Attended events meeting
- The parade committee worked on final preparations of parade application and mail-out, taking applications, providing information, and updated flyer
- Attended Senior Games meeting
- Assisted with Senior Games registration
- Worked on Senior Games advertising and promotions
- Assisted with planning of “Kick Off Celebration” for Senior Games
- Participated in the 5th annual Ormond Beach Presbyterian Church Health Fair, 10/7, 9:30am-2:30pm; tended an exhibit booth and handed out promotional material on Leisure Services

Gymnastics

- The Gymnastics Center has re-opened after being closed during the month of September for renovations.
- Staff worked on setting painting bathrooms and cleaning in preparation for re-opening the gymnasium
- New classes began on October 4th, with many newly enrolled students and full Tots classes.

Nova Community Center and Special Populations

- Nova conducted regular adult classes in jazzercise, “take off pounds sensibly” (TOPS) and Yoga.
- FitGyms conducted their personal training, tennis lessons and FitMoms.
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, the game room, and the exercise room.

- Nova Community Center continued fall programs including the Phonics Game, the Activity Class and Miss Debby's Dance Classes.
- Challenger Soccer continued on Tuesday at the Ormond Beach Sports Complex for the Special Populations Division participants.
- Youth Coed Volleyball took place on Tuesday and Wednesday in the Nova Community Center gymnasium through the Athletics division.
- The Recreation Center Coordinator attended training on Tuesday in Daytona Beach entitled *Dealing Affectively with Unacceptable Employee Behavior*.
- Final preparations took place for the Employee Health Fair which included a meeting on Friday.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily.
- The Ormond Beach Art Guild Fall Show Exhibit in the Gallery will be on display the month of October.
- The Casements Coordinator met with Ormond MainStreet to discuss logistics and final planning for the upcoming Riverfest event scheduled for November 20-22nd.
- Yoga this week on Tuesday morning from 10:00am to 11:30am and Thursday evening from 6:30pm to 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 morning 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.
- New Guild member training, Wednesday 10:00am to noon.
- Staff assisted with the weekly Farmers' Market on Thursday from 8:00am to 1:00pm.
- Casements staff worked to send out invitations for the upcoming Casement Book Premiere, scheduled for Friday, October 15th from 3:00pm to 6:00pm.
- Staff continued working on "Rockefeller Revisited" a Halloween alternative program for families on Saturday, October 30th from 7:00pm to 9:00pm.
- Wedding ceremonies at Ormond Memorial Gardens on Saturday from 9:00 to noon and 1:00pm to 3:00pm.
- Birthday party rental at Bailey Riverbridge on Saturday, from 5:00pm to 9:00pm.

Parks and Irrigation

- Ran all zones at Riviera Park. Replaced 5 heads. Adjusted all rotors.
- Ran all zones at Police parking rear lot. Replaced 10 damaged heads. Adjusted heads and rotors.
- Ran 2 zones at SONC around bleacher pad. Adjusted 2 rotors.
- Installed new zone at Fire Station 92.
- Checked battery, ran zone, adjusted spray heads at Pleasant Dr. lift station.
- Relocated 1 rotor head, and removed 10 feet of zone line at Fortunato Park.
- Located zone line and heads on bullnose strips. Marked area for fence installation on S. Nova median.
- Checked timer voltage loss at railroad tracks median. Ordered new timer.
- Dug up and repaired broken zone line at SONC (hit by AAA Fence Co. on new fence install)
- Voltage check at 5P lift station (no power). Scheduled for electrician to replace GFI outlet.

Building Maintenance

- Repaired rollup door in the maintenance bay at the wastewater treatment plant
- Installed 28 foot flag pole at the airport sports Pop Warner field
- Replaced pump for the fountain at Baileys Riverbridge Gardens

- Repaired discharge line for the decorative fountain at Arroyo
- Completed renovations at the P.A.C. registration office
- Completed yearly fire sprinkler inspections at City Hall and the Police Dept.
- Ran wires and computer lines for new counter at the P.A.C.
- Repaired the radio controller at the Municipal airport
- Installed two new wind socks at the Municipal airport
- Repaired seven decorative streetlights at various locations
- Repaired vandalized restroom stall door at the soccer complex
- Completed replacement of damaged electric gate at the wastewater treatment plant
- Replaced soap dispensers at the Police Dept.
- Greased motors bearings and pumps at City Hall
- Completed installation of FRP in men's room at major league baseball

Police Department

Administrative Services

- Property and Evidence Room audit and inventory continuing.
- Gave presentation to "Friends of The Library"
- Conducted Police Applicant Interviews (Thursday – additional interviews to be conducted on Friday)
- Biketoberfest Event Action Plan completed

Community Outreach

- OBPAL staff continued to contact sponsors and door prize donors to support the annual golf tournament. The tournament, *Golfing for Youth*, will be held at Riverbend Golf Course on November 13.
- Participant applications for Science On Patrol at Ormond Beach Elementary School were distributed to youth in the 5th grade.
- A Science On Patrol team leadership meeting was held to review the curriculum for the 6 week class that begins October 21.
- Tutors R Us began at the South Ormond Neighborhood Center.
- OBPAL met with members of the Outreach Unit to plan an anti-bullying program for 4th and 5th grade students attending elementary schools in Ormond Beach. The pilot program will be held in January.
- The first quarterly report for the National PAL Youth Leadership Grant was submitted.

Community Services & Animal Control

- Animal calls responded to : 77
- Animal Reports: 13
- Animal Bites: 3
- Animals to Flagler Humane Society: 5
- Animals Reclaimed: 2
- Wildlife to Tomoka Vet: 2
- Animal Notice of Violations: 2

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 15
- Cases Exceptionally Cleared: 7
- Inactive: 15
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 13
- Larceny Car break: 10
- Grand Theft: 1

- Auto Theft: 1
- Offense Against Family/DCF Reports: 1
- Missing Persons: 1
- Recovered Missing Persons: 1

Narcotics

- Over the past week task force members conducted two search warrants
- Assisted V.B.I. with narcotics arrests in reference to several Doctor/Pharmacy investigations.

Comments

- A subject has been identified as being involved in several car burglaries on the west side of the city. Charges are pending.
- A white adult male that was responsible for several kick-in residential burglaries has been located and arrested. Two more charges are being filed against him for residential burglaries.
- Investigators have linked a known copper/ air conditioner thief to a residential burglary in the trails. Charges are pending further investigation.

Records

- Walk - Ins / Window 144
- Phone Calls 260
- Arrest / NTA'S 21
- Citations Issued 118
- Citations Entered 112
- Reports Generated 134
- Reports Entered 139
- Mail / Faxes / Request 89

Operations

- 9/30/10 Burglary-Residence, Byron Ellinor Dr., entered fenced storage unit and removed property.
- 9/30/10 Burglary Residence -Spring Meadows - resident at home heard knocking at door, looked out window observed a white male. Resident did not answer door. Subject then kicked door in, observed the resident and then ran off. Subject subsequently arrested on outstanding warrant for numerous residential burglaries.
- 9/30/10 Burglary -Residence-Main Trail. Garage had been entered and tools taken
- 9/30/10 Domestic Violence assault- Arbor Church -Tomoka Ave. Male subject arrested
- 10/1/10 Burglary/Forced Entry Residential Hand Ave. Rear sliding door was opened. Home owner was asleep near the door but heard nothing. Nothing taken
- 10/1/10 Burglary - Ocean Shore Blvd. Adult female arrested.
- 10/1/10 Burglaries –residential Pinewood –both rental units owned by same person, both had doors kicked in. Nothing known to be taken at this time.
- 10/1/10 Burglary – residential Brookwood –Television set stolen.
- 10/1/10 Battery - Fir St – Adult male arrested for aggravated battery.
- 10/2/10 Burglary -Chippingwood. Entry made via an unlocked sliding door.
- 10/2/10 Car break Shadow Lakes Blvd - Adult male subject arrested.
- 10/2/10 Baker Act – adult female.
- 10/3/10 Assault & Battery –Domestic Violence Nova Rd.
- 10/3/10 Burglary- Residential –Old Mill Run – jewelry, I-Pod, amplifier and camera stolen.
- 10/3/10 Shoplifting – WalMart - Adult female arrested.
- 10/3/10 Domestic Violence – Warwick Avenue- Complaint affidavit filed
- 10/3/10 Domestic Violence - Greenvale Drive – mother and son filed cross complaints.

- 10/3/10 Domestic Violence – Collins St. Adult female arrested.
- 10/4/10 Burglary Residence – Soco Trail.
- 10/4/10 Domestic Violence - Battery -N. Beach St. Complaint affidavit filed.
- 10/4/10 Fraud - Hickory Hill Place - Suspect stole a \$19,000.00 check cashed it at a Wachovia Bank. Investigation continuing.
- 10/4/10 Breaking & Entering - Autumnwood Trl – larceny out of the garage sometime in the afternoon
- 10/4/10 Larceny - Thackery Rd. Theft of water meter from residence on Military Boulevard and installed at residence on Thackery Road.
- 10/5/10 Burglary Residence - Cypress Hollow Ln.
- 10/5/10 Felony Battery - S. Atlantic Ave. - victim hospitalized with broken nose. Affidavit filed.
- 10/6/10 Car Break - S. Halifax Avenue .
- 10/6/10 Accident - Fatality - S. Nova and Fernery Trl.
- 10/6/10 Vehicle vs Pedestrian crash – S. Atlantic Ave - 2 motorcycles struck a pedestrian crossing the roadway. Four people transported to hospitals with serious injuries.

Traffic Unit

- Officer Piccola is working three separate hit and run investigations that have been previously reported. He has spent much of his week trying to close them out.
- Sergeant Smith and Officer Piccola assisted VCSO and Brevard County SO with the funeral escort for an in-service motor officer that passed away recently.
- Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
- Officer Pavelka is working with Iyetech Software to initiate a new and improved crash reporting system. The system will be free and will also be updated with the new HSMV forms.
- Fire lane signage and markings at Lowe's Home Improvement have been redone and appear to be up to code. Enforcement is in progress.
- City ordinances have been reviewed to prepare for enforcement of special complaints during Biketoberfest.
- New Kawasaki police motorcycle is in service.
- Variable Message Board deployed for Fire Department to advertise flu shots. It will be deployed to Hand Avenue and Nova Road for traffic control around the Octoberfest this weekend.
- Traffic Citations 99
- Parking Citations 1
- Crash - No Inj. 13
- Crash - Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 685
 - Self-Initiated Enforcement Locations:
 - 1500 BLK N. Beach Street
 - 85 Lincoln Avenue
 - Airport Road
 - N. US 1
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue
 - 600 BLK Riverside Drive
 - SR A1A
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.

- 500 BLK S. Ridgewood Avenue
- Tymber Crossings
- Pine Trail Elementary

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 6 Cases Initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 8 Cases initiated
- 11 tree removal permit requests
- 44 signs either removed or sign cases created.
 - Administrative staff assisted with one walk in and ninety-two (92) telephonic inquiries.

Public Works

Engineering

- US1 Forcemain Extension Phase II- The watermain bridge attachment modifications were reviewed by FDOT, with their recommendations for some additional minor changes. Staff agreed with these recommendations and is proceeding as such. The final friction course of asphalt was paved in the outside southbound lane. The lane is not being required to be opened per FDOT for Biketoberfest; therefore, the barrier wall will remain during the event and additional advanced notification signage will be placed in addition to the current signage.
- Rima Ridge Wells 54, 55 & 56- Held progress meeting, project is on schedule. All wells drilling have been completed, with testing to follow.
- Water Treatment Plant Dist. System Phase II- Contracts are being executed.
- Oak Forest Outfall- Pipe lining of the outfall was delayed due to scheduling conflict with contractor. Contractor stated that they will clean and re-TV the pipe before proceeding.
- 2010 Roadway Resurfacing- Contracts are being executed.
- South Ormond Neighborhood and Gymnastics Centers Improvements- The new gym floor is substantially completed. Ceiling installation is complete.
- South Ormond Rec Center Lighting- Scoreboard poles and wiring installed. Light test conducted.
- Main Trail Bridge- Submitted part B of Hall's contract to Legal (10 days late).
- SR40 Sidewalk / Trail Phase II- Resolve sidewalk replacement issues in punch list.
- North US1 – Landscape Renovation – The work is complete and the project has been inspected and approved by staff.
- Sunshine Blvd Monument Signage - Both monument signs are currently being fabricated. Staff is preparing a planting plan for implementation after both monuments are installed.
- Nova Passive Parks- The proposed trees were tagged by staff and have been scheduled to ship to the contractor. The contractor has tentatively scheduled to begin installing the irrigation near the end of October.
- Wastewater Treatment Plant Expansion and Rehabilitation – The Notice to Proceed was issued on October 6th following the CC's approval of CO#1 on October 5th.
- Downtown Street Tree Replacement- The existing trees to be removed were flagged by staff. The new trees were delivered to the contractor's yard where they are being stored. The contractor has tentatively scheduled the tree removal on October 11th.
- City Hall Parking Lot Repairs- The contractor will begin phase 1 of 3 after the November elections.

Design Projects

- Alcazar-Buena Vista Area Drainage Improvements- Prepared permit applications for VCHD/ FDEP and County Use permits.

- Sanchez Avenue Stormdrain- Contractor has ordered pipe materials, delivery time is unknown, but is expected within two weeks.
- Airport Road Forcemain Extension- Prepared exhibits for golf course reuse connection, for leasers to consider location of proposed stub-out location, discussed various plan revision with consultant. Final plans are in preparation.
- OBSC Boundless Playground- Staff has finalizing the design and has tentatively scheduled the bid award for the November 16th City Commission agenda.
- Fire Station 94 Sprinklers- Submitted Bid documents and prepared the advertisement.
- Ormond Crossing IJ/LAP- Reviewed and commented on latest report, completed reference checks.
- US1 & SR40- Issues with consultant and plans for connection of fiber and CCTV location.
- Ormond Scenic Loop- Review and graded consultant submittal for this project.
- Ridgewood Sidewalk- Responded to questions from bidders. Bid opening held October 4th.
- Rosewood Sidewalk- Met with residents in field, resident's comments indicate a public meeting or survey is needed.
- Granada Bridge Decorative Pole Replacement- The bid award has been scheduled for the October 19th City Commission Agenda.
- Vining Court- The project is tentatively scheduled to be advertised for competitive bids on October 17th.
- 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 project was advertised for competitive bids on October 3rd.
- Downtown Utility Relocation- Staff is currently reviewing a proposal from a design consultant.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- 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 approved by the EVRWA.
- Coolidge Avenue Roadway and Drainage Improvements - Bids for the construction of road and drainage improvements on Coolidge Avenue were received and will be presented to the City Commission for award next month. Coolidge Avenue will be constructed separately from Hand Avenue in order to get some construction on the stormwater improvements underway.
- Hand Avenue Road and Drainage Improvements – Received increase in funding from FEMA for the City's existing HMGP. The funding was increased from \$934,011 to \$1,770,876. Still waiting on final approval from FEMA for expanded grant request to include the bridge construction across Hand Avenue and interconnects of the other Central Park Lakes.
- Joint Permit Center – Staff will set up a preconstruction meeting with the contractor once contracts are executed.

Administration

- Wrote scope of work for monitoring well improvements. Installed locking plugs.
- 15 roads were surveyed for pavement distress.
- CMP replacement - Updated replacement tabulation and planning the following five replacement areas.
- Prepared project invoices/pay requests totaling \$186,849
- Prepared work authorizations totaling \$23,670
- Prepared quarterly status report for FEMA Hazard Mitigation Grant Program – Hand Avenue & Laurel Creek Drainage Improvements project

- SRF Loan Administration #WW120710140: routed & transmitted executed disbursement request #11 for \$208,944, to FDEP

Customer Service

- Located trees for Neighborhood Improvement Division.
- Provided easement and legal agreement docs on Bovard Ave. for property manager request.
- Provided copies of FDOT easement at 1225 W. Granada to Storm Water Division.
- Completed emergency tree locate at 855 N Nova for Streets Division.
- Responded to citizen on Granada Blvd and RR tracks elevation issue.
- Responded to Royal Floridian driveway/ A1A issues.

Other

- Completed and archived the City Fiber Optic as-built.
- Provided signed copies of McDonalds annex to Volusia County.
- Continued cross sectional surveys of Rosewood for sidewalk project.
- Field checked storm inlets on John Anderson for possible connection to County Storm System and contacted them for assistance and As-Builts.
- 38 projects were inspected.
- Nova Landfill- Dug around wells to expose concrete collar, cleaned dirt from inside well lids, replaced well caps with locking caps, replaced missing lid, created report for needed well modifications.
- Tower to Sports Complex Connection- Resolve connection problems- cable was installed and terminated – equipment connected - project completed.

Meetings

- Ormond lakes HOA president on wet pond area on Phase 3.
- Casement Drive extension.
- FDOT on US 1 and SR 40 traffic signal and fiber conflicts.

Stormwater Maintenance

Asphalt / Concrete

- Level streetscape bricks on John Anderson Drive at SR40
- Asphalt Water Department utility cut on Chesham St. (Chelsea Place)
- Patch pot holes at Cassen Park, Memorial Gardens, Pine Cone Trail and Pine Trail
- Level utility cut on Hand Avenue
- Level asphalt over Stormwater pipe at 12 Choctaw
- Repair asphalt at intersection of Seville & Cordova
- Repair asphalt in front of gutter at 1326 Oak Forest
- Pour concrete gutter at 1326 Oak Forest
- Pour concrete bench pads at Central Park I (2) and Memorial Gardens (2)
- Pour concrete pads at Wastewater Treatment Plant (2)
- Repair sidewalks at 414 Main Trail, 454 S. Yonge and 484 S. Yonge

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Pick up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimming at various bus stop benches
- Removal of tree at 39 Oakmont
- Assist Craig Hartman w/bucket truck for trimming at Chelsea Place Lift Station
- Trimming on McIntosh, Harmony, Blockhouse, and Dix
- Remove oak at 400 Cherrywood Drive

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
- Print work orders daily for scheduled requests
- Clean out planters for Fleet
- DOT weed control on US1
- ROW trimming citywide
- Take equipment to Fleet and pick up

Sign Shop

- Checking signs in zone NM1 for repair or replacement
- Update inventory of signs & aluminum blanks on hand and determine the materials that will need to be purchased
- Continue traffic pavement marking inspection citywide
- Fabricating new HIP (High Intensity Prismatic) names for intersections in zone NM1
- Repair or replace signs at the following locations:
 - Aviator Way & Sunshine Blvd., installed new HIP street names
 - Aviator Way & Signal Ave., installed new HIP street names
 - Signal Ave. & Sunshine Blvd., installed new HIP street names
 - Sunshine Blvd. & Airport Rd., installed new HIP street names & a new stop sign
 - Sunshine Blvd. & Tower Cir., replaced the post & installed HIP street names
 - S. Center St. & Fleming Ave., straightened a leaning stop sign post
 - Airport Entrance, straightened (4) stop sign posts
 - Ocean Pines Dr. & Pine Trail Cir., installed new HIP street names and a new post
 - Old Tomoka Rd. & SR40, straightened leaning stop sign post & replaced bent street names
-

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Construction – Kent Drive and Loyola Drive
- Pulled fountain out of N. Nova Rd. (Gradall, boat), replaced lights (pictures)
- Arbor Drive – install new open throat basin
- Vacon – cleaned out pond at S. Halifax & Granada
- Reversed hose on reel and replaced starter hose end, cleaned (3) basins on Kent and Loyola Drive
- Gradall – cleaned ditches on Pineland Trail w/#263 dump truck (pictures)
- Cleaned outfall on Division Ave. (pictures)
- Reachout Mower – N. US1, Division Ave., and around hydrants on N. US1 with Water Department

Streetsweeper - Street Sweeping

- 130.4 miles of road cleaned
- 27.0 cubic yards of debris removed

Fleet

PM Services completed for the week:

Emergency—Vehicles and Equipment
14

Non-Emergency Vehicles and Equipment
24

Road Calls for the week:

1

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
5,684 gals.

Gas
8,346 gals.

Comments

- Fleet operations has received the ASE Blue Seal award for the 5th consecutive year. This award is given to fleets that meet the required criteria.

Utilities Division

- Preparing a response package to the request for additional information (RIA) 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 –Purchase Orders are being prepared for the upcoming fiscal year chemicals.
- Cross Connection Control (CCC) Program Management Services: Awaiting feedback for submittal to VCHD requested survey of demographic information concerning City's CCC program. Met with HDI representative to discuss future horizon activities and regulatory updates.
- Fire Hydrant Replacement Program – A pre-construction meeting is scheduled on October 14th.
- 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. Pump #2 was recently tested but clogged when the wet well was pumped down. The pump wet well will be examined to determine if rags are floating inside and not being pumped into the plant. Changes in the operating levels of the pumps may be required if a significant number of rags are found. Further training on the centrifuges will be scheduled.
- Gravity Sewer Pipeline Repair – Original contracts were prepared for Chaz Environmental Services as shown on the pricing transmittal used for developing the piggyback bid award. The contract is being changed to Chad Equipment Company; Inc. A City Commission memo was prepared for review requesting the name change.
- Water Treatment Plant High Service Pump Station VFD Conversion - Additional changes are required for the record drawings. Record drawings were reviewed, marked up and sent to the Contractor for his use in making the changes.
- Lift Station Repair and Replacement Project – The doors, handrail, light and ladder remain to be installed at lift station 6M. The contractor was notified about some false

alarms being generated by the SCADA system. A meeting will be scheduled with the contractor to determine the project status.

- Root Control Services – A preconstruction meeting will be scheduled
- Town Square and Lift Station 4M1 Rehabilitation – Record files and record drawing information research initiated. The design firm for Northbrook Subdivision is Bennett and Davis - no longer in business. FDEP will be contacted to determine if original Lift Station 4M1 plans - permits are available.
- Tymber Creek Road Phase 1 – Plans were received from Volusia County. Their design plans are at 100% completion. A comparison will be made with our existing design to make sure that there are no new conflicts present.
- Water Plant Aerator Rehabilitation – A proposal was received from the original manufacturer for consideration of sole source procurement. Staff considering pursuing alternative quotations for work for comparison.
- SPRC – Attended the SPRC meeting to discuss the Olive Grove Site. Utility issues are being addressed by the consulting engineer.
- Met to discuss annexation of various properties in the US 1 corridor. Provided historic water service area information to assist background preparation. Searched the archives but could obtain no additional information for annexations on seven properties.
- Coordinating alternative contract arrangement for biosolids transportation, treatment and disposal services.

Water Distribution

- Replaced 3 residential and 3 commercial water meters, disconnected 1 meter from service, located 1 meter for meter readers
- Responded to 5 leaks, 4 low pressure, flushed 4 cloudy water calls.
- Replaced 3 water service, 4 meter boxes
- Tested 8 and repaired 1 city owned backflow preventers
- Meters tested for accuracy :2-4" and 2-3" meters, all are accurate, scheduled 5 large meters for testing
- Valve maintenance and exercising was completed on North Shore Dr, Division Ave (US1 to S. Center St), Magnolia Dr, Oak Dr, Midway Dr
- Performed fire hydrant maintenance on 5, cut all over grown weeds and sprayed weed killer around 10 fire hydrants on US1 at undeveloped properties.
- Assist Volusia County with service repairs on San Jose Dr due to storm drain replacement
- Repaired 6" main break on Magnolia Dr
- Assist contractor with shut down of Sea Winds Condominiums due to repair of fire system
- Installed 65 leak detection loggers from Domicilio Dr, north to the state park
- Excavated broken valve for removal at Arroyo Pkwy/Buena Vista Ave, found a 6" valve broken on Buena Vista Ave/ Seville St, both have been tentatively scheduled for replacement ob Oct. 11th
- Located and mapped water main and valve locations on Magnolia Dr/ SR40, Cordova Ave, Buena Vista/ Arroyo Pkwy, North Shore Dr. Inaccurate mapping of mains found. Corrections based on field findings forwarded to GIS to correct mapping info.
- Cleaned and restock all trucks

Water Treatment

- Delivered 34.861 million gallons for week October 3. (4.980 MGD)
- Backwashed 13 filters for a total of 573,000 gallons backwash water.
- Produced and hauled 54 wet tons of dewatered sludge.
- Performed annual cleaning and repairs to Claricone #1.
- Continued test corrosion inhibitor from Harcros Chemicals, setup test rack for lead and copper performance evaluation.

Waste Water Collection - Reuse

- Crews responded to two trouble calls out west Breakaway/Hunters Ridge area and one in town. Cleaned all buildings and fueled equipment for weekend.
- Crews televised nine sewer laterals, root control four sewer laterals and cleaned twenty two sewer laterals. Repaired sewer lateral stack at 1209 Parkside Dr and repaired clean out brass cap at 159 Grove St.
- PEP System Maintenance Activities for period: Rehabbed pep tanks at 5 and 7 Hunt Masters, repaired valve box at Forest View Way and Winding Creek and 28 Winding Creek. New J box installed at 15 Dartmouth. Checked pep tank at 21 Foxhunters Flat, found loose wires in pump chambers replace wire tie in pump chamber.
- Shut off irrigation service at 4 Double Branch Way for repair by homeowner.
- Checked irrigation system at Breakaway and Hunters Ridge – Levels OK.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 24.79 Million Gallons
- Produced 20.61 Million Gallons of Reuse
- Produced 4.18 Million Gallons of Surface Water Discharge
- Influent flows average for week 3.54 MGD, plant designed for 6 MGD
- Hauled tons of sludge 155.62 (14%-18% Solids).
- Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project.

Utilities Maintenance Division

Water Plant - Well Fields - Booster Stations

- Replaced Batteries to State Park Booster Station RTU.
- Reset Breaker for #1 Thickener pump.
- Installed new valve on wash down hose at top of Claricones.
- Replaced 2" flushing valve on Claricone #1.
- Rebuilt automatic grit valve on Claricone #1.
- Installed 6" plug valve on Claricone #2.
- Completed light fixture replacement at Lime slurry building.
- 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.
- Performed Reuse pump station PM's and repairs.
- Attended Weekly staff meeting

WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM

- Replaced pump sequencer at 4P master liftstation.
- Replaced 30 HP pump and motor at 4P master liftstation.
- Adjusted vacuum pump relay at 7P liftstation.
- Replaced pressure transmitter to reuse ground storage tanks.
- Assisted collections crew with Rehab at 15 Dartmouth.
- Hooked up gas powered pump to clear lines at Ormond Mall liftstation.
- Pressure cleaned 5M liftstation building and parking area, also removed old odor control unit and brought to Wastewater plant for disposal.
- Formed pad for oil storage shed.
- Performed ground maintenance activities at Ormond Lakes liftstations.
- Repaired Polymer feed pump #1.
- Assisted operations staff cleaning tele-valves on clarifiers, deragging influent pumps and recycle pumps.
- Performed PM Service to all plant equipment.

Honorable Mayor and City Commissioners

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- Deragg 4 submersible aerators.
- Monthly PM's to 11 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 Liftstations. Pulled pumps check/replace impellers
- Utilities Division completed 103 work orders as reported in MP2 computerized maintenance management system, of which 65 were PM work requests and 38 were repair work orders.