

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 3, 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:

- Airport Noise
- Legislative Agenda Issues
- Regular meetings with Police Chief, Human Resource Director, and Fire Chief

Spoke to, attended and/or met with:

- Tomoka Elementary School DARE Graduation
- United Way Board of Director's Meeting
- Volusia League of Cities Dinner
- Pine Trails DARE Graduation
- VCARD Holiday Membership Luncheon

City Clerk's Office

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

- Prepared packet material for the December 7, 2010, City Commission meeting.
- Prepared packet for the December 8, 2010, Advisory Board Workshop.

Community Development

Planning

- The Joint Permit Center will be completed with personnel relocation accomplished by the end of the week. It is expected that the JPC will be fully operational next week. One week later than projected.
- Staff, Main Street, and FDOT met on 11.30.10 to discuss the landscaped median for Granada Boulevard. It appears FDOT supports an alternative submitted by the City which featured on-street parking, a 9 foot wide median, and 11 foot wide through lanes on Granada. Surprisingly, there were no expressed objections by FDOT on the midblock crossing depicted at Lewis & SR 40. Issues that will need to be resolved are the size of the trees in the landscaped median & the the median opening at Washington. If access remains open, the landscaping will need to be low lying due to clear sight triangles. If the opening is closed with a landscaped median, the landscaping can be of a higher profile. Letting date for construction is tentatively scheduled for August 2012.
- Zev Cohen and the sub-consultant Taylor, consultants selected for the downtown drainage plan and conceptual permit, have finished up their pre-development modeling and is ready to analyze the build out of the downtown area to project development related stormwater flows. ZCA is planning a pre-application meeting with St. John's River Water Management District to determine what will be required of the City for conceptual permit approval.

Building Inspections, Permitting & Licensing

- 25 permits issued with a valuation of \$41,763.00
- 122 inspections performed.
- 6 business tax receipts issued.

Development Services

- Olive Grove residential development located behind the offices that front SR 40 which was approved by the City received their building permits and clearing is scheduled for next week. This project is a multifamily development consisting of 88 apartments with a mix of 1, 2 and 3 bedroom units.

Economic Development

Ormond Crossings

- Tomoka Holdings is preparing the revised PMUD and development standard material for staff review.
- Staff received notice that the application to the Florida Planning and Zoning Association Surfcoast Chapter for Ormond Crossings as the Outstanding Master Plan Project of 2010 was selected. The award dinner will be held on December 10 at the River Grille Restaurant in Ormond Beach at 6 PM.

Airport Business Park

- Staff has installed the directory sign at the entrance to Sunshine Boulevard. The two monument signs were installed to replace the old wooden signs at the entrance of Sunshine Boulevard. Landscaping improvements are also underway. A ribbon cutting ceremony is being arranged for mid-December.
- 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. Volusia County has approved local 20% match for a State tax credit as part of the Qualified Target Industries economic development program. An application was approved by the County for an Industrial Revenue bond. Staff is working with Pace to complete an application for ad valorem tax abatement, which will be presented to the Commission.
- 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 will process the plan and application for the conduit project when it is filed.

Ormond Beach Chamber

- Staff met with a local bank to discuss the feasibility of formulating a business loan pool program. Further discussion with the bank and SBA is expected.

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 continues working closely with Energizer management on a number of other site and transportation matters.
- Staff continues working with Putnam State Bank and a prospective buyer of the Billy's Tap Room property regarding reopening and renovating the restaurant.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) has selected 3 candidates to visit Volusia County for a series of meetings and tours on November 4. Staff met with CEO candidates and Helen Cauthen, VP of the Greater Greensboro North Carolina Economic Development Alliance was selected and tentatively accepted the position. Negotiations between the parties are underway.

Airport Operation and Development

- Hoyle, Tanner and Associates (HTA) apprised staff this week that the FAA has substantially approved funding for the projects to relocate Taxiway "A" and renovate Taxiway "C," including a ground traffic management plan for aircraft ingress and egress from the new T-hangars in FBO Area 2. HTA has also apprised staff that FDOT has agreed to provide funding for those project elements for which FAA participation is not anticipated. Grant applications for these projects will be forwarded to FAA subsequent to the bidding process. The City is already in possession of Joint Participation Agreements with FDOT to provide funding for these projects.
- Staff worked with HTA to complete the FAA pre-application process required in order to qualify for FY2011 AIP grant funding.
- Staff worked with FDOT this week to maintain City participation in the Statewide Pavement Management Program (SPMP). Participation in the SPMP is intended to improve knowledge of pavement conditions at public airports, identify maintenance needs, and establish standards to address future needs. Participation in the SPMP is necessary in order to comply with Public Law 103-305, which requires that airports establish an airfield pavement management program in order to be eligible to apply for FAA funding.
- Staff has created a link on the airport page of the City website which will provide citizens a web-based utility to forward comments, concerns, or complaints about aircraft activity or the airport on a 24 hour basis, 7 days a week.
- Staff has posted a link to an aircraft noise complaint history map on the airport page of the City website. This map graphically illustrates the frequency and location of complaints that have been received by the City regarding aircraft noise. Beginning in 2011, staff will post quarterly updates to this map.
- Staff was previously apprised that a keypad unit on the airport Automated Weather Observation Station (AWOS) has malfunctioned and must be replaced. A rebuilt unit has been acquired, and will be installed in concert with other scheduled work at the ATC tower in order to minimize costs. This work is expected to be completed next week.
- Staff has posted the latest airport traffic counts on the City website. Annual traffic is down 32,065 operations as of November 30, 2010. This represents a reduction of 22% over last year.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation of fiscal year end and annual audit reports.

Completed Projects - Weekly

- Processed 65 Journal Entry Batches (# 602 – 770).
- Approved 19 Purchase Requisitions totaling \$441,316.72.
- Issued 12 Purchase Orders totaling \$177,605.53.

- Prepared 107 Accounts Payable checks totaling \$670,582.93 and 28 Accounts Payable EFT payments totaling \$121,965.18.
- Processed 4,465 cash receipts totaling \$850,466.44.
- Processed 991 utility bill payments through ACH totaling \$58,902.75.
- Processed and issued 1,083 utility bills with billed consumption of water of 10,054k.
- Issued 771 past due notices on utility accounts.

Public Information

- Press Releases
 - Men's Winter Softball League
 - Residential Structure Fire (11/28/10)
 - Movies on the Halifax (12/10/10)
 - Car Fire (11/29/10)
 - Walking with the Manager (12/9/10)
 - Meeting with the Manager (12/13/10)
- Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.

Fire Department

Weekly Statistics

2	Fires
3	Fire Alarms
1	Hazardous
60	EMS
8	Motor Vehicle Accidents
36	Public Assists
110	TOTAL CALLS

Medical Call Type

8	Breathing Problem	1	Ingestion/Poisoning
1	Burn	1	Medical Alarm
4	Chest Pain	1	Stroke
3	Diabetic Problem	5	Traffic Accident
3	DOA	8	Unconscious
7	Fall Victim	4	Unknown Medical
2	Headache		

48 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies:
21 calls – Volusia County (19), Holly Hill (1), Daytona (1)
- Aid received from other agencies: **5 calls – Volusia County (3), Daytona (1), Flagler County (1)**
- Total staff hours provided to other agencies: **13 hours**
- Total staff hours received from other agencies: **2 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **1**
- # of overlapping calls: **22**

Significant Incidents

Date: Friday, 11/26/10

Address: 1088 W. Granada, Building 6

Dispatch Time: 7:12 PM

Cleared Time: 7:46 PM

Incident Description: Responded to a vehicle in a building. A resident of Fisherman's Landing accidentally put their car in drive instead of reverse, jumped the curb stop and ran into the building causing moderate damage to the structure. The Fire Department removed the car from the structure and cordoned off the damaged area. The incident did not cause damage to adjacent apartments. The Building Department is inspecting for structural integrity.

Units on Scene: Quint 92, Battalion 90 & Ormond Beach Police

Date: Sunday, 11/28/10

Address: 420 Lakebridge Plaza Dr., Building 3

Dispatch Time: 3:22 AM

Cleared Time: 9:17 AM

Incident Description: Responded emergency for a structure fire with reports of flames showing from an apartment building at the Oaks of Lakebridge. The second floor (side A) of building 3 was heavily involved in fire with fire venting from the balcony and roof. Ormond Beach Police were on scene and advised that all units were evacuated. A second alarm was called due to the occupancy load and the smoke extending the length of the building. Rescue Engine 93 made access into the apartment attempting to locate the fire. They encountered heavy smoke and heat, with poor visibility. A primary search was conducted of the interior and for extension of the fire in adjacent apartments. Fire was brought under control at 4:00 AM. Investigation of the apartment found the origin of the fire to be in the area of the hot water heater and determined the cause to be accidental. Occupant of the apartment was not home at the time of the fire. Two more apartment units sustained water damage and another unit received smoke damage. The Red Cross was contacted and began working with building management to find lodging for the displaced residents.

Units on Scene: Ormond Beach: Quint 91, Quint 92, Rescue Engine 93, Rescue Engine 94, Battalion 90 & Battalion 91. Volusia County: 3 Units. Holly Hill: 1 Unit. Daytona: 4 Units.

Operations

- Continued flu shot program at Station 91 with 16 vaccines administered this week with an overall total of 344.
- Attended Volusia County Fire Chief's Association meeting.
- Attended emergency training, planning and exercise coordination meeting at County Emergency Operation Center.
- Held new hire recruitment testing for Firefighter/EMT vacancy.

Activities

- Inspected 73 hydrants and placed street reflective markers as needed.
- Updated 31 pre-fire plans.
- Visited 3 homes for smoke detector checks.
- Instructed CPR and First Aid class to Leisure Services employees.

Training Hours

3	Building Construction
11	Donning & Use
5	EMT Refresher Module
4	Technical Rescue

3	Tools & Equipment
26	TOTAL STAFF HOURS

Human Resources

Staffing Update

Job Requisitions

- Fire Department – Office Manager
- Public Works/Fleet Operations – Mechanic III

Approved/Active Recruitment

- Police Dept - Community Service Officer
- Leisure Services/Registration - PT Office Assistant I
- Leisure Services/Community Events – PT Community Events Technician

Screening/Interviews Scheduled

- Fire Department – Firefighter/EMT (Close to 300 applications have been received). 15 applicants were interviewed by Selection Committee on 11/30/10T. Chief to interview top 4 candidates and make final selection.
- Leisure Services/Sports – PT Recreation Leader recruitment – Interviews conducted on 11/12/10.
- Police Department – Lieutenant (2) – Candidates to be assessed by Selection Committee on 12/16/10. Chief and HR Director to interview final candidates

Background/Reference Checks

Job Offers

- Police Department – Police Officers (3), backgrounds completed & Officers begin employment on 11-29-10.

Terminations/Resignations/Retirements

- Police Department - Victim Advocate Coordinator resignation effective 2/25/11.

Promotions

- Police Department – A Sergeant Promotional Process underway to establish an eligibility list as required by CBA.

Demotions

Transfers

- Temporary transfer of Evidence/Crime Scene Custodian to vacant Community Service Technician position effective 11/08/10.

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: - 21 New work - 25 completed - 27 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	36,277	Inbound E-Mails Blocked	27,541
Delivered Inbound E- Mails	8,565	Quarantined Messages	171

Percentage Good Email	23.6%	Virus E-Mails Blocked	53
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- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 13
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Attended LS Administrative Staff meeting
- Hosted Programming Staff Meeting
- Tarpon Statue Installation Meeting
- Attended Public Works Meeting
- Attended City Manager Meeting
- Park Visits/Inspections
- Project ROMP Progress Meeting
- Met with Senior Center Manager
- Attended Girls Basketball Training League (Mon)
- Attended Ormond Beach Soccer Board Meeting (Tues)
- Attended Seabreeze Soccer Game
- Attended the Home for the Holidays Parade Committee Meeting (Wed)
- Attended Calvary/Riverbend Academy Soccer
- Attended Senior Center Committee Meeting (Thurs)
- Attended Christmas Gala (Fri, Sat, Sun)
- Attended Gift of Chanukah Celebration (Sun)
- Attended Hoop Shoot Event (Sat)

Athletics

- Seabreeze High School boy's and girl's soccer continued practicing at the Sports Complex, fields #6 and #8. They practice daily from 3:30 to 5:45pm. They also had games this week on Monday and Friday nights at 5 and 7pm.
- City's Girl's Basketball program continued this week, with team practices on Monday, Tuesday, and Friday evenings only, 6-9pm at Nova Gym. Practices will continue through early December, with games beginning Dec. 6th.
- OBYBA Boy's Basketball Program continued practicing this week at Nova Gym and at the outdoor court at South Ormond Neighborhood Center. The South Ormond gym is currently under construction. They also started at Ormond Beach Middle School for practices.
- The National Youth Football Championships were once again held at the Ormond Beach Sports Complex, Championship Field on Friday and Saturday, with 12 total games played in the 2 days.
- The Ormond Beach Soccer Club's Competitive Teams continued practices on Fields #5 #6, & #8. Fields #1 - #4, as well as #9 & #10 are closed due to winter rye seeding.
- Upcoming activities: Men's Winter Softball League

Athletic Field Maintenance

- Mowed common areas.
- Mowed South Ormond outfield, prepped infield.
- Went to South Ormond Rec. 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 #3 - #10, twice a week
- Cleaned up after daily use of the soccer fields 5-8.
- Prepped softball fields #1- #2 for Lady Renegade's competitive club practice.
- Removed garbage cans, player benches and goals on soccer fields 1-4, 9 and 10.
- Painted the full size soccer field for men's league.
- Repainted a full size soccer field on field #7. Put out nets and flags for Seabreeze girls J.V. and varsity, Seabreeze boys J.V. and varsity, CCA boy's varsity and Riverbend boys varsity games throughout the week.
- Over seeded with rye grass baseball 1 and 2, soccer fields 1 and 2, and softball field 1.
- Closed all baseball fields, softball quad and soccer 1 and 2.
- Prepared the football field for a tournament over the holiday weekend.

Senior Center

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

Performing Arts Center

- Staff prepared for the FCC Ministries presents "LeFevre Quartet in Concert" (Saturday), and "Chabad Chanukah Celebration" (Sunday).
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Skits, CMT
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap,
 - Wednesday - Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
 - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
 - Friday – Theatre Workshop, Green Dance, CMT
- The Performing Arts Center is preparing to host the following events:
 - FCC Ministries presents, "LeFevre Quartet In Concert", Dec. 4th, 7pm. Donation Suggested.
 - Chabad Chanukah Celebration, Dec. 5th 1pm – 6pm, Free

South Ormond Neighborhood Center

- Splash Pad opens 10am until dusk. Splash pad closes on December 1st until Spring
- Open Weight room during Center hours
- Neighborhood Park opens sunrise until 10pm
- Pop Warner cheer leaders practice 5:30pm-8pm, Monday, Wednesday and Thursday
- Youth Basketball Practice 6:00pm until 8:30pm

Community Events

- Attended staff meeting
- Weekly administrative tasks and office work
- Attended events meeting
- Continued working on HOHO Parade tasks, applications and sponsorships
- Ordered supplies for parade
- Updated parade map
- Updated/created flyers for Breakfast with Santa, Holidays at the Casements and Holiday parade.
- Shopped for holiday supplies
- Organized schedules for Santa OnThe Go and Santa Calling
- Mailboxes for Letters to Santa program decorated and placed
- Decoration placed on large Santa Chair.
- Coordinated the setup and tear-down for "Gift of Hanukkah Concert" in Rockefeller Gardens

Gymnastics

- Gymnastics center was closed week of Thanksgiving
- Carpets cleaned during gym closing
- Prepared for parents day for students
- Prepared for new session of classes to begin Wednesday December 1st.

Nova Community Center and Special Populations

- Nova conducted regular adult classes in Jazzercise and "take off pounds sensibly" (TOPS).
- 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 Activity Class and Miss Debby's Dance Classes.
- Girls Basketball was on Monday, Tuesday and Friday evening in the Nova Community Center gymnasium through the Athletics Division.
- Challenger Basketball met on Tuesday. Volunteers assisted with coaching and as "buddies" for the special needs participants.
- Seabreeze High School volunteers from the Exceptional Student Education program helped with cleaning of the exercise room and the game room.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily.
- Larry Beck Gallery Strike on Wednesday.
- Move-in of Gala trees in the Tree Gallery
- Large Atrium Tree installed and decorated
- Completed the outdoor decorations and tested for Friday night's lighting ceremony.
- Set up all rooms with decorations and vendor spaces for Gala
- Assembled new umbrella tables for courtyard café during Gala
- Completed all interior decorations on Thursday and Friday
- Yoga this week on Thursday evening from 6:30pm-8:00pm.
- Tai Chi Classes cancelled until January.
- Zumba Classes continued this week on Tuesday evening from 6:00pm to 7:00pm.
- Pilates Classes continue every Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.

- Staff assisted with the weekly Farmers' Market this week on Thursday from 2:00pm to 6:30pm
- Staff assisted Community Events with parade line up for upcoming Home for the Holidays' parade on Thursday.
- Friday, Gala opening 6pm
- Tree Lighting at 7:00pm with Santa arriving and Mr. Rockefeller
- Saturday Gala hours 10:00am to 4:00pm and Sunday, 12:00pm to 4:00pm.

Building Maintenance

- Assisted with outside decorations at the Casements
- Decorated streetlamps on Granada bridge with garland and bells
- Repaired eight decorative lights on streetscape
- Repaired panic bar for rear door at City Hall
- Repaired vandalized sink in ladies room at the soccer complex
- Decorated streetlamps on Granada bridge with snowflakes
- Relocated file cabinets in human resources at City Hall
- Repaired lift station for septic system at Riverbed nature park
- Assisted setting up Christmas tree at the Casements
- Cleaned up damage from broken D.O.T. light on Nova Road
- Repaired men's room toilet at Nova baseball restrooms
- Repaired ladies room toilet at the Pop Warner fields
- Decorated the church at Bailey Riverbridge Gardens for the Christmas holiday
- Repaired sink in the men's room at Fortunato Park
- Repaired vandalized men's room handicap stall door at the soccer complex

Police Department

Administrative Services

- Property and Evidence Room audit and inventory continuing – nearing completion.
- DARE graduation at Tomoka Elementary
- All officers have completed the .40 caliber transition qualification course and have been issued their new duty sidearms.
- Attended weekly Department Head Staff Meeting
- Announcement and selection process preparation for the two lieutenant positions initiated.
- The three (3) vacant police officer positions were filled with new hires and their initial training phase initiated.

Community Outreach

- Police Explorers assisted City Santas with the rummage sale at Nova Recreation Center, as well as the PAL Golf Tournament.
- Police Explorers assisted Ponce Inlet PD with parking control at their annual SPARC 5K Run.

Community Services & Animal Control

- Animal Calls 62
- Animal Reports 9
- Animal Bites 2
- Animals to FHS 7
- Sick Raccoons 4
- Animal Traps issued 3
- Alarm Warnings 2

Criminal Investigations

- Cases Assigned: 45
- Cases Cleared by Arrest/Complaint Affidavit: 11
- Cases Exceptionally Cleared: 7
- Inactive: 15
- Fraud: 7
- Burglary Business: 2
- Burglary Residential: 13
- Larceny Car break: 7
- Grand Theft: 9
- Auto Theft: 3
- Missing Persons: 1
- Robbery: 0
- Assaults: 0
- Death: 3

Comments

- Auto theft from Southern Paints on S. Young St.: Vehicle was stolen when the customer went in the store (vehicle was locked and the owner had the ignition keys in their possession at time of theft). Four black male juveniles were arrested after they fled from police in the car, abandoned same and then fled on foot from the vehicle.

Records

- Walk - Ins / Window 127
- Phone Calls 169
- Arrest / NTA'S 20
- Citations Issued 80
- Citations Entered 142
- Reports Generated 135
- Reports Entered 133
- Mail / Faxes / Request 57

Operations

- 11/25/10 –Trespassing arrest at Wal Mart adult/male – transient
- 11/26/10 - Baker Act – adult male
- 11/27/10 - Crash/DUI at Wal-Mart. Male driving a semi was arrested for DUI after running over several trees in the Wal-Mart parking lot. Subject arrested
- 11/27/10 - Fugitive Arrest - Bostrom Ln.
- 11/27/10 - Baker Act - S. Beach.
- 11/27/10 - Domestic Violence – S. Nova Rd. No arrest made. Both parties involved filed complaints on each other.
- 1/28/10 - Battery /Domestic Violence/Burglary – Ridgewood Ave. Charges were filed on adult male by affidavit. The suspect had left the scene prior to officer's arrival.
- 11/28/10 - Mailbox theft – Nature Trail, One mailbox was stolen and several others vandalized.
- 11/28/10 - Domestic Violence/Battery Arrest - Oak Ave. Adult/Male arrested after he was found hiding inside his residence, Suspect was also charged by VCSO for domestic violence as he allegedly also battered the victim at a bar on N. US-1 in the County area.
- 11/28/10 - Structure fire at Lakebridge Plaza Drive - Apartment was fully engulfed with fire that also damaged five other apartments. Officers on scene alerted residents out of the apartments involved and visually checked for any people and animals inside the fire engulfed apartment- none were found.

- 11/29/10 - Vehicle Crash – SR 40 / Beach Street
- 11/29/10 - Assisted outside agency, Officer assisted Parole and Probation with an arrest.
- 11/29/10 - Stolen Trailer – Recovered
- 11/29/10 - Larceny - Mattress stolen.
- 11/29/10 - Larceny - Putnam Ave. Decal stolen from vehicle left at a repair shop for maintenance. One month time lapse.
- 11/29/10 - Fraud - Coquina Lake Way. Victims credit card number used by unknown person out of state.
- 11/29/10 - Assault and Battery –Northside Dr. Adult male suspect was arrest for battery on his live-in girlfriend.
- 11/29/10 - Assault and Battery - Sanchez Avenue. Family dispute. Son was arrested for battery and violation of probation.
- 11/30/10 - Car Break - Ocean Pines Dr
- 11/30/10 - Burglary – residence - Rockefeller Dr
- 11/30/10 - Shoplifting – Notice to Appear issued – Bealls – W. Granada Blvd.
- 11/30/10 – Trespassing – Subject was arrested for trespassing and resisting arrest without violence at the BP gas station on W. Granada Blvd.
- 11/30/10 - Car Break -Lakecliff Dr
- 11/30/10 - Assault and Battery complaint – Domestic Violence - Byron Ellinor.
- 11/30/10 - Stolen Vehicle -Hess station at Clyde Morris and SR 40. Victim finished pumping fuel and while turned around to get her receipt, suspect took her vehicle. Suspect was seen exiting a VW Passat prior to the vehicle being stolen. The victim's vehicle was located abandoned and recovered in Daytona Beach. A suspect was found a short distance away in possession of the victim's purse. An affidavit for possession of stolen property was filed.
- 12/1/10 - Narcotics at N. Nova Rd – 7-11 witness called reference subjects in parking lot injecting drugs. Officers arrived on scene and arrested w/m and w/f for injecting hydrocodone.
- 12/1/10 - Domestic Violence - Ann Rustin. Two brothers were engaged in a physical fight upon officer's arrival. Both were charged with Domestic Violence battery,
- 12/1/10 - Assist Outside Agency - VCSO spotted a stolen car around Flomich Avenue. It fled from them west on Hand Avenue. OBPD officers were able to disable and slow down the vehicle using stop sticks. The car crashed in the 1700 blk. of Hand Ave. after VCSO Sgt. Deployed stop sticks on the car a second time. Both subjects were captured and arrested by VCSO. FHP worked the crash and did the recovery on the stolen vehicle.

Traffic Unit

- 10-11-00319: Hit and Run, Pineland Trail. Abandoned vehicle found crashed into a fence maintained by the State along I-95. Officer Piccola is investigating several conflicting stories to identify the driver.
- 10-11-00431: City Vehicle Crash, 900 block N. US 1. Officer Piccola was turning his motorcycle around to stop a speeding motorist. He lost traction in a heavy amount of gravel within the median break. No injuries were suffered by Officer Piccola and minor damage to the motorcycle crash bar has been repaired.
- 10-11-00520: Crash with Injuries, 700 block Airport Road. Driver lost consciousness due to a medical issue and drove off the roadway into the woods. Vehicle then caught on fire. The driver managed to escape before the vehicle was completely destroyed.
- Variable Message Board deployed to SR 40 and Beach Street for the Gas Light Parade.
- Traffic Unit is actively enforcing illegal parking in shopping areas during the holiday season. So far, several parking citations have been issued and three (3) disabled parking permits have been seized from people using them illegally.
- Traffic Citations 117
- Parking Citations

- Crash - No Inj. 10
- Crash - Injury 3
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 125
 - Self-Initiated Enforcement Locations:
 - 1500 BLK N. Beach Street
 - US 1 / SR 40
 - Airport Road
 - N. US 1
 - River Bluff / St. Andrews Drive
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue
 - 600 BLK Riverside Drive
 - SR A1A
 - Parking Violations – shopping areas throughout City
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - Tymber Run construction
 - Ormond Lakes

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases Initiated
- Zone 2: 9 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 5 Cases initiated
- 10 tree removal permit requests
- 94 signs either removed or sign cases created.
- Administrative staff assisted with eighty-three (83) telephonic and three walk-in inquiries.

Note: This report includes activities from November 15 through 27, 2010.

Police Athletic League

- The Tutors R US program was held at the South Ormond Neighborhood Center. Currently 22 youth are enrolled in the program.
- OBPAL received 80 toys for at-risk youth from the Margarita Society of Volusia County. The toys will be given out at the December 20th Holiday Party.
- OBPAL was selected as the Ormond Beach Chamber Holiday project for the December Sparkler. Members of the chamber will bring a new unwrapped toy to the sparkler. The toys will be given to youth attending the OBPAL Annual Holiday Event.
- Preparations were made for the OBPAL annual Holiday program to be held at the South Ormond Neighborhood Center December 20th.
- Sixteen youth participated in the SOP program held at Ormond Beach Elementary School.
- Twenty youth participated in the Tutors R Us program.

Public Works

Engineering

Construction Projects

- US1 Forcemain Extension Phase II- Contractor installed service connections onto new forcemain.
- Water Treatment Plant Dist. System Phase II- Installed 150 LF of watermain along Railroad St and excavated sidewalk along Division Avenue.
- Main Trail Bridge- Tops were cut off the column supports and new guide down sections were replaced. Scour ditches were laid out. Handrail was installed.
- 2010 Roadway Resurfacing- The following roads were completed: Fleming Ave, Hunters Ridge Blvd, Laurel Ridge Break, Holly Fern Chase, Highwood Ridge Trail., Buckthorn Look, Pine Look Pass and Sundrop Watch. Formed up curb and gutter replacement on Atwood & Wildwood.
- Sanchez Stormdrain- Contractor will replace four palm trees, two of which were removed for construction, other two are near falling into drainage ditch. Installation of culverts was completed.
- Rima Ridge Wells 54, 55 & 56- Well 55 was successfully pumped and passing standards. Electrical conduits for each well pump house have been installed and tap connections to the raw watermain.
- SR40 Sidewalk / Trail Phase I- Prepared the final invoice for FDOT.
- SR40 Sidewalk / Trail Phase II- Processed final change order all punch list item completed.
- South Ormond Neighborhood and Gymnastics Centers Improvements- Drywall upper paneling was completed, gym floor final surfacing was completed, painting is approximately 85%.
- Sunshine Blvd Monument Signage- The monument signs have been installed. The irrigation renovation is 90% complete and the remainder of the landscaping will be completed this week.
- Nova Passive Parks- Staff has rescheduled the start of this project after the completion of the Airport Business Park landscape renovations. The contractor has tentatively scheduled work to begin in December.
- City Hall Parking Lot Repairs- Staff has tentatively scheduled the work to begin on 1/8.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has completed underground utility locates and is preparing for demolition work.
- Joint Permit Center – Contractor has installed counter and is finalizing construction for the area to be operational next week.

Design Projects

- Alcazar-Buena Vista Area Drainage Improvements- Permitting are into St. Johns River Water Management District for review.
- Airport Road Forcemain Extension- Cost Estimates were prepared for needed improvements to the River Bend golf course as need to improve the irrigation system to use future reclaimed water service.
- Reclaimed Water Main Extension- Cost estimate was made for conceptual improvements to the River Bend golf course to use reclaimed water service
- OBSC Boundless Playground- The bid award is scheduled for the 12/21 City Commission agenda.
- Tomoka State Park- Updated bid documents.
- Ormond Scenic Loop- Requested from FDOT conflict between city and Ormond Scenic Loop signage.
- SR40 Sidewalk / Trail Phase III- Modified FDEP, St. John and Corp permit to correspond to FDOT drainage comments. New plans are being prepared.

- US1 & Nova Rd.- Submitted to FDOT utility work schedule and marked plans. Entered the review comments on the plans to the ERC system.
- Rosewood Sidewalk- Responded to questions on City Commission memo.
- FDOT Mast Arm Replacement on SR40- Requested changes to LFA from FDOT as per legal.
- Granada Bridge Decorative Pole Replacement- The materials have been ordered and the installation bid award is scheduled for the 12/21 City Commission agenda.
- Vining Court- The project is tentatively scheduled to be advertised for competitive bids on 12/5.
- Downtown Wayfinding Signage- The bid award is scheduled for the 1/4 City Commission agenda.
- Rosewood Sidewalk- Prepared a City Commission memo for discussion as a result of recent survey.
- Tarpon Sculpture Installation- Hall Construction is seeking different installation methods as the original proposal over budgeted.
- Wooden Pedestrian Walkway Lighting Replacement – The material purchase bid award is scheduled for the 1/4 City Commission agenda.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Met with Engineer for the 30% design review. Consultant will proceed to prepare 60% plans by February.
- EVRWA Nova Canal Flood Control Study– Study has been completed.
- Coolidge Avenue Roadway and Drainage Improvements- Contracts were sent to the Contractor for execution. Estimate Construction will begin after the holidays.
- Hand Avenue - Still waiting on final approval from FEMA for expanded grant request on Hand Avenue additional information was sent to them at their request. Received a Request for additional information from SJRWMD. Consultant will be preparing a response after meeting with SJRWMD to discuss.

Administration

- Prepared project invoices/pay requests totaling \$481,573
- Prepared work authorizations totaling \$7,500
- Prepared requisitions/PO's totaling \$11,863
- Review and commented on Safety items for school safety submitted by VTPO and walk the job for specific instruction to sign section personnel.
- Compile information for the beach approaches and send it to FDOT and Volusia County.
- Completed research along with sketch and legal descriptions for property annexations along N US1.
- Prepared annual FDEP-NPDES annual report.

Customer Service

- Completed requested OBPD Monitoring well map compilation for BFA request.
- Staked out the retention pond corner 54 S Ridgewood for Neighborhood Improvement Division request.
- Provided 2010 Resurfacing information to Streets Division request.
- Provided complete set of N US1 FM and WM extension plans to Legal Department as requested.
- Provided Dock and Boat House information assistance to Planning Division request.
- Addressed 7 customer questions and concerns regarding current and future roadway resurfacing.
- Investigated two drainage complaints.

Other

- Stakeout out the proposed locations for the Airport Business Park Entrance Signs.
- Completed Survey Grade shots for new construction at 35 Cumberland for Planning Div. request.
- 37 projects were inspected.
- 15 roadways were surveyed for pavement condition.
- Gas monitoring was performed and the Nova Road Landfill and results were reported to FDEP. Additional scope of work was prepared to perform more in depth study of subsurface arsenic traces as required by FDEP.

Street Maintenance

Asphalt / Concrete

- Grind down raised sidewalks at Flamingo Drive & Cypress Circle
- Replace concrete sidewalks removed by Water Department on N. Halifax N/O SR40, on N. Beach St. at Hernandez, on Fairview at S. Washington, and Andrews St. at the PAC
- Deliver barricades to the Casements for Riverfest
- Repair asphalt at Pinecone Trail, S. St. Andrews and Rosewood Avenue
- Put up Holiday flags on Granada Bridge
- Repair sidewalk at 294 N. Ridgewood Avenue
- Asphalt Water Department utility cut on S. Orchard at James St.
- Call Out – clean up tile in roadway on S. Beach St. at Lorillard
- Asphalt Stormwater utility cut at Kent and Loyola (East)
- Asphalt temporary patch for Stormwater at 851 Loyola
- Remove concrete to assist Irrigation in finding a leak at South Ormond Recreation Center
- Replace concrete in driveway removed by Water Department at 555 Oceanshore Drive

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
- Tree removal at Tomoka Oaks by entrance wall, Willow Oaks, Shady Branch Trail, Hammock and 75 Timerlake
- Trim at Tam-O-Shanter and Nova Recreation and haul debris to Transfer Station
- Take down Holiday flags from Granada Bridge
- Pick up debris from Gaslight Parade
- Maintenance and tree inspection citywide

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 daily work orders and distribute for job assignments
- Take outgoing daily mail to City Hall and bring back mail for various sections at Public Works
- Put out barricades for Gaslight Parade per OBPD plan on SR40 & A1A
- Pick up barricades from Riverfest at Rockefeller Gardens
- Put out barricades for car show at Fortunato Park - Casements Dr.
- Change Streetscape banners to "Happy Holidays"
- Repair bridge sign anchors on Granada Bridge

- Pick up good fill dirt and get rid of bad at Public Works Yard & Nova Recreation

Sign Shop

- Finished fabricating street names for intersections along N. Ridgewood Avenue
- Estimate the amount of crosswalk material needed for the school zone area around Ormond Beach Elementary School, request a Purchase Order and order the material
- Sent out a RFQ for painted pavement markings to be done at N. Orchard St. & W. Granada Blvd. and S. Ridgewood Ave. & Eileen Butts
- Repair or replace signs at the following locations:
 - Alanwood Dr. & N Ridgewood Ave., installed HIP (High Intensity Prismatic) street names
 - Kimberly Dr. & N. Ridgewood Ave., installed HIP street names
 - Warwick Ave. & N. Ridgewood Ave., installed HIP street names
 - Greenwood Ave. & N. Ridgewood Ave., installed HIP street names
 - Melrose Ave. & N. Ridgewood Ave., installed HIP street names
 - Wilmette Ave. & N. Ridgewood Ave., installed HIP street names
 - Jeanette Dr. W/O Malaga Ave., installed a “No Outlet” sign
 - Village Dr., reinstalled a “Keep Right” sign hit by a vehicle
 - NE Amsden Rd. & N. Halifax Dr., replaced a stop sign post & street names that were hit by a vehicle
 - Wilmette Ave., replaced a damaged “Duck Crossing” sign post
 - Bermuda Estates Dr. & SR40, repaired a “Right Turn” only sign
 - Woodland Ave. & N. Ridgewood Ave., installed HIP street names
 - Dix Ave. & N. Ridgewood Ave., installed HIP street names
 - Highland Ave. & N. Ridgewood Ave., installed HIP street names
 - Hernandez Ave. & N. Ridgewood Ave., installed HIP street names

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Cleaned inlets – all zones, citywide due to rain
- TV lines on Tomoka Avenue from US1 to Beach Street
- Cut road and removed asphalt – Peninsula and Jamestown
- Reachout Mowing – North US1
- Picked up litter – North US1

Streetsweeper – Street Sweeping

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

Fleet

PM Services completed for the week:

Emergency—Vehicles and Equipment
16

Non-Emergency Vehicles and Equipment
28

Road Calls for the week:

3

Accidents for the week:

1=# 090 PD

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

<u>Diesel</u>	<u>Gas</u>
6,403 gals.	6,770 gals.

Comments:

Fleet continues to complete all pm services and or repairs on schedule.

Utilities

Project Summary

- Prepared and forwarded response packages to the District for addressing items contained in SJRWMD request for additional information (RAI) for review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. Awaiting District feedback.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
- 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. Responding to recent information request concerning program from Department of Health.
- Airport Road Force Main Extension – An alternative piping arrangement is being investigated to provide reuse to Hunters Ridge and Breakaway Trails simultaneously.
- Fire Hydrant Replacement Program – Seven (7) hydrants were replaced. Two hydrants were replaced on South Washington Ave. One hydrant was replaced on Central Ave. Two hydrants were replaced on South Halifax and Arlington Way. The contractor offered to extend the terms of the existing contract for another two years at the same price and terms. This offer needs further investigation. The first invoice was received and sent to Engineering for processing.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 upon successful results of installation of the modified impeller bolts to demonstrate that ragging at the influent pump station is reduced or eliminated. Pumps continue to show intermittent clogging due to rags. The manufacturer's representative determined that additional bracing will be needed to allow the pumps to operate through their range without vibrating. The pump mounting on the bases was checked by the manufacturer's representative and was determined to be correctly installed. 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. Dates for equipment being placed into service were reviewed by staff. A notice of substantial completion will be issued for equipment already in service once the dates are finalized. A walk through is scheduled for the second week of December.
- Ormond Beach Wastewater Treatment Plant Expansion–Corrective measures to eliminate partial clogging in the influent pipe to clarifiers 1 and 3 are being investigated. The hydropneumatic tank is being removed. Reuse piping was connected to bypass the tank. The construction of the gravity wall by the transfer station has started.
- Gravity Sewer Pipeline Repair –The notice to proceed will be issued for 11/15/10. Manhole rehabilitation work is continuing on Hand Avenue and Division Avenue. The contractor is coordinating the rehabilitation work with FDOT for work to be done on Granada Boulevard. Night work is required.
- Water Treatment Plant High Service Pump Station VFD Conversion - Record drawings were received from the contractor in order to close out the project. These drawings need to be reviewed.

- Lift Station Repair and Replacement Project. The doors remain to be installed at lift station 6M. Contractor is waiting for doors to be delivered. Dewatering system well points are set at the Lift Station OM site. The projected delivery time for the doors at Lift Station 6M is one week. The construction contract has progressed beyond the time extension granted in the change order. The contractor was asked to provide documentation for the delays that caused the project to exceed the time extension. A default of contract letter was prepared and sent to Worsham. The letter notifies the Contractor that all further payments will go to the bonding company. Acknowledgement is required from the Contractor before starting at the Lift Station OM site. The letter is being reviewed by Worsham's attorney.
- Root Control Services – Meeting minutes were sent for the preconstruction meeting. The notice to proceed was issued for December 6, 2010 but contractor indicates he may be delayed until after first of year. A draft web notice to customer regarding project is being prepared.
- Town Square and Lift Station 4M1 Rehabilitation –. A field visit to the lift stations was performed to assist design understanding.
- Tymber Creek Road Phase 1 – Plans (100 % Design Phase) were reviewed. New conflicts occurred with the drainage pipe proposed to be installed in the median strip. A meeting will be scheduled with operations and engineering to review the plans.
- Water Plant Aerator Rehabilitation – McKim and Creed provided a proposal to prepare plans and specifications to bid the project. This proposal is being reviewed.
- Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. This proposal is being reviewed.
- SPRC - A power cable serving power to Hudson Well 34H was severed when the Contractor installed drainage pipe in the easement between Huntington Townhomes Flagler Co. and Hunter's Ridge Volusia Co. Field notes were reviewed from the engineering inspectors and comments on design plans reviewed to determine the extent of contractor liability. An equitable solution for power restoration was determined to be a 50/50 split between the contractor and the city.
- Coordinating alternative contract arrangement for biosolids transportation, treatment and disposal services and collective bid for these services with City of Daytona Beach. Specifications and draft contract agreement documents incorporated into Daytona Beach advertisement for bids to be received on December 30, 2010.

Water Distribution

- Replaced 23 residential and 1 commercial meters, capped 8 services in Deer Creek due to stolen valves 1 service disconnect
- Responded to 15 leaks, 9 low pressure calls, flushed 7 cloudy water complaints
- Replaced/repared 9 water services (3 under road), and 9 meter boxes
- Replaced a 2" valve- Live Oak and S. Washington St
- Tested 6 city owned backflow preventers, all tested good.
- Meter tests: 10"(Crown Apt), 4"(1155 OSB) tested accurate, rebuilt 2" and 1½" low flow meters (Fisherman's Landing and Lake Bridge Apts)
- Fire hydrants: Completed notification, shutdown, and replacement with R&M Services to replace 3 fire hydrants; 2 hydrants on Arlington Way (added a new main line valve), and 1 at the intersection of S. Washington St and Central Ave. Rescinded boil water alert for the Orchard Ave, Brookwood Sub, Arlington Way, and S. Washington St shut downs. Repaired hydrants struck by vehicles at New Britain and N. Washington St
- Flushed Tomoka Oaks Sub (north side), Deer Creek sub(both phases), Aberdeen Sub, Arlington Way, S. Halifax Dr, S. Washington St.
- Replaced 1 timer on US Foods flushing device and performed maintenance of 9 permanent flushing devices, upgrading 3 timers for more reliable run times (changed time due to eastern standard time, replace all timer batteries, run flusher and check for leaks)

- Completed 2 shutdowns to assist Hazen Construction with the installation of 2 6" isolation valves on Parque Dr and Andalusia Dr. The installation of these valves will segregate the 6" water main on Division Ave for trouble-free installation of a 12" main parallel to the existing water main.
- Cleaned and restock all trucks

Water Treatment

- Delivered to the City 39.566 million gallons for the week ending November 28, 2010 (5.652 MGD)
- Backwashed 11 filters for a total of 528,000 gallons backwash water.
- Produced and hauled 27 wet tons of dewatered sludge.
- Ran diesel generators under full load, Fleet performed monthly PM.
- Mailed Lead and Copper lab results letters to participating customers.
- Cleaned and serviced #2 sodium hypochlorite generator.

Waste Water Collection - Reuse

- Crews responded to eleven trouble calls out west Breakaway/Hunters Ridge area and nine in town. Cleaned all buildings and fueled equipment for weekend.
- Crews assisted contractor on 20" force main on US 1 with connections to new 20" main on north and south ends of bridge. Twenty five of 72 manholes have been rehabbed by Chaz Equipment Inc.
- Crews assisted storm water department televising storm drain on Tomoka Ave. from Grove St. to Water plant this week.
- Eleven sewer laterals televised, Six root controlled. Rebuilt manhole ring & cover at Willow Pl. & Railroad St.
- PEP System Maintenance Activities for period: Repaired irrigation line at 25 Coquina Ridge Way. Rewired pep tank at J-Box at 3 Tropic Lake way and 4 Fox croft Run. Replace sod at 27 Huntsman Look. Installed new pep tank at 36 Carriage Creek.
- Checked irrigation system at Breakaway and Hunters Ridge.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 24.12 Million Gallons
- Produced 22.12 Million Gallons of Reuse
- Produced 2.00 Million Gallons of Surface Water Discharge
- Influent flows average for week @ 3.45 MGD, plant designed for 6 MGD
- Hauled tons of sludge 113.03 (14%-18% Solids).
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

Utilities Maintenance Division

Water Plant - Well Fields - Booster Stations

- Reset drive on Lime Softening centrifuge.
- Repaired leak on Sodium Hypo-Chlorite Generator.
- Ran Generator at Well 22H. Tested HSP #1 for operations, all good.
- Replaced Valve on Claricone #2, also installed Street Elbow for better diversion of flow.
- Removed hatch on Claricone #2 for cleaning.
- Ran LPRO and Lime softening back up generators, tested ok inspected system after run.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime softening plant equipment.
- Performed Booster Station PM's.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.
- Attended Weekly staff meeting.

- Thanksgiving Holiday

Wastewater Plant – Lift Stations – Reuse System

- Reset Shadow Crossings Reuse Pump station after power outage.
- Repaired broken Underground Electric Feeder pipe and wire at 17Coquina Ridge Way.
- Replaced 2 undersized Circuit Breakers at Towne Square Liftstation.
- Installed High level audible alarm and strobe at Influent pump station.
- Replace Irrigation Timer at H.D.C. Steps for Front Grass Area at Front Gate.
- Assisted operations with Sand filter service.
- Towne Square removed blockage from impeller on several occasions throughout week, new impeller is on order and is being shipped with receipt expected in 2 weeks, will monitor station.
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Assisted operations deragging RAS/WAS, recycle and influent pumps
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 17 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 5 Liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 88 work orders as reported in MP2 computerized maintenance management system, of which 66 were PM work requests and 22 were repair work orders.