

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 17, 2010

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

City Manager

Reviewed and prepared with staff as follows:

- Held quarterly staff meeting with Directors and Division Managers
- Met with Planning Director on IJR
- Attended City Hall Holiday lunch
- Weekly meeting with HR Director
- Bi-weekly meeting with Fire Chief and Economic Development Director

Spoke to, attended and/or met with:

- Attended the Home for the Holidays parade ert.
- Attended Volusia Local Legislative Delegation meeting in DeLand
- Attended Rotary Board of Directors meeting
- Held Meeting with the Manager, only a few citizens attended, perhaps due to the cold weather
- Spoke with Doug Thomas regarding possible donation for SONC
- Attended "First in Flight" meeting on noise abatement and other general aviation issues with area flight schools at the OB municipal airport.

City Clerk's Office

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

- Prepared packet material for the December 21, 2010, City Commission meeting.

Community Development

Planning

- Staff has completed a nonresidential annexation spreadsheet to determine the costs (revenue to the City) to the property owner annexing into the City. The non-residential spreadsheet compliments the city's current residential annexation spreadsheet. In addition, a modified fiscal impact analysis spreadsheet has been developed to provide "ballpark" costs of impact to the City when residential and non-residential property is annexed. Using the current budget and CIP which is property tax supported only, multipliers were developed. Dwelling unit and nonresidential square footages are used as a unit of analysis for cost impacts.
- Staff attended a neighborhood meeting at the Tuscany subdivision to ascertain support for or against the deletion of a swimming pool/club house from the requirements imposed by the City when Tuscany was approved. There are 11 households living in the subdivision and the rest of the lots were recently purchased by 2 local investors who plan to sell to builders for individual construction. All but one lot owner supports the elimination of the requirement and the substitution of a different remedy. The pool and clubhouse is an obligation that is outstanding and is supposed to be constructed at the 30th building permit, by whom remains to be determined. The requirement to build at the

30th permit does not specify the responsible entity. The original developer is no longer in business. This issue will be coming to the Planning Board and City Commission for a PRD amendment.

Building Inspections, Permitting & Licensing

- 66 permits issued with a valuation of \$10,622,820.00
- 173 inspections performed.
- 7 business tax receipts issued.

Development Services

The SPRC met today to discuss:

- The lot splits related to Olive Grove and the approved bank facility
- Vanacore storage on US1 North

Economic Development

Ormond Crossings

- Tomoka Holdings is preparing the revised PMUD and development standard material for staff review.
- Staff received the Florida Planning and Zoning Association Award from the Surfcoast Chapter for Ormond Crossings as the Outstanding Master Plan Project of 2010.

Airport Business Park

- 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 apply for 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. The application was approved by the County Industrial Development Authority and the County Council for a tax-exempt industrial revenue bond of \$2.5 million. 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.
- Staff met with the Chamber's Economic Prosperity Committee to provide an update on the economic development projects.

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 to work 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 renovating and reopening 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. Helen Cauthen, VP of the Greater Greensboro North Carolina Economic Development Alliance, was selected and accepted the CEO position.

Airport Operation and Development

- The City of Ormond Beach hosted a "First in Flight Coffee" at the airport on Friday, 17 December 2010, coinciding with the anniversary of the first controlled, powered, and sustained heavier-than-air human flight by the Wright brothers on 17 December 1903. Representatives from Embry-Riddle Aeronautical University, Sunrise Aviation, Euro American School of Aviation, Tomlinson Aviation, and the Ormond Beach Air Traffic Control Tower attended. City Manager Joyce Shanahan, Economic Development Director Joe Mannarino, and Airport Manager Steven Lichliter represented the City. The meeting, which is intended to be an annual event, was held to discuss flight training issues at the Ormond Beach airport and other local airports, and to express appreciation for all of the cooperation the City has received from local flight schools regarding the issue of aircraft noise abatement.
- Staff apprised Hoyle, Tanner and Associates (HTA) that supplemental agreements needed to address work on Taxiway "E" must be submitted to the City Attorney by December 22nd in order to be presented to the City Commission in January. Final design concepts for the construction of Taxiway "A" require minor re-alignment of Taxiway "E" in order to provide continuity of ingress and egress for the runway. Staff received confirmation last week that both FAA and FDOT will fund this additional project aspect.
- Staff was previously apprised that the FAA will require an interim update of the Airport Layout Plan (ALP) in order to afford participation in the projects to relocate Taxiway "A," renovate Taxiway "C," and construct a public use heliport. Supplemental agreements needed to address work on the required ALP update will be presented to the City Commission in January.
- Staff continued to work this week with HTA on planning and funding issues for the projects to relocate Taxiway "A," renovate Taxiway "C," and construct a public use heliport. The City is in possession of Joint Participation Agreements with FDOT to provide funding for these projects, and grant applications for FAA participation will be forwarded subsequent to the bidding process.
- Staff continued to work this week with Engineering and Leisure Services to prepare and submit a bid proposal for the installation of surveillance technology at the airport. This project is being managed in concert with a project to install similar surveillance elements at the Airport Sports Complex. Installation of security surveillance systems at the airport will be 100% funded by FDOT.
- Staff participated in the annual Runway Safety Action Team meeting this week. The meeting was hosted this year by Tomlinson Aviation, and was attended by representatives of Tomlinson Aviation, Sunrise Aviation, Phoenix East Aviation, Embry-Riddle Aeronautical University, and the FAA.
- Staff was apprised by the Environmental Protection Agency this week that the Ormond Beach Municipal Airport will not be required to undergo monitoring of airborne lead. On December 23, 2009, the EPA proposed to revise the ambient monitoring requirements for measuring airborne lead. These rule amendments would improve the lead monitoring network to better assess compliance with revised National Ambient Air Quality Standards

(NAAQS) established in November 2008 and are much more stringent than the previous standards. Fuel used for piston-engine aircraft still contains lead. As a result, EPA is proposing to treat airports identically to other sources of lead when determining if source-oriented lead monitoring is needed.

- Staff prepared and submitted the monthly FDOT Active Aviation Grants Status report this week.
- 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 was acquired and installed this week in concert with other scheduled work at the ATC tower.
- Staff has posted the latest airport traffic counts on the City's website. Annual traffic is down 32,065 operations as of November 30, 2010. This represents a reduction of 22% from last year.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation of fiscal year end and annual audit reports.

Completed Projects - Weekly

- Processed 30 Journal Entry Batches (# 884 – 946).
- Approved 16 Purchase Requisitions totaling \$65,570.85.
- Issued 17 Purchase Orders totaling \$69,157.53.
- Advertised Bid No. 2011-03, Downtown Parking Improvements-Bovard Avenue, Coquina and Vining Court, in the News Journal and posted to DemandStar on 12/12/2010.
- Prepared 176 Accounts Payable checks totaling \$375,553.38 and 27 Accounts Payable EFT payments totaling \$298,075.00.
- Processed 4,108 cash receipts totaling \$3,977,933.47.
- Processed 1,199 utility bill payments through ACH totaling \$79,877.72.
- Processed and issued 4,999 utility bills with billed consumption of water of 21,986k.
- Issued 691 past due notices on utility accounts.

Public Information

Press Releases

- Live from Las Vegas (12/19)
- Other
 - Citizen Contacts
 - Media Contacts

Grants

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

Fire Department

Weekly Statistics

| | |
|-------|-------------------------|
| 6 | Fires |
| 7 | Fire Alarms |
| 4 | Hazardous |
| 57 | EMS |
| 6 | Motor Vehicle Accidents |
| 41 | Public Assists |
| <hr/> | |
| 121 | TOTAL CALLS |

| <u>Medical Call Type</u> | | | |
|--------------------------|-----------------------|---|------------------------|
| 1 | Abdominal Pain | 1 | Ingestion/Poisoning |
| 1 | Assault | 1 | Overdose |
| 1 | Back Pain | 1 | Pedestrian Accident |
| 3 | Bleeding | 1 | Psychiatric Problem |
| 5 | Breathing Problems | 1 | Sick Person |
| 1 | Burn | 4 | Stroke |
| 2 | Chest Pain | 4 | Traffic Accident |
| 2 | Convulsions/Seizure | 2 | Traumatic Injury |
| 1 | Diabetic | 5 | Unconscious |
| 2 | Fall Victim | 2 | Unknown Medical |
| 1 | Hemorrhage/Laceration | | |

42 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies:
21 calls – Volusia County (15), Holly Hill, (1), Daytona (5)
- Aid received from other agencies: **5 calls – Volusia County (3), Daytona (2)**
- Total staff hours provided to other agencies: **32 hours**
- Total staff hours received from other agencies: **4 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **23**

Significant Incidents

Date: Thursday, 12/9/10

Address: 61 N. St Andrews

Dispatch Time: 4:36 AM

Cleared Time: 6:11 AM

Incident Description: Units responded to a slow moving grass/brush fire approximately 50' X 100'. Fire was located to the east of railroad tracks about 150' into the woods. The area was occupied by a transient man who stated he had lived there 10 years. The fire was caused by a campfire used to keep warm. The fire spread to adjacent brush and the entire camp area including the transient's tent. The occupant suffered minor burns to his hands and refused treatment. Ormond Beach Police transported the man to a homeless shelter.

Units on Scene: Ormond Beach: Quint 92, Rescue Engine 93, Brush 93 and OBPD

Date: Thursday, 12/9/10

Address: W SR 40 and Palmetto Pines

Dispatch Time: 11:45 AM

Cleared Time: 2:36 PM

Incident Description: Automatic aid was provided to Volusia County for a fast moving brush fire of approximately one acre in size. Ormond Beach was assigned exposure protection of one structure and extinguishment of the fire. Several storage trailers were damaged in the initial fire. Spot fires occurred less than a quarter mile away.

Units on Scene: Ormond Beach: Brush Attack 94, Rescue Engine 94 and Battalion 90. Volusia County: 3 Units. Flagler County: 4 Units. Department of Forestry tractors.

Date: Saturday, 12/11/10

Address: Mile Marker 263 S and I-95

Dispatch Time: 2:13 AM

Cleared Time: 3:55 AM

Incident Description: Ormond Beach units responded to a tractor trailer fire on I-95. The incident was within Daytona Beach's jurisdiction and was managed by their supervisory personnel. A tractor trailer carrying a mixed load, including hazardous materials, struck the concrete guard rail when a tire blew out. Upon impact the fuel tank was punctured and ignited. When responders arrived on scene, the fire had extended into the cargo area involving some type of battery acid. The driver exited the tractor trailer and was not injured. Ormond Beach Tender 94 and Volusia County's Tender 11 were dispatched to provide a water source due to no fire hydrants on I-95. Winds were out of the west pushing the caustic smoke plume to the east over an unpopulated area. The interstate was completely shut down in both directions for several hours. Southbound lanes remained closed well into the following day.

Units on Scene: Ormond Beach: Rescue Engine 94 and Tender 94. Daytona Beach: 6 Units. Florida Highway Patrol and EVAC.

Operations

- Concluded the flu shot program at Station 91 with 6 vaccines administered this week with an overall season total of 356.
- Conducted new hire interviews for Firefighter/EMT vacancy.
- Met with Building Maintenance regarding updates to Station 93.
- Participated in webinar on the review of FPL's emergency police and fire call process.
- Held bi-weekly administrative staff meeting.

Activities

- Inspected 18 hydrants and placed street reflective markers as needed.
- Updated 7 pre-fire plans.
- Visited 4 homes for smoke detector checks.
- Public Education Presentations at:
 - Hebrew Academy – 24 children
 - Kinder Care – 40 children
- Delivered Santa to holiday event at American Legion.
- Participated in City Holiday Parade.

Training Hours

| | |
|-----------|--------------------------|
| 3 | Driving |
| 44 | EMT Refresher Module |
| 2 | Hose & Appliances |
| 7 | Hose & Equipment |
| 1 | Leadership |
| 1 | Pump Operations |
| 10 | Safety |
| 21 | Wildland Fire |
| 89 | TOTAL STAFF HOURS |

Human Resources

Staffing Update

Job Requisitions

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

Approved/Active Recruitment

- Police – Community Service Officer
- Police – Victim Advocate Coordinator

Screening/Interviews Scheduled

- Leisure Services/Registration - PT Office Assistant I - Four typing tests and interviews conducted 12-15-10.
- Leisure Services/Community Events – PT Community Events Technician - interviews scheduled for the week of January 3, 2011.
- Police – Lieutenant (2) – Candidates assessed by Selection Committee on 12-16-10. Interviewed by Chief on 12-16-10.

Background/Reference Checks

- Fire – Firefighter/EMT.

Job Offers

- Leisure Services/Sports – PT Recreation Leader pre-employment processing on Thursday, Dec. 16, 2010

Terminations/Resignations/Retirements

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

Transfers

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

HR Process/Systems Issues/Improvements

- H.R. Office is in transition. New carpeting and paint to be completed week of December 20th. New layout to be more open and inviting.

Risk Management Projects

- Designing a centralized insurance review process for all purchases. Working with Finance to train department personnel who process purchases.
- Arranging substance abuse training for employees/supervisors with the Vince Carter Foundation/Sanctuary through Stewart-Marchman. Working on March 2011 training dates.

Information Technology (IT)

Information Systems (IS)

- 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: - 56 New work - 55 completed - 42 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 34,941 | Inbound E-Mails Blocked | 25,425 |
| Delivered Inbound E-Mails | 9,305 | Quarantined Messages | 211 |
| Percentage Good Email | 26.6% | Virus E-Mails Blocked | 26 |

- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 11
- Information Requests from External Organizations: 4

- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Attended Gift of Christmas at The Casements
- Attended Supervisory Staff Meeting
- Attended City Manager Quarterly Division Manager and Director Meeting
- Attended Public Works meeting
- Attended Meeting with Porter Paints
- Attended Soccer Meeting
- Attended Baseball Meeting
- Attended First in Flight Meeting
- Park Visits
- Attended Holiday Concert at The Casements
- Breakfast with Santa

Athletics

- Seabreeze High School boys' and girls' soccer practice continued this week on Tuesday and Thursday at the Sports Complex, fields #6 and #8. They practiced from 3:30 to 5:45pm. They also had games this week on Monday and Wednesday nights at 5 and 7pm.
- City's Girl's Basketball Program continued their game season this week on Monday through Friday night 6 to 9pm at Nova Gym.
- OBYBA Boy's Basketball Program also continued games this week at Nova Gym and at South Ormond Gym. Games were on Monday, Wednesday, and Friday nights, 6 to 9pm, and Saturday morning from 9am to 2pm. They also had games at Nova Gym on Monday through Friday nights at 6 and 7pm.
- The Ormond Beach Soccer Club's competitive teams continued practices on fields #5 #6, and #8. Fields #1 through #4, as well as #9 and #10 are closed due to winter rye seeding.
- Riverbend Academy hosted a game this week on Field #8, Tuesday, 5pm at the Sports Complex.
- The City's Men's Winter Softball League had their pre-season meeting on Thursday night at Nova Community Center. Six to eight teams will be competing, starting January 3rd at the Softball Quad.

Athletic Field Maintenance

- Mowed South Ormond outfield, prepped infield.
- Cleaned South Ormond Rec. tennis, basketball and handball courts.
- Mowed infields and outfields at Nova Park.
- Cleaned Skateboard Park.
- Cleaned tennis and handball courts.
- 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.
- Cleaned up after daily use of the soccer fields 5-8.
- 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 and girl's varsity games throughout the week.
- Top dressed South Ormond's softball field with 40 tons of sand.
- Finished rebuilding pitcher mounds and all clay areas of baseball infield.
- Began mowing the baseball fields 3 times a week now that the rye grass is coming up.
- Sharpened the reels on the mowers.
- Helped set up for the Christmas parade by moving bleachers and doing various tasks.

- Began to work on all clay areas of Nova Park ball fields.
- Weather has made it difficult to prep and over seed due to wind, frost and rain.

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 rehearsals of South Beach Dance Holiday Showcase (Thursday, Friday), and performance (Saturday), and the performance of Salute to Sinatra, Davis, Martin (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:
 - South Beach Dance Holiday Showcase (Saturday) 7pm, \$18-\$20
 - Salute to Sinatra, Davis, Martin (Sunday) 4pm, \$15-\$35

South Ormond Neighborhood Center

- Splash pad closed until Spring
- Weight room open during Center hours
- Neighborhood Park opens sunrise until 10:00 pm
- Youth basketball games Monday, Wednesday, Friday and Saturday; weekdays 6:00 pm to 9:00 pm and Saturday 9:00 am to 3:00 pm
- Youth Basketball practice 6:00pm until 8:30pm, Tuesday and Thursday

Community Events

- Attended staff meeting
- Weekly administrative tasks and office work
- Attended events meeting
- Clean-up from HOHO Parade
- Shopping for holiday supplies
- Coordinated activities for final Gift of Christmas concerts
- Coordinated activities for the Holidays at the Casements concert
- Coordinated activities for the Breakfast with Santa event
- Cleaned out area for storage of new sound equipment

Gymnastics

- Began new session
- Preparation of level 2, 3 and 6 team girls for upcoming weekend AAU state meet in Orange City.
- Continued skill development for competitors and all students
- Preparation of new competitive boys team for upcoming January competition

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 Saturday from 9:00 am until 2:00 pm and on Monday, Tuesday, Wednesday, Thursday and Friday evening in the Nova Community Center gymnasium through the Athletics Division.
- Challenger Basketball had their last practice on Tuesday. Each participant was given a medal and certificate for their teamwork.
- Seabreeze High School volunteers from the Exceptional Student Education program helped with cleaning the exercise room and the game room.
- A birthday party was held in the Activity Room on Saturday.
- The first day camp for the Winter Holiday season was on Friday for both Nova Community Center and Special Populations. The school age children played sports and games, worked on arts and crafts, watched a movie, played in the game room and played outside on the playground.
- The Special Populations Coordinator and the Therapeutic Recreation Aide assisted with the operations of the holiday parade on Saturday.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily.
- Weekend rental cleanup on Monday.
- Parade clean up on Monday.
- Reset Gallery for Manager’s Breakfast scheduled on Tuesday
- Zumba Classes continued this week on Tuesday evening from 6:00pm to 7:00pm.
- Pilates Classes continued Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- Staff reset Gallery for Guild General Meeting, Wednesday 9:30am to noon.
- Casements Coordinator presented a special Holiday program for The Casements Guild members on Wednesday.
- Staff assisted with the weekly Farmers’ Market on Thursday from 12:00pm to 5:00pm
- Staff set up for Holidays at The Casements, Thursday 6:30pm
- Staff assisted Community Events with Holidays at The Casements program.
- Staff cleaned up after Holidays event, and prepared for Santa’s Breakfast on Sunday.
- Staff set up for the Holiday Craft Workshop with Gretchen Neal on Friday, December 17th from 2-4pm.
- Staff worked Santa’s Breakfast event on Saturday 6:00am to noon.
- Staff worked this week to finalize plans for the upcoming Starry, Starry, Night program with Ormond Memorial Art Museum and Ormond Beach Historical Society.
- The Casements Coordinator and Recreation Manager met with staff from The Rat Hole in regards to an upcoming biker event possibly held in Rockefeller Gardens. Further discussion required.
- The Coordinator met with a new art instructor this week for future programming with children and adult art classes.
- Adams wedding ceremony, Ormond Memorial Gardens, Saturday.
- Taylor wedding Ceremony, Ames Park, Saturday 10:30-11:30am.

Parks and Irrigation

- Turned off water on roadways, due to freeze
- Replaced one spray head on Granada Blvd. median #22 (hit by car); replaced battery on timer.
- Inspected malfunctioning valves at Airport Sports Complex; scheduled for repair.
- Turned on timer and tested repair at SONC. All working okay.
- Dug up main line at Rockefeller Gardens; cut pipe, let drain.
- Dug up 2 valves and repaired at Airport Sports Complex. Tested system.
- Turned off all potable irrigation water and drained backflow valves, citywide.

Building Maintenance

- Installed city logo signs at S.O.N.C. gymnasium
- Put up mail inboxes in the Planning Department
- Put up Main Street Association Christmas tree at City Hall
- Relocated cubicles from Human Resources to Engineering Dept. at City Hall
- Removed cabinets and shelves in Human Resources Dept. at City Hall
- Repaired electrical supply for the City Hall fountain
- Relocated file cabinets from Human Resources to second floor at City Hall
- Repaired taxiway light at the Ormond Municipal Airport
- Replaced broken pickets at the new Beachfront Park
- Repaired nine security lights at the Wastewater Treatment plant
- Repaired door lock at the cupola in Fortunato Park
- Installed safety caps for gymnasium divider at S.O.N.C.
- Repaired broken water service at the Wastewater Treatment plant
- Performed five year test for fire suppression at the Ames house
- Replaced ladies room toilet at the Ormond tennis center

Police Department

Administrative Services

- Property and Evidence Room Audit and Inventory nearing completion.
- Guest speaker - Walking With The Manager
- Bi-weekly meeting with City Manager
- Attended PAL/Ormond Middle School "Do The Right Thing" luncheon.
- Attended Police Athletic League fundraiser luncheon at Outback
- Incident Commander for Holiday Parade
- Police Department held its annual holiday luncheon
- Attended the Volusia/Flagler Police Chiefs Holiday dinner and meeting. Elected and sworn in as organization's vice president for 2011.

Community Outreach

- 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.
- Fourteen youth received their certificates of completion for the Science on Patrol program held at Ormond Beach Elementary School. Officers Lloyd Cornelius and Gregory Stokes assisted PAL Director Lisa Messersmith give out the awards during the Pizza luncheon.

Community Services & Animal Control

- Animal Calls responded to 58
- Animal Reports 10
- Animal Bites 2
- Animals to FHS 3
- Written Warnings 1

- Animal Licenses 4
- Sick Wildlife 4
- All CSO's Traffic Training Complete

Criminal Investigations

- Cases Assigned: 16
- Cases Exceptionally Cleared: 7
- Inactive: 14
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 6
- Grand Theft: 2
- Auto Theft: 1
- Robbery: 0
- Assaults: 0

Narcotics

- Task force members executed a search warrant at 420 Lakebridge Plaza Dr. Ormond Bch. 639 grams of cannabis was seized from the residence. The suspect was arrested for possession with the intent to distribute.
- Four Buy Walks and two Buy Walk attempts.

Comments

- The Detective Bureau served a search warrant at All Aboard Storage on Hand Ave. Investigators seized two stolen Jet skis and numerous items from a business burglary. The jet skies were stolen from a business on Division Ave. last year and the stolen lawn equipment was recovered from a business burglary (Barton and Barton). The suspect is currently in jail for the theft of utility trailers from Ormond Beach and Holly Hill. Several more felony charges will be filed.
- Investigators have developed a few leads from the Regions Bank robbery. Investigation continues.

Records

- Walk - Ins / Window 147
- Phone Calls 236
- Arrest / NTA'S 23
- Citations Issued 85
- Citations Entered 83
- Reports Generated 98
- Reports Entered 120
- Mail / Faxes / Request 93

Operations

- 12/9/10 - Accident involving City vehicle. Officer lost control of his patrol vehicle at the I-95/US1 off ramp and crashed; vehicle totaled. No other vehicles involved and officer sustained only minor injuries. Minor property damage to FDOT sign.
- 12/10/10 – Disturbance, Business. An altercation occurred when a underage female and her friend battered a female employee working the door because they were denied entrance to the Club (underage); no one wanted to pursue charges; PD will file complaints for disorderly conduct.
- 12/11/10 - Car Break – Lake Bluff Dr. Rear passenger window broken out and money taken.

- 12/11/10 – Attempted Burglary – Residence, Emerald Oaks. Master bedroom window to residence was found slightly ajar. Locks had been tampered with. Garage window locks were also found to have been tampered with.
- 12/11/10 - CarBreak - Moonglow Dr.
- 12/11/10 - Myer's Act - S. Beach St.
- 12/11/10 - DUI arrest
- 12/12/10 - CarBreak -Byron Ellinor Dr. GPS and phone charger taken.
- 12/13/10 - CarBreak - Old Wiggins Ln. \$2 dollar bill taken.
- 12/13/10 - Vehicle Accident - W Granada Blvd. Penske Truck struck rear parking lot gate code box on the east side of the PD's parking lot. Keypad and gate are still operational. Building Maintenance and Risk Management were notified
- 12/13/10 - CarBreak - McIntosh Rd. Stereo and CD's taken.
- 12/13/10 – Burglary – Residence, Plaza Grande Ave. Occurred during the day between 11:00 AM and 1:00 PM. \$500 in costume jewelry taken. Forced entry was made to a door located at the rear of the residence.
- 12/14/10 - Stolen Vehicle - W Granada and S Perrott Dr. White 2005 Nissan Altima bearing Florida license tag 424NPX had been left at the above intersection due to mechanical problems. The vehicle was discovered missing when the owner returned the following morning to make necessary repairs.
- 12/14/10 - Larceny – Water/City Services. S Ridgewood Av
- 12/15/10 - Hit and Run Accident resulting in DUI arrest on US #1. Female subject arrested.
- 12/15/10 - Domestic Violence –Battery, Highland Ave. Male subject attacked his ex-girlfriend.

Traffic Unit

- 10-12-00169: Crash with Injuries, SR 40 / Williamson Blvd.: One vehicle rear-ended another and set off a chain reaction crash involving a total of four (4) vehicles. This obstructed the intersection for about 30 minutes. Several were treated for minor injuries.
- Holiday Parade was completed without any major incidents. By all accounts, everything went safely and smoothly.
- Traffic Unit is actively enforcing illegal parking in shopping areas during the holiday season. So far, several parking citations have been issued and several disabled parking permits have been seized from people using them illegally.
- Traffic Citations 63
- Parking Citations 13
- Crash - No Injury 16
- 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
 - Enforced Complaints:

- Central Park area (Division, Hand, Fleming)
- 100-500 BLK Clyde Morris Blvd.
- Tymber Crossings
- Ormond Lakes

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 2 Cases initiated
- 6 tree removal permit requests
- 44 signs either removed or sign cases created.
- Administrative staff assisted with 33 telephonic inquiries and one walk-in inquiry.

Public Works

Engineering

Project Summary - Construction Projects

- US1 Forcemain Extension Phase II- Staff discussed with contractor construction of the watermain bridge attachment schedule and method. Shop drawings for manufactured components are being reviewed. Construction of the bridge attachment is anticipated to begin in January of next year.
- Water Treatment Plant Dist. System Phase II- Watermain has been cleaned and scheduled for pressure testing. Watermain has been full constructed except for sections inside the Water Treatment Plant.
- Main Trail Bridge- Inspected bridges and approved guardrail replacement materials. Provided information to submit for DEP permit.
- SR 40 Sdwb/Trail Phase I- Updated ARRA reporting system.
- Hull Road & US1- Send copy of contract to FDOT. Setup pre-construction meeting
- 2010 Roadway Resurfacing- Rima Ridge entrance was constructed. Project overall is 90% complete.
- Sanchez Stormdrain- Two palms were planted and additional vegetative screening with irrigation to replace lost landscape during construction which was in poor condition prior to construction.
- Rima Ridge Wells 54, 55 & 56- Staff and consultant discussed pumping allocations of the new wells. The net pumping capacity will slightly exceed the original target value.
- SR40 Sidewalk / Trail Phase II- Updated ARRA reporting system.
- South Ormond Neighborhood and Gymnastics Centers Improvements- Project is substantially complete with minor punch list items. Gym is now in service for recreation.
- 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 January.
- City Hall Parking Lot Repairs- Staff has tentatively scheduled the work to begin on 1/8.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has constructed gravity wall for new road and has begun work on sodium hypochlorite building.
- Joint Permit Center –Project is complete and open to the public

Design Projects

- Beachfront Park - Preparing the RFQ for advertisement on December 19th.
- Alcazar-Buena Vista Area Drainage Improvements- Design plans are 85% complete
- Airport Road Forcemain Extension- Phase 1 of the project, from Nova Road up US1 and down Airport Rd to the River Bend golf course design plans are 90% complete. The Phase 2 design plans are being further reviewed and revised by staff and the consultant.

- Tymer Creek Widening- Meeting was scheduled to discuss the County's recent design plan modification in the road widening and stormwater utilities as it affects the City utility relocation needs.
- OBSC Boundless Playground- The bid award is scheduled for the 12/21 City Commission agenda.
- Ormond Scenic Loop- Responded to consultants inquiries.
- SR40 Sidewalk / Trail Phase III- Provided additional information with updated plans to FDOT for review. Contacted FDOT regarding permit issues.
- Fire Station 94 Sprinklers- Requested additional information on submitted price proposal.
- SRA1A to Beach St.- Contacted PD on Washington and Granada intersection.
- Ormond Crossing IJ/LAP- Responded to FDOT on extension of LAP agreement.
- US1 & Nova Rd.- Responded to request for information from the consultant doing the work.
- Ridgewood Ave. Sidewalk- CC approved contract award, notified Contractor for kick-off meeting
- FDOT Mast Arm Replacement on SR40- Responded to FDOT on special requirements for mast arms.
- 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 Parking Improvements- The project was advertised for competitive bids on 12/5.
- Downtown Wayfinding Signage- The bid award is scheduled for the 1/4 City Commission agenda.
- Tarpon Sculpture Installation- Hall Construction is seeking different installation methods as the original proposal was over budget.
- 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 to review 30% plans.
- EVRWA Nova Canal Flood Control Study– Final report was approved by the EVRWA and will be presented to the CC for approval on November 3rd.
- Coolidge Avenue Roadway and Drainage Improvements- Bid was approved by the City Commission. Contracts are being executed by the contractor. Anticipate construction starting in January.
- Hand Avenue - Received staff approval from FEMA for expanded grant request on Hand Avenue. Coordinating the modification details for the final revised agreement. Consultant submitted the permit modification to SJRWMD to add the pond interconnect channel and bridge on Hand Avenue.

Administration

- Assisted auditors with information for SR40 sidewalk phase 1 and 2.
- Assisted Leisure services with information about a sign for Sport complex on US1.
- Assisted Leisure services with FDOT requirements and permit process for signs on median.
- Prepared project invoices/pay requests totaling \$88,855

Meetings

- Met with Airport personnel for surveillance system.
- Met with Leisure Services personnel for surveillance system.

Customer Service

- 1186 Ocean shores Blvd lift station connection.

Other

- 29 projects were inspected.
- Investigated 3 drainage complaints.
- Created yearly summary of gas monitoring results for Nova Landfill.
- Researched documents for information regarding the ownership of the Main Trail Bridge per FDOT request.
- Staked out the right of way for the Division Ave. / S. Beach St intersection
- Created Vicinity and Location maps of the proposed Beachfront Park for the commission memo.
- Provided location map of city limits for the John Anderson Imps project.
- Provided additional land areas on the Hickory Village contour map.
- Created map showing the Harbor Lights subdivision drainage plan.

Street Maintenance

Asphalt / Concrete

- Repair asphalt on New Britain E/O US1
- Replace concrete sidewalks for Water Department on SR40 at A1A (Birthplace of Speed Park), 106 Roberta Road (Ormond-by-the-Sea), and 915 Northbrook
- Pour concrete gutters on Peninsula at Jamestown
- Prepare barrels, barricades & signage for parade
- Set up road closures and lane shifts for parade
- Asphalt Stormwater utility cut on Jamestown at Peninsula
- Asphalt Stormwater utility patch at 43 Lincoln Avenue
- Asphalt Water Department utility cut at 54 S. Atlantic Avenue

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimming at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris and parade prep at Memorial Gardens and Nova Recreation
- Picked up signs and barricades citywide
- Removed palm at S. Ridgewood & McAlister
- Trimming at 14 Spring Meadows

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
- ROW trimming citywide
- Redo bridge sign anchors (make straight) on Granada Bridge
- Filled holes in parking lot at Cassen Park

Sign Shop

- Continued fabricating HIP (High Intensity Prismatic) street names for intersections along S. Ridgewood Avenue
- Requested a Purchase Order for striping the yellow centerline on Eileen Butts St. & S. Ridgewood Ave. by the school. Also striping will be done at the intersections of N. Orchard St. & W. Granada Blvd.
- Assisted on Saturday, Dec. 11th with the traffic pattern changes required for the Christmas Parade
- Jeannette Dr. – moved the “No Outlet” sign to the east side of Malaga Ave.
- Received a shipment of various finished signs & blanks to be used as needed
- Repaired or replaced signs at the following locations:
 - Hangar Way, replaced (2) Keep Right signs & (2) Speed Limit 25 signs
 - Old Tomoka Rd., installed a variety of F4G school signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Located and uncovered manhole on Jamestown Drive
- Hauled pipe to Domicilio Avenue for installation
- Picked up concrete Jersey barricades from Halifax Paving and installed them with the Gradall at the ballfields on Hull Road
- Reachout Mower – Arroyo Parkway Pond, and Old Kings Road Pond
- Cleaned basins – Zones #1 & #4
- Ditch Inspections – citywide for contracted cleaning
- Ordered chemicals for spraying

Street Sweeping

Streetsweeper

- 126.9 miles of road cleaned
- 37.5 cubic yards of debris removed

Fleet

Mileage Traveled by all City Departments for the week

39,349

PM Services completed for the week:

- | | |
|---|---|
| • <u>Emergency—Vehicles and Equipment</u> | <u>Non-Emergency Vehicles and Equipment</u> |
| 15 | 36 |

Road Calls for the week:

6

Accidents for the week:

1 Total - #120 PD Crown Vic

Quick Fleet Facts:

- All city vehicles used 3,430.19 gallons of gas and 1,375.00 gallons of diesel over the past week.
- In the current fiscal year all city vehicles have used 26,779.17 gallons of gas and 10,534.50 gallons of diesel.

Utilities

Projects Summary

- Received SJRWMD request for additional information (RAI #2) upon review of the City's Consumptive Use Permit (CUP) Compliance Report initial RAI response submittal. Preparing feedback to District.
- 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.
- Chemical Bids FY 2010-2011 – Innovative Formulations did not complete the specified tests required to demonstrate that the dewatering polymer will perform acceptably. A commission memo is being drafted to award the polymer purchase agreement to Polydyne, Inc. This company was the other bidder for polymer in the joint bid with Palm Coast.
- Fire Hydrant Replacement Program – Six (6) hydrants were replaced. Hydrants were replaced on Central, Plaza Grande, Buena Vista, Grove, Washington and Fairview.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 upon successful demonstration that ragging at the influent pump station is eliminated or reduced to a reasonable frequency. Pumps continue to show intermittent clogging due to rags and lack of final disposition delays issuance of substantial completion for this remaining project item. The pump manufacturer's representative provided comments regarding installation configuration and potential corrective actions required. Removal and reinstallation of one pump was requested by Pentair Water to ascertain whether the vibration is caused by the pump or the installation. The pump wet well was examined to determine if rags are floating inside and not being pumped into the plant. A significant number of rags are found. Quotes are being solicited to clean the wet well. Prepared a sole source memo to obtain a license for the SCADA programming that can be used on the lap top and the main server. A final walk through was performed on December 9 with consultant, contractor and operations staff.
- Ormond Beach Wastewater Treatment Plant Expansion–Corrective measures identified in contract to eliminate partial clogging in the influent pipe to clarifiers is being discussed as for placing into contractors work effort sooner than originally intended. The hydropneumatic tank was removed. The construction of the gravity wall at the toe of slope between the WWTP and the solid waste transfer station lot is completed.
- 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. 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. Worsham was asked to have their attorney contact our Legal Department.
- Root Control Services –The contractor indicated he will be starting in mid January. A purchase order is being prepared. A draft web notice to customers 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 with operations and engineering. A new set of 100% design plans was received from Volusia County.
- 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 - Olive Grove is ordering a meter for water service. The developer could save money by combining the fire and potable water lines. This information was passed on the design engineer.
- 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. Forwarded signed proposal agreement and purchase order to FL N-Viro for interim sludge disposal contract.
- Responded to Lakebridge POA concerning excessive sewer billing charges and potential metering solution for consideration.
- Assisted preparation and forward of FDEP Annual Reuse Report and FDEP Lead and Copper notification certification.
- Coordinated Well 34H electrical service repairs with JD Weber performing additional SPRC related drainage items for Huntington Townhome project.

Water Distribution

- Replaced 3 residential - 1 commercial meter.
- Installed 1 new water service.
- Responded to 17 leaks and repaired accordingly.
- Flushed 12 cloudy water complaints
- Replaced/repared 5 water services, and 6 meter boxes.
- Tested 5 city owned backflow preventers, Repaired 3 BFP's - tested good.
- Fire hydrants: Completed notification, shutdown, and replacement with R&M Services to replace 3 fire hydrants at the following locations: Plaza Grande, Fairview Ave, and Central Ave.
- Rescinded boil water alert for the S. Washington St, Plaza Grande, S. Ridgewood Ave, Andalusia Ave, and Parque Dr shut downs.
- Flushed/ exercised valves on University Cir, Plaza Grande, S. Ridgewood Ave, Fairview Ave, Central Ave, Division Ave, Wisteria Dr, Mound Ave, Grove St.
- Replaced valve boxes at 1295 Ocean Shore Blvd and c/o Plaza Grande and Castilla Ave.
- Repaired 3 each 2" main breaks on University Cr., Juniper Dr. and Sea Swallow Terrace.
- Repaired a 10" WM break at 682 S. Ridgewood, leaking under 5' diameter live oak tree, deflected 10" main around tree, installed 60' of pipe and 4 - ¼ bends. Restored parking area in front of home with 10 tons of crushed asphalt to pre-construction condition. Driveway and street repairs pending.
- Moved 2 water services for installation of septic tanks at 21 Oakview Cr. and 106 Roberta Rd
- Cleaned and restocked all trucks

Water Treatment

- Delivered 38.068 million gallons for the week Dec. 5, 2010 (5.438 MGD)
- Backwashed 10 filters for a total of 403,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Completed FDEP Certification for Lead and Copper customer notification.

- Sampled and cleared for rescinding five Precautionary Boil Water notices.

Waste Water Collection - Reuse

- Crews responded to three trouble calls in Breakaway/Hunters Ridge area.
- Forty-seven of seventy-two manholes rehabilitated by Chaz Equipment Inc. Contract ongoing.
- Crews repaired sewer service at 235 Greenwood Ave.
- Assist flow by-pass of WWTP influent lift station to inspect wet well for rag accumulation. Delivered 1.5 inch wye strainer to home owner at 487 John Anderson Dr. for reuse – irrigation system.
- Six sewer laterals televised, three root controlled.
- PEP System Maintenance Activities for period: Repaired clean out at 88 Black Hickory. Adjusted valve box at 49 Carriage Creek. Follow up call at 29 Lake Vista Way & 25 Carriage Creek trouble calls.
- Checked irrigation system at Breakaway and Hunters Ridge.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 22.37 Million Gallons
- Produced 17.49 Million Gallons of Reuse
- Produced 4.88 Million Gallons of Surface Water Discharge
- Influent flows average for week is 3.20 MGD, plant designed for 6 MGD
- Hauled tons of sludge 113.19 (14%-18% Solids).
- Sludge samples for EPA 503.13 analysis were delivered to lab.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Preparing Annual FDEP Reuse Report
- Operational activities of mention include influent station temporary bypass and centrifuge troubleshooting.

Water Plant - Well Fields - Booster Stations

- Replaced packing on High Service Pump #4.
- Reset motor overloads on Well 33H.
- Replaced lamps in Operations building.
- Pulled 200 HP motor for HSP #4 and sent out for Evaluation and repair.
- Evaluated all High Service Pumps for reliability and needed repairs, generated list of action items needed.
- Removed old ammonia panel and replaced receptacles and boxes under splitter box due to corrosion from ammonia system.
- Unjammed grit feed belt on slaker #1; PO request was generated for specialized repair and spare parts needed.
- Ran LPRO and Lime softening auxiliary power 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.

Wastewater Plant – Lift Stations – Reuse System

- Replace motor starter heaters at 7M pump #1.
- Rehab of PEPSystem electric service box for 36 Carriage Creek Way.
- Checked chlorine analyzer at WWP for operations.
- Completed Installation of 1st VFD for San Marco liftstation to reduce water hammer to system and reduce stress to discharge elbows.
- Repaired submersible aerator #2.
- Repaired sodium hypochlorite leak at chlorine building.

- Met with Utilities Engineer and measured 4M1 and Towne Square liftstations for future refurbishment.
- Monitored liftstations to assist US1 Tomoka R. 20" force main after hours.
- Performed plumbing modifications to Clarifier Nos. 2 and 3 for 6 inch discharge piping from portable pumps to disperse flow evenly.
- Underground fiber optic cable to Maintenance building was severed by contractor related – B&G subcontractor replaced it quickly and efficiently.
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab activities
- Assisted operations staff with following activities: cleaning tele-valves on clarifiers, deragging influent pumps (twice), recycle and RAS/WAS pumps.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 15 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 4 Liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 94 work orders as reported in MP2 computerized maintenance management system, of which 63 were PM work requests and 31 were repair work orders.