

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: January 14, 2011

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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 weekly staff meeting with directors
- Bi-weekly meeting with Economic Development Director
- Prepared Florida City/County Management Association (FCCMA) committee report

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Met with HR Director and Finance Director on GEA grievance
- Attended Ormond MainStreet annual celebration
- Met with Helen Cauthen the new Economic Development President of Team Volusia, Mayor Kelley, Economic Development Director and Planning Director, discussed economic development in Ormond Beach.
- Attended Project ROMP design details presentation at the PAC
- Attended Ormond MainStreet Progressive dinner, spoke with representatives from Tallahassee and the opening session of the Ormond MainStreet quarterly meeting breakfast
- Held Walk with the Manager, Fire Chief Irby joined the group, despite the cold weather three citizens attended. Issues discussed included the RFQ for Architectural and Design Services for the City of Ormond Beach's Andy Romano Beachfront Park; Code Enforcement and Fire consolidation issues.
- Met with City staff and representatives from CDM to discuss the waste water treatment influent pump performance problems.

### **City Clerk's Office**

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

- Prepared packet material for the January 18, 2011, City Commission meeting.

### **Community Development**

#### **Planning**

- Redesign of the vacant Building Division space into conference rooms has begun. A concept plan has been circulated to Finance, IT, and Facilities Maintenance for comments.

#### **Building Inspections, Permitting & Licensing**

- 71 permits issued with a valuation of \$1,030,855.00
- 199 inspections performed.
- 2 new business licenses issued

### **Development Services**

No new applications have been received by the SPRC for initial review.

- SPRC reviewed the Brown Thompson Commercial development site plan after a two year hiatus by the applicant. This involves two buildings comprising of 12,500 square feet each.

### **Economic Development**

#### **Ormond Crossings**

- Tomoka Holdings has submitted their latest revised Master Development Plan for staff to review.
- A meeting with Tomoka Holdings and staff to discuss the draft Interchange Modification Report is scheduled for January 21.

#### **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. Staff has prepared an application for ad valorem tax abatement, which will be presented to the Commission in February.
- 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 is processing the plans and application for the conduit project.

#### **Ormond Beach Chamber**

- Staff meets monthly 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 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. The buyer is interested in renovations to the exterior and interior of the building and providing valet parking for customers of the restaurant. The buyer will be meeting with the surrounding property owners and lessees to discuss the parking issues.

#### **Special Economic Development Projects**

- Team Volusia Economic Development Corporation (TVEDC) is working with staff of a number of economic development initiatives.

#### **Airport Operation and Development**

- The first quarterly meeting of the Aviation Advisory Board was held this week on Monday, January 10, 2011. The board members selected Mr. Larry Volenec to serve as Chairman, and Mr. Bob Behnke to serve as Vice-Chairman.

- Staff worked this week with representatives of Hoyle, Tanner & Associates (HTA) and FDOT to discuss the recent submittal by staff of extension requests for existing FDOT Joint Participation Agreements (JPAs) to fund projects to relocate Taxiway "A," renovate Taxiway "C," and construct a public use heliport, and a formal request to FDOT to provide a supplement to the JPA funding the Taxiway "A" project. The requested supplement will detail FDOT participation in the proposed Taxiway "E" relocation, and will be presented to the City Commission for approval in early 2011.
- Staff prepared and submitted an updated NOTAM Authorization List to Lockheed Martin Flight Services this week. The list identifies persons authorized to issue a Notice To Airmen, or NOTAM, on behalf of the Ormond Beach Municipal Airport.
- Staff received from HTA the annual Magnetic Deviation Letter for 2011 this week. As was the case last year, calculations show that Runway 08-26 could technically be changed to Runway 09-27, although the option remains to keep the runway marked as 08-26 under current FAA guidance. HTA recommends waiting for the next Airport Master Plan and/or Airport Layout Plan Update to address this matter further.
- 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," relocate Taxiway "E," renovate Taxiway "C," and construct a public use heliport. Final renditions of the ALP were delivered to the City and the FAA last week. The City received an official, FAA-endorsed copy of the ALP this week.
- 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 has posted the final airport traffic counts for 2010 on the City website. Annual traffic is down 31,985 operations as of December 31, 2010. This represents a reduction of 21% over the previous year.
- Staff has scheduled a meeting with economic development and airport managers from DeLand, New Smyrna Beach and Flagler to discuss economic development of general aviation airports.

### **Finance/Budget/Utility Billing Services**

#### **On-going Projects**

- Preparation of fiscal year end and annual audit reports.

#### **Completed Projects - Weekly**

- Processed 52 Journal Entry Batches (# 1198 – 1308).
- Approved 13 Purchase Requisitions totaling \$155,227.94.
- Issued 17 Purchase Orders totaling \$72,051.14.
- Held bid opening for Bid No. 2011-03, Downtown Parking Improvements-Bovard Avenue, Coquina and Vining Court, on 1/14/2011.
- Prepared 172 Accounts Payable checks totaling \$925,675.87 and 31 Accounts Payable EFT payments totaling \$71,260.37.
- Processed 3,980 cash receipts totaling \$878,015.49.
- Processed 1,035 utility bill payments through ACH totaling \$73,039.05.
- Processed and issued 6,320 utility bills with billed consumption of water of 38,288k.
- Issued 1,058 past due notices on utility accounts.

### **Public Information**

#### **Press Releases**

- Ormond Beach Earns Green Local Government Certification
- Native American Festival

- Arbor Day 2011
- Other
  - Citizen Contacts
  - Media Contacts
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.

### **Fire Department**

#### Weekly Statistics

<b>4</b>	Fires
<b>10</b>	Fire Alarms
<b>2</b>	Hazardous
<b>57</b>	EMS
<b>7</b>	Motor Vehicle Accidents
<b>25</b>	Public Assists
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<b>105</b>	<b>TOTAL CALLS</b>

#### Medical Call Type

<b>1</b>	Allergic Reaction	<b>2</b>	DOA
<b>2</b>	Assault	<b>7</b>	Fall Victim
<b>1</b>	Back Pain	<b>1</b>	Pedestrian Accident
<b>12</b>	Breathing Problems	<b>7</b>	Traffic Accident
<b>2</b>	Chest Pain	<b>6</b>	Unconscious
<b>1</b>	Convulsions	<b>6</b>	Unknown Medical
<b>1</b>	Diabetic		

### **49 TOTAL EMS PATIENTS TREATED**

- Aid provided to other agencies: **12 calls – Volusia (11), Daytona Beach (1)**
- Aid received from other agencies: **5 calls – Volusia County (4), Daytona (1)**
- Total staff hours provided to other agencies: **30 hours**
- Total staff hours received from other agencies: **3 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **0**
- # of overlapping calls: **19**

#### Significant Incidents

Date: Sunday, 1/9/11

Address: 2035 S. Peninsula Dr.

Dispatch Time: 1:10 AM

Cleared Time: 1:51 AM

Incident Description: Provided automatic aid to Daytona Beach for a structure fire. Ormond Beach Quint 91 performed a primary search of residence and assisted as needed.

Units on Scene: Ormond Beach Quint 91 and 3 units from Daytona Beach.

Date: Sunday, 1/9/11

Address: 11 Spanish Waters Dr.

Dispatch Time: 10:18 AM

Cleared Time: 11:58 AM

Incident Description: Provided automatic aid to Volusia County for a structure fire with light smoke showing from rear of residence. Fire was caused by a candle. Fire was significant but flame was contained to the room of origin.

Units on Scene: Ormond Beach: Engine 92 and Quint 91. Volusia County: 3 Units.  
Daytona Beach: 2 Units.

#### Activities

- Conducted orientation for newly hired Firefighter/EMT.
- Preparing pumper apparatus specifications for proposal.
- Updated 24 pre-fire plans.
- Conducted 4 fire inspections.
- Provided public education at Little Blessings Pre-School – 60 children.
- Conducted monthly healthcare provider CPR class – 8 students.

#### Training Hours

6	Donning & Use
28	EMT Refresher Module 4
3	Extrication
57	Hose, Appliances & Equipment
4	Hydraulics
2	Leadership
34	New Hire Training
2	Pump Operations
6	RIT & 2 in / 2 out
3	Tactics
6	Tools & Equipment
5	Ventilation
<b>156</b>	<b>TOTAL STAFF HOURS</b>

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Public Works/Fleet Operations – Mechanic III
  - Police-Police Officer
  - Police-Police Lieutenant
  - Public Works/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV
- Approved/Active Recruitment
  - Police Dept - Community Service Officer (position temporarily filled see below)
- Screening/Interviews Scheduled
  - Police Department – Victim Advocate Coordinator position closed 1-7-11. Approximately seventy-five (75) applications received.
- Background/Reference Checks
  - Leisure Services/Community Events – PT Community Events Technician candidate is being processed.
- Job Offers
  - Leisure Services – Part time Office Assistant I began employment on Tuesday, 1-11-11.
- Terminations/Resignations/Retirements
  - Police Department – Police Sergeant retiring effective 1-28-11.
  - Police Department – Victim Advocate Coordinator resignation effective 2-25-11.
- Transfers
  - Temporary transfer of Evidence/Crime Scene Custodian to vacant Community Service Technician position effective 11-8-10.

Employee/City Benefits Program Update

- The monthly results of savings for City residents from the National League of Cities Prescription Discount Card Program to help cope with the high cost of prescription drugs is showing marked savings for those participating. Over 529 residents have utilized the program and have saved \$20,689.37 over seven months.

Training & Development Opportunities

- LEAPS Academy (Leadership, Ethical Decision Making, Attitude & Accountability, Professionalism, and Superior Customer Service) kicking-off first session of "Skills for Supervisors" course on 1-27-11. Significant interest from employees. Applications due by 1-19-11.
- Coordinated Critical Incident debriefing workshop with EAP and law enforcement on 1-13-11.

Regulatory & Compliance Issues

- Successful implementation of Conexis completed (no cost TPA for COBRA administration).

Risk Management Projects

- Designing a centralized insurance review process for all purchases. Working with Finance to use a shared folder to store all certificates of insurance. The folder will be accessible to department personnel who coordinate purchases. Finance will distribute information on the process in January.
- Property schedule has been updated; proposed changes are in draft form for City Manager and Insurance Program Committee review. Memo in final draft form, waiting for Finance to confirm additional funds are available in the insurance account to pay additional premium for adjustments to property values.
- 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: - 48 New work - 45 completed - 30 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	17,565	Inbound E-Mails Blocked	12,419
Delivered Inbound E-Mails	5,051	Quarantined Messages	95
Percentage Good Email	28.8%	Virus E-Mails Blocked	0

- Notable Events: None.

**Geographical Information Systems (GIS)**

- Addressing Additions: 1 Changes: 1 Corrections: 0
- Map/Information Requests: 15
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0

- Notable Events: Quarterly update of parcel layer.

### **Leisure Services**

#### Administration

- Attended Project ROMP meeting in Sr. Center
- Attended Public Works Staff Meeting
- Attended City Manager Staff Meeting
- Hosted Project ROMP Design Day
- Attended Project ROMP Community Meeting
- Attended Monthly Staffing Issues with Human Resources Director
- Attended Leisure Services Advisory Board meeting
- Hosted Leisure Services Supervisory Staff Meeting
- Attended Meeting with Jimmy Sawgrass/Casements Staff
- Attended ATT Pioneers Meeting at Optimist Park
- Attended Farmers' Market

#### Athletics

- Seabreeze High School Boys' and Girls' Soccer continued practicing this week on Monday, Tuesday, and Thursday 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 Wednesday night at 5 and 7pm.
- City's Girls' Basketball program continued their game season this week, on Monday through Friday night, 6 to 9pm at the Nova Gym.
- OBYBA Boys' Basketball program also continued games this week at Nova Gym and at South Ormond Gym. Games were on Monday, Wednesday and Friday nights, from 6 to 9pm. They also had games at Nova Gym on Monday through Friday nights at 6 and 7pm, and Saturday morning from 9am to 2pm.
- The City's Men's Winter Softball League started game play this week at the Softball Quad. Nine teams competed this week, with a total of eight games.
- Harry Wendelstedt's Umpire School is once again underway at the Ormond Beach Sports Complex, on Wendelstedt fields. The school is held every weekday, 9am to 5pm. Also, each Saturday for the next 3 weeks, a "free" clinic is held for local umpires to attend and refresh from previous years or learn for the first time.
- The OBYBSA competitive teams, the Lady Renegades and the Golden Spikes, both hosted their annual Spring Tryouts on Sunday for their upcoming season. Tryouts were held at both the Sports Complex and the Nova ball fields.

#### 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 Nova 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.
- Mowed the baseball fields 3 times a week now that the rye grass is coming up.
- Started mowing the soccer fields again.
- Started mowing the softball fields again.
- Put new crimson stone along the fence lines of Nova park ball fields.
- Prepared the baseball fields daily to host the annual baseball umpire school.
- Fixed a 2-inch main water pipe on baseball field #2.
- Began getting soccer fields ready for the annual Challenger Tournament.
- Painted and prepared soccer fields #5 - #8 for high school and club practice and games.

- Took 7 bleachers to Oceanside golf course for use during the "Sally" golf tournament.
- Got the softball fields ready for Lady Renegades' tryouts.
- Had Golden Spikes baseball tryouts at both the Airport and Nova complexes.

#### Senior Center

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

#### Performing Arts Center

- Staff prepared for rehearsals of Theatre Workshop "Guys and Dolls" (Tuesday, Friday).
- Staff prepared for rehearsals and shows for CMT "A Little Princess", and "101 Dalmatians" (Monday through 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:
  - CMT presents "A Little Princess" and "101 Dalmatians". Public Schools performances Thursday, January 13<sup>th</sup>, 9:30am and 11am
  - Public Performances Friday, January 14<sup>th</sup>, 7pm - \$8-\$10
  - Saturday, January 15<sup>th</sup>, 1pm and 7pm, \$8-\$10
  - Sunday, January 16<sup>th</sup>, 1pm - \$8-\$10

#### South Ormond Neighborhood Center

- Splash pad closed until Spring
- Open weight room during Center hours
- Neighborhood Park opens sunrise until 11:00 pm
- Open Play 11:00 am until 5:00 pm
- Youth Basketball games 6pm to 9pm, Saturday, Monday, Wednesday
- Youth Basketball practice (PAL), Tuesday and Thursday 6pm to 8:30pm
- Youth football practice, Monday and Wednesday 5:30pm to 7:00pm
- Pop Warner Football coaches meeting Monday 1/10, 6pm to 9pm

#### Community Events

- Weekly administrative tasks and office work
- Attended staff meeting
- Attended events meeting
- Follow up of notification of parade winners, W9 form
- Continued planning process for Art In The Park
- Attended Art In The Park meeting
- Attended Memorial Day meeting
- Attended Walk with the Manager
- Finalized storage area clean up

- Disassembled parade float
- Finalized Arbor Day documents
- Finalized various organization projects

#### Gymnastics

- Developed new flyer for Gymnastics program
- Prepared marketing/advertising materials
- Preparations for boys' first competitive meet weekend of 1/15/11

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training, tennis lessons and FitMoms.
- Regular classes continued throughout the week including Jazzercise and "Take Off Pounds Sensibly" (TOPS).
- 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 winter programs including the Activity Class and Miss Debby's Dance Classes.
- Girls' Basketball was on Monday through Friday evening and on Saturday from 9:00 am until 2:00 pm in the Nova Community Center gymnasium through the Athletics Division.
- Preparation and planning began for the Shining STARS Pageant and Fashion Show which included organizing supplies and equipment and planning for the entertainment. Registration for the event began on Monday.
- Planning began for Challenger Volleyball including completing the lesson plans and contacting volunteers.
- Planning for both Camp T. Rec and Nova Community Center's summer camp began which included reviewing last year's camps.

#### The Casements

- Tours continued this week from 10:00am to 4:00pm daily.
- All holiday decorations were removed from the outside of the home and put away in permanent storage.
- Staff reset first floor after weekend rental.
- The Casements Guild Board met on Monday from 10am until noon.
- The Casements Guild held a wrap-up meeting for the annual Gala on Monday from 1pm to 3pm. "Deck The Halls" was determined for next year's theme and planning has already begun in regards to decorations.
- The Casements Guild will have a "decoration sale" on Friday from 10:00am to 4:00pm and many of the fruit displays used this year will be for sale.
- The Casements Coordinator met with a young Boy Scout historian to set up volunteer work in the historical Boy Scout Museum on the third floor. The scouts will assist in cleaning and setting up an inventory of the items on display.
- 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.
- Tai Chi classes returned on Wednesday evening this week from 7:00pm to 9:00pm.
- Staff assisted with the Farmers' Market this week on Thursday from 12:00pm to 5:00pm
- Ormond Beach MainStreet held the Florida Friends of MainStreet meeting on Wednesday from 8:00am to 2:00pm in the gallery.
- The Florida MainStreet organization held their annual meeting at The Casements on Thursday from 8:00am to 5:00pm. The group was treated to a continental breakfast before attending the all day workshop.

- Casements staff finalized the movie features for this year's "Movies on the Halifax", all movies are subject to change due to availability and release from the motion picture company that holds our licensing, as well as cancellation due to inclement weather.
- The Casements staff prepared this week for another "ECO RANGER" program on Saturday. The group of youngsters will tour the home including the Boy Scout Museum and have a chance to create a compass to use on a special treasure hunt.
- Final preparations are underway for the 22<sup>nd</sup> Annual Native American Festival scheduled for next weekend. The Coordinator, James Boettner will begin setting up on Tuesday of next week, with vendors coming in on Thursday. The festival will open on Friday morning with a school day field trip for local elementary school children.

#### Parks and Irrigation

- Finished turning on water to irrigation city-wide.
- Located water leak at Washington and New Britain parking lot. Dug up valve, repaired broken PVC pipe, reinstalled valve. Backfilled, tested system.
- Installed new solenoid on A1A median.
- Turned off water main at City Hall (mainline break).
- Replaced 8 spray heads on Granada Blvd. medians. Reset timer.
- Replace 18 damaged spray heads on Nova Road medians.
- Repaired broken coupling on backflow preventer at 5P lift station – Peninsula Dr.
- Installed new timer on W. Granada Blvd. medians.
- Removed and loaded all floating Christmas trees from river.
- Repaired 2 line breaks at the Casements.

#### Building Maintenance

- Replaced photocell for lighting at S.O.N.C.
- Installed electrical service for two irrigation pumps on Old Kings Rd.
- Repaired ladies room toilet at Bailey Riverbridge Gardens
- Replaced three ice machine filters clogged by minerals in water
- Scheduled repairs of S.O.N.C. duct work
- Repaired door in men's room at Nova Rec. baseball concession
- Installed deadbolt for media room in Special Events
- Repaired water cooler in the Maintenance building at the Wastewater Treatment Plant
- Installed equipment box in press box at the Pop Warner fields
- Removed 195 Christmas snowflakes citywide
- Repaired counter in the Finance Dept. at City Hall
- Repaired men's room toilet at City Hall
- Repaired phone lines for the fire alarm panel at City Hall
- Removed holiday decorations from the City Hall lawn
- Retrieved four holiday Christmas trees from the Halifax River

### **Police Department**

#### Administrative Services

- Completing final report and review of Property and Evidence Room Audit and Inventory.
- Attended DARE graduation ceremony at Osceola Elementary School.
- Met with City audit firm regarding property and evidence room procedures.
- Attended Volusia/Flagler Police Chiefs Association board member meeting.
- Conducted two (2) employee predetermination disciplinary hearings.
- Attended two (2) day Florida Police Chiefs Winter Training Conference in St. Augustine.
- Met with IT and Fleet staff regarding in-car camera issues.

#### Community Outreach

- A regional PAL meeting was held to determine the brackets for the Regional Basketball tournament to be held February 5<sup>th</sup> in New Smyrna Beach.

- YDC members held a meeting to review their roles in the Martin Luther King, Jr. Day breakfast.
- An Enviro-watch meeting was held to determine the final schedule for program implementation at Ormond Beach Elementary this spring.
- OBPAL received several stuffed animals from a community member to be used as gifts for next year's holiday party.
- Applications for the READ program were given to youths to complete for participation in the program that begins Feb. 7, 2011.

#### Community Services & Animal Control

- Animal Calls responded to 68
- Animal Reports 7
- Animal Bites 2
- Animals to FHS 5
- Animal Reclaim Fees 2
- Sick Wildlife 11
- Cars for Speedo Calibration 10

#### Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 6
- Inactive: 11
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 8
- Grand Theft: 5
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2

#### Narcotics

- One search warrant
- Five buy walks
- Working on several doctor shopping cases regarding prescription pills

#### Comments

- Investigators continue to work on a large scale internet fraud ring that may go to the federal level.
- Several burglary suspects identified and the investigations continue

#### Records

- Walk - Ins / Window 165
- Phone Calls 231
- Arrest / NTA'S 18
- Citations Issued 159
- Citations Entered 107
- Reports Generated 130
- Reports Entered 131
- Mail / Faxes / Request 128

Operations

- 1/6/11 - Sick Person – narcotics overdose N Ridgewood Av; 33 YOA Male;
- 1/6/11 - Baker Act of adult male - Laurel Oaks Cir
- 1/6/11 - Breaking and Entering attempt - Colina Pl; reportee saw an arm reach through the doggie door in the garage and try to unlock the door. Reportee confronted the subject and the subject threw dirt in reportee's eyes.
- 1/6/11 - Agency assist - Arrest on open warrant from Probation and Parole.
- 1/6/11 - Larceny - theft of cast iron pipes from Willow Place and Railroad St.
- 1/6/11 - Vandalism - American Legion Hall. Cable and phone lines cut
- 1/6/11 - Suspicious Person - female received text message from a known male that he was going to kill himself. Male was located in the area of Daytona Beach. DBPD Conducted a well being check to evaluate the situation - found him to be fine and asleep.
- 1/6/11 - Drunk Driver- Male sleeping in his vehicle while it was running and he was in actual physical control and was arrested for DUI
- 1/7/11 - Credit Card theft at 500 N. Orchard St.
- 1/7/11 - Burglary - attempt - 900 block of John Anderson Drive. No entry gained.
- 1/7/11- Fugitive arrest of a subject leaving his residence on Tomoka Ave; subject was wanted by DBPD for theft.
- 1/8/11 - Accident – single vehicle – on N Beach St at Tomoka River; rollover crash on the bridge that had N. Beach St shut down. Driver suffered minor injuries and was placed into protective custody under the Baker Act.
- 1/8/11 - Disturbance - Symphony Beach Club 453 S Atlantic Av; boyfriend and girlfriend living at motel. Boyfriend left for the night.
- 1/8/11 - Loitering and Prowling arrest on Sandpoint Circle; male subject trying house door handles
- 1/8/11 - Car Break – Emerald Oaks
- 1/8/11 - Traffic Arrest - Driving while License Suspended and possession/display of a stolen registration decal.
- 1/8/11 - Accident – single vehicle - at Interchange/SR 40, subject had some type of medical issue and hit a tree
- 1/8/11 - Fraud at Wal-Mart - 1521 West Granada Blvd.
- 1/8/11 – Attempted Car Break - attempted entry of vehicle on Jolyn Dr - nothing missing.
- 1/9/11 - Breaking and Entering – residence on N. Beach Street: no forced entry. Back sliding glass door was left unsecured. Five TV's and copper water piping from under the residence were taken.
- 1/9/11 - Battery - St. Georges Rd. Two adult females in a physical altercation. Cross complaint affidavits filed.
- 1/9/11 - Fleeing and eluding arrest - W. Granada Blvd / US 1; VCSO units stop-sticked the vehicle at Nova Rd / Golf.
- 1/9/11 - Breaking and Entering – attempt: Willow Ct. A w/m attempted to gain access to the residence through the front door. Homeowners scared him away before entry was made.
- 1/9/11 - Car Break - Wilmette Drive; pack of cigarettes taken from an unlocked car.
- 1/9/11 - Car Break(s) - Carrolwood Cir. – forced entry into one vehicle, IPOD taken; second vehicle - windshield smashed but no entry made to interior of vehicle.
- 1/9/11 – Larceny/Grand Theft – Hampton Inn. Victim called to report \$9,300 in jewelry stolen from her motel room between 1/6/11 – 1/7/11. She was out of town and did not notice property was missing until today.
- 1/10/11 – Weapons complaint: a motorist pulled up to a city work crew trimming trees on John Anderson Drive. The motorist abruptly stopped at the flagman, got out of his vehicle and drew a revolver from his waistband and pointed it at the city worker. Subject was arrested.

- 1/10/11 - Car Break - Rollins St; tools taken from unlocked vehicle.
- 1/11/11 – Death – undetermined cause; Fisherman’s Circle. Investigation is continuing.
- 1/12/11 - Burglary – residence on Grandview Avenue; occurred during the day while residents were not at home. Rear door was left unlocked and a laptop was stolen.
- 1/12/11 - Vandalism – traffic sign on Hand Avenue damaged.
- 1/12/11 – Report of an in-progress breaking and entering to a residence on Oceanshore Blvd. Officers responding to a burglary alarm interrupted the burglary in progress. Suspects fled. TVs were piled up in the back yard. Perimeter established with help of VCSO and Beach Patrol. Area searched by AIR-1 and two VCSO K9 units. K9’s discovered burglary tools, a coat and a rubber glove during track. OBPD Officer detained two adult male subjects walking on N. Halifax during search. Investigation led to their arrest for this burglary and one suspect was also charged with violation of parole.
- 1/12/11 - Aggravated Battery at Walgreens W Granada Blvd. - A subject came into the store and got into a verbal argument with another customer. The suspect then attacked the other customer with a metal bar from a display rack. The suspect was located a short time later and arrested.

#### Traffic Unit

- 11-01-00205 Crash into Building, 298 S. Nova Road. Driver was pulling into a disabled permit spot directly in front of Attitudes Salon. He stepped on the gas instead of the brake. His vehicle jumped over the parking stop and crashed into the front wall of the business. Nobody was injured. The driver was in violation of two (2) DL restrictions that required him to use hand pedals and a left-side accelerator, which likely contributed to the crash. He was issued a citation for that violation and for careless driving.
- Handled citizen complaint of speeders on Calle Grande Street. He was informed that OBPD has no jurisdiction on that street and was encouraged to call HHPD and VCSO for assistance.
- Handled billing complaint from Arrow Wrecker Service and AA Accurate Towing.
- New crash reporting in effect. We are still seeking electronic options available.
- Traffic Citations 116
- Parking Citations 0
- Crash - No Inj. 11
- Crash - Injury 3
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: 79
    - Self-Initiated Enforcement Locations:
      - 1500 BLK N. Beach Street
      - 200 BLK N. Ridgewood Avenue
      - 800 BLK Wilmette Avenue
      - Airport Road
      - 1000 BLK N. US 1
      - SR A1A
    - Enforced Complaints:
      - Central Park area (Division, Hand, Fleming)
      - Woodlands / Forest Hills
      - US 1 / SR 40 (Cut-Thru’s)
      - 100-500 BLK Clyde Morris Blvd.
      - 200 BLK S. Old Kings Road
      - Riverside Drive / Casements Drive (Stop Sign)
      - Tomoka Oaks

- Neighborhood Improvement  
Weekly inspection statistics by Commissioner Zones
  - Zone 1: 4 Cases Initiated
  - Zone 2: 2 Cases initiated
  - Zone 3: 3 Cases initiated
  - Zone 4: 0 Cases initiated
  - 14 tree removal permit requests
  - 52 signs either removed or sign cases created.
  - Administrative staff assisted with one walk-in and fifty-six (56) telephonic inquiries.

## **Public Works**

### **Engineering**

#### Construction Projects:

- US1 Forcemain Extension Phase II- Staff and consultant met with contractor to review shop drawing submittals and coordinate schedule for constructing the watermain bridge attachment on the Tomoka Bridge.
- Water Treatment Plant Dist. System Phase II- All the watermain outside of the plant area has been constructed and tested for clearance. Installation of the watermain within the south area of the plant has started. Site restoration along the Division Ave/ Railroad St will begin next week.
- Main Trail Bridge- Had final inspection, project completed.
- Hull Road & US1- Issued Notice to Proceed for February 1<sup>st</sup>.
- 2010 Roadway Resurfacing- Thermo-plastic striping continues to be installed.
- Rima Ridge Wells 54, 55 & 56- Generator pad and well heads were constructed. Radio survey for SCADA system was completed.
- SR40 Sidewalk / Trail Phase I - Prepared and completed Closeout documents for FDOT.
- Nova Passive Parks- The contractor installed both irrigation pumps (Old Kings and Division Retention pond) and Economy Electric provided the necessary electrical work. The contractor will begin trenching and installing the irrigation pipe next week around each pond.
- City Hall Parking Lot Repairs- Contractor has begun work as scheduled.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has constructed gravity wall for new road and has begun work on Sodium hypochlorite building and clarifier 4 site.
- Coolidge Avenue Roadway and Drainage Improvements- The Notice to Proceed was issued for construction starting on January 18th. Contractor is mobilizing onto the site.

#### Design Projects

- Alcazar-Buena Vista Area Drainage Improvements- Design is approximately 95%. Final permitting is in process.
- 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.
- Tymber Creek Widening- Staff further investigated the feasibility of completely relocating the City's utilities out from beneath the proposed widening as per the County; however, it was determined that the cost to do so did not justify the benefit.
- OBSC Boundless Playground- The bid award was approved and the materials orders have been placed.
- Ormond Scenic Loop- Sent signed documents and requested insurance certificate.
- Granada Underground Utilities- Submitted City Commission memo for preliminary engineering.
- Fire Station 94 Sprinklers- Submitted City Commission memo for agenda.

- SR40 Sidewalk / Trail Phase III- Responded to FDOT drainage concerns and resubmitted plans.
- Ridgewood Ave. Sidewalk- Field verified with contractor work area and lay down location
- FDOT Mast Arm Replacement on SR40- Responded on several items from FDOT on project.
- Granada Bridge Decorative Pole Replacement- The contractor is in the process of executing the contract and obtaining the required bonds.
- Vining Court Parking Improvements- The project bid opening is scheduled for 1/14.
- Downtown Wayfinding Signage- Staff has requested that all bids be rejected and is scheduled for the 2/1 City Commission agenda. Staff is working with Hall Construction to value engineer a new option that is more cost effective.
- Tarpon Sculpture Installation- Staff is reviewing a new proposal from Hall Construction.
- Wooden Pedestrian Walkway Lighting Replacement - The material purchase bid award is scheduled for the 1/18 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 – Reviewed revised road alignment 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 3<sup>rd</sup>.
- Hand Avenue – Received local staff approval from FEMA for expanded work grant request on Hand Avenue. Application is now under review by Federal FEMA. Coordinating the modification details for the final revised agreement. Consultant is preparing response to SJRWMD RAI for the permit application to add the pond interconnect channel and bridge on Hand Avenue.

#### Administration

- Processed revetment permit for 18 Cameo Cir.
- Researched Florida Statutes regarding seawall and revetment requirements as referenced in the LDC.
- Responded to FDOT contractor hitting water line by RR tracks.
- Prepared project invoices/pay requests totaling \$56,767.
- Prepared work authorizations totaling \$3,875.
- Prepared and submitted FRDAP quarterly status report for the South Ormond Neighborhood Center ball field lighting improvements project.

#### Meetings

- Field meeting on Hull Rd and US1 with FPL.
- Attended VTPO and FDOT meeting on project schedules for upcoming projects.
- Conducted kick off meeting for Ridgewood Ave. sidewalk.
- Meeting with Kittle and associates concerning SR 40 Tymber Creek to Williamson.
- Kick off meeting for the SR 40 interconnect design.
- Field Meeting with Volusia County on the mast arm conflict with water main at SR 40 and Tymber Creek.
- Met with Consultant to discuss proposal for CIP project to install flap gates and construct pump pad at pipe culverts at Wilmette Ave.

#### Customer Service

- Finalized drainage plan requirements for 91 Orchard Ln. with consultant.
- Researched and provided right-of-way drawings and information to surveyor for 70 W Granada.
- Made plan set copies of the current and past US1 Forcemain Phases and Tomoka River Utility Relocation projects for Legal Dept.

- Responded to David Lev on permit for 327 Beach St.
- Responded to ECN on permit application and plan changes.

#### Other

- Compiled drawings and data for SR40 between US1 and Beach St for the US1 / SR40 Intersection Improvements Project.
- Created map of utilities near WWTP.
- Located information and met with Stormwater Division regarding staking out ditch bottoms at the Airport Business Park.
- Created map of utilities near WWTP.
- 34 projects were inspected.

### **Environmental Management Division**

#### **Street Maintenance**

##### Asphalt/Concrete

- Patched pot holes at Pineland Trail, West Street and Castle Manor
- Removed trip hazards at Central Park I
- Repaired sidewalks (FDOT) at 58 E. Granada Boulevard
- Repaired sidewalks (70') on Lincoln, E/O Orchard
- Asphalt & concrete Water Department utility cut at 17 Seafarers Drive (Ormond-by-the-Sea)
- Ground down sidewalks at Orchard (W/S) at Lincoln, Central Park II, Central Park III and Hand Avenue at Central Park IV

##### Tree Crew

- Trimmed 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)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Picked up tree on Orchard Street
- Trimmed at Nova Recreation, 724 John Anderson Drive and Live Oak
- Trimmed and removed trimmings at Memorial Gardens, Main Trail and Public Works

##### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleaned up 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
- Printed daily work orders and distribute for job assignments
- Took outgoing mail to City Hall and bring back mail for various sections at Public Works
- Picked up pile at Fortunato Park
- Redid bridge anchors – (1 left to do)

##### Sign Shop

- Applied the following words to the glass above the doors at the new Joint Permit Center – Planning – Building – Engineering – Business Tax and also added the Room Number #104
- Repaired or replaced signs at the following locations:

- Fleming Ave. & S. Ridgewood Ave., installed HIP (High Intensity Prismatic) street names
- Grove St. & Division Ave., installed HIP street names
- Airport Rd. & Pathways Elementary School, installed (4) School Crossing signs, (2) End School signs, (3) Ahead signs & (1) Arrow sign
- Main Trl. N/O SR40, installed (1) School Crossing sign, (1) Ahead sign and (1) Arrow sign
- Palmetto Ave. & Benjamin Dr., straightened a leaning stop sign

### **Stormwater Maintenance**

#### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Vacon – Line and basins cleaned – South Center Street assisted with digging at Jamestown and Loyola Drive
- Cleaned basins – All zones due to rain
- Menzi Muck – Airport Industrial Park, mowing and cleaning banks and ditch bottom
- Pipe replacement – 38 feet of 15-inch A-2000 installed at Jamestown and Loyola Drive – Gradall and Vacon used for installation
- Inspected all of system in City Hall parking lot – setting up to replace and repair grates

### **Street Sweeping**

#### Streetsweeper

- 130.9 miles of road cleaned
- 40.0 cubic yards of debris removed

### **Fleet Operations**

#### Mileage Traveled by all City Departments for the week

40,922

#### PM Services completed for the week:

Emergency—Vehicles and Equipment  
9

Non-Emergency Vehicles and Equipment  
23

#### Road Calls for the week:

0

#### Accidents for the week:

0

#### Quick Fleet Facts:

Fleet currently has 6,386 gallons of diesel and 13,766 gallons of unleaded fuel on hand.

### **Utilities Division**

#### 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. Responding to recent information request concerning program from Department of Health and performing repairs and upgrades per inspection report outstanding items.
- Airport Road Force Main Extension – Reviewing estimated cost proposal prepared by project design consultant for updated project costs.
  - Fire Hydrant Replacement Program – Fire hydrants are being replaced on Beach Street and one hydrant was replaced on Riverside Drive. Pay application #3 was processed for payment. Water distribution staff responding to all customer inquiries.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 upon successful demonstration that ragging at the influent pump station (IPS) 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. Operating problems occurred with all three pumps. The manufacturer will pull the pumps next week to determine the extent of failure and what needs to be done to make repairs. A bypass pump was stationed at the gravity manhole to bypass the master lift station flows that enter the station by gravity flow. The remaining flow from the force mains is being bypassed into the fermentation tanks.
  - 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. Staff provided the contractor additional information for clarification of the project scope. A video was forwarded to the contractor for sharing the information with the prospective firm that will perform the clarifier influent line cleaning. A preliminary cost proposal was provided by the Contractor for performing the obstruction removal activities as required by the contract conditions for this allowance item of work.
  - Gravity Sewer Pipeline Repair – Chaz Equipment Company is performing manhole rehabilitation on State Road 40. IPS wetwell cleaning is completed.
  - Water Treatment Plant High Service Pump Station VFD Conversion – Record drawings were reviewed and sent to GIS for their comments
  - 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. A revised Pay request #14 was received and the Legal Department is assisting Utilities staff for determining appropriate processing of the recent pay request. A request was received from the contractor's attorney to pay for the precast concrete structures that were delivered. An invoice was received from Hanson Precast and verification of materials delivery was performed. Invoice #15 for the precast structures was approved and sent to the Finance Department for processing.
  - Root Control Services – The contractor will be starting next week. A web notice to customers regarding project was prepared along with a flyer to deliver to affected customers. The contractor will hand out the flyers to the affected customers.
  - Tiffany Circle Water Main Replacement – The executed permit application for the Volusia County Right-of-Way Use Permit was received.
  - Town Square and Lift Station 4M1 Rehabilitation – A field visit to the lift stations was performed to assist design understanding. Information was given to the Engineering Department to begin drafting the plans.
  - Tymber Creek Road Phase 1 – The disposition of the existing utilities underneath the road was discussed with the 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 was reviewed by the IT Department and was determined to be useful. Rocha Controls subcontractor at WTP for formatting SCADA components and screens for new Rima Ridge Wells.

- SPRC – Plans for Casa Del Mar Resort were reviewed. Revised Olive Grove plans and plans for Riverside Community Church were received for review. The McNamara Warehouse does not have fire protection and may require a main extension to receive service.
- Coordinating alternative contract arrangement for biosolids transportation, treatment and disposal services and collective bid for these services with City of Daytona Beach. A copy of the bids was received from the City. Shelley's is the apparent low bidder at \$32 per ton for Class AA and \$28 per ton for Class A and Class B sludge preparation and disposal.
- A large repair activity for repairing 2" force main service under SR 40 this week was scheduled to be performed morning of Jan 6 but inclement weather delayed. Somewhat extensive traffic plan was required to support effort. Activity is being rescheduled.

#### Water Distribution

- Replaced 21 residential meters
- Installed 1 new irrigation service, located 5 meters for meter readers
- Responded to 29 water service leaks
- Flushed 10 cloudy water complaints
- Replaced/repared 10 water services (1 under road), and 6 meter boxes
- Assisted 3 customers shut off service for plumbing repairs, and Mastercraft Plumbing w/fire line shut down for fire line repair
- Tested 12 city owned backflow preventers, Repaired 4 BFP's tested good.
- Meter Testing: 2-3/4", 2-3", 1-4" meters, all tested accurate
- Fire hydrants: Replaced fire hydrants at 248-482-576 N. Beach St between Jan.3<sup>rd</sup> and Jan 5<sup>th</sup>. Replaced hydrants at 420- 700 S. Beach St, and 737 Riverside Dr
- Rescinded boil water alert for all N. Beach St fire hydrant replacements
- Exercised valves on North and South Beach St for fire hydrant replacement, and on SR40 from Perrot Dr, west to Old Kings Rd
- Repaired a 16 " water main break at the RR tracks, west of Perrot Dr, and 2-2" main leak on Coquina Dr and Putnam Ave
- Flushed N. and S. Beach St, South 40 sub, and The Crossings sub
- Repaired a broken construction meter for Finance Dept.
- Assisted WTP with shutting down the 24" water main that Hazen Construction will be tying into with the new water main from Railroad St.
- Cleaned and restock all trucks

#### Water Treatment

- Delivered to the City 38.5 million gallons for the week ending January 9, 2011 (5.5 MGD)
- Backwashed 12 filters for a total of 520,000 gallons backwash water.
- Produced and hauled 56 wet tons of dewatered sludge.
- Sampled and cleared for rescinding three Precautionary Boil Water notices associated with the fire hydrant replacement project.
- Coordinated operational functions with contractor performing south plant piping work during period.

#### Waste Water Collection - Reuse

- Crews responded to three trouble calls out west Breakaway/Hunter's Ridge area and six in town.
- Fifty-seven manholes have been rehabilitated by Chaz Equipment Inc. Contract ongoing.
- Crews by-pass master lift station at wastewater plant.
- Crews repaired 2" force main at I-95 and SR 40.
- Cleaned all trouble spots around town with vactor.
- Turned reuse off Nova RD. and US 1 for freeze.
- Ten sewer laterals televised.

- PEP System Maintenance Activities for period:
  - Rehab pep tank at 4 Fawn Pass.
  - Pump out lift station at 1629 W. Granada Blvd.
  - Repaired 3" irrigation line at 33 Creek Bluff.
  - Checked irrigation system at Breakaway and Hunters Ridge.
  - Cleaned all building and fueled all equipment for the weekend.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 25.20 Million Gallons
- Produced 14.87 Million Gallons of Reuse
- Produced 10.33 Million Gallons of Surface Water Discharge
- Influent flows average for week 3.60 MGD, plant designed for 6 MGD
- Hauled tons of sludge 73.28 (14%-18% Solids).
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

#### Water Plant - Well Fields - Booster Stations

- Installed regulator on Media bead blaster in Maintenance shop.
- Called to Breakaway Trails, Well 3 not pumping, found bad well motor. Checked Wells 1 and 2. Found #2 bad as well. Ordered replacement pump and motors.
- Removed door locks on Chlorine pump control cabinets for easier access due to damage on handles.
- Started work on new Caustic pump installation, new pumps are better suited to handle caustic solutions with no leaking. Pumps also have same pumping capacity at a 75% reduced cost.
- Closed valves on wells 10D and 18SR for Water Quality Technician.
- Replaced flow meter on well 6D, sent old one out for repair.
- Pumped out meter pit at Shadow Crossings reuse station and repaired flow meter. Both meters will need to be replaced soon.
- Called to ammonia metering pumps, no power and GFCI would not reset. Found them on same circuit as splitter box lights. Lights were causing GFCI to not reset, removed lights from circuit and isolated metering pumps.
- Trimmed trees and disassembled plumbing for upcoming well repair tasks at BAT.
- Replaced potable water PSI transmitter at Harley Davidson.
- 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.

#### Wastewater Plant – Lift Stations – Reuse System

- Replaced PEP system control box at #4 Fawn Pass Way.
- Installed 250 amp breaker for Breakaway Trails Liftstation pump #2.
- Installed new float controls for Dewatering pump station.
- Repaired Sodium Hypochlorite line at contact tank.
- Replaced J-Box at Hardened Data center outside wall.
- Repaired underground reuse leak at clarifiers.
- Started work on hardware removal associated with new valves and Feed pump installation for Centrifuge #1
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab activities
- Assisted operations deragging influent pumps.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.

- Monthly PM's to 25 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 6 Liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 94 work orders as reported in MP2 computerized maintenance management system, of which 64 were PM work requests and 30 were repair work orders.