

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: January 21, 2011

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly staff meeting with Directors
- Weekly meeting with HR Director
- Discussed citizen's idea of local development district with staff
- Bi-weekly meeting with Fire Chief

Spoke to, attended and/or met with:

- Attended Martin Luther King, Jr. event at S.O.N.C.
- Reviewed commission agenda individually with Mayor and Commissioner Boehm as requested.
- Attended breakfast meeting with Dr. Robert Parilla, Sr., and other local government officials, discussion centered on Daytona State College
- Attended Florida City/County Management Association (FCCMA) District VII training on Financial Forecasting for Florida Local Governments in Gainesville.
- Attended Claims Committee meeting.

City Clerk's Office

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

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

- City Commission Meeting
- Neighborhood Improvement Advisory Board Meeting

Community Development

Planning

- Attended the TCC meeting. Of significant note is the proposed changes supported by the TCC regarding XU funds. The TCC supported the following changes:
 - Change process to a annual call for projects in February and a call in July for projects that have had a feasibility study completed and have an updated application
 - Retain the top eight projects on the ITS/Traffic Ops/Safety list and leave the Bicycle/Pedestrian project list as is
 - Retain one single application for both feasibility studies and project applications; additional information requested on the application for projects is for the information received from the feasibility studies; directed TPO staff to work with the TIP Subcommittee to add a section to the application that would help with the ranking of the project.
 - Recommended that Resolution 2011-03 be modified as follows:

- **Item #5** to be changed to: the required percentage of local match shall not exceed the percentage identified in the current policy of the TPO board at the time the local government commits to its amount of local match for the project; and **Item #4** to be changed to: the Volusia TPO also reaffirms its policy that any cost overruns encountered on a project funded with XU funds will be the responsibility of the member local government identified as the project originator with the following exception: if the project is on the state highway system and the State DOT is the project manager of record then the state shall be responsible for any cost overruns utilizing state dollars
- It was announced by the TPO staff that February is the annual call date for XU projects.
- VC announced at the TCC meeting the status of Tymber Creek Road construction from SR40 to Peruvian Way. Final permitting issues should be resolved to complete the engineering phase in 1-3 months. Construction to be advertised in 4-6 months.
- DCA advertised on the 18th that the City's Comprehensive Plan and multimodal strategy was found in compliance.

Building Inspections, Permitting & Licensing

- 55 permits issued with a valuation of \$256,850.00
- 188 inspections performed.
- 3 new business licenses issued

Development Services

- No new applications have been received by the SPRC for initial review. However, the SPRC met to discuss the following:
 - Second Submittal of the PMUD application in response to SPRC review comments by Ormond Crossing;
 - Brown/Thompson
 - Maria Bonita - pre construction meeting
 - Royal Floridian - final inspection

Economic Development

Ormond Crossings

- Tomoka Holdings has submitted their latest revised Master Development Plan for staff review.
- Staff met with Tomoka Holdings and their consultants to discuss the draft Interchange Modification Report.

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.
- Staff is working with the chamber and local banks to develop a Small Business Loan Pool to provide capital to new and existing Ormond Beach businesses. The program may also include a partnership with the Small Business Administration.

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 on a number of economic development initiatives.
- Staff met with economic development and airport managers from DeLand, New Smyrna Beach and Flagler to discuss economic development of general aviation airports.

Airport Operation and Development

- The City Commission approved the execution of a work authorization under the current Continuing Contract for Engineering/Architectural Services for Airport Facilities between the City of Ormond Beach and Hoyle, Tanner & Associates, Inc. regarding design services for the relocation of Taxiway "E." This project is ancillary to an existing project to relocate Taxiway "A," and will afford more consistent use of the full runway length for takeoff, which may lead to a decrease in aircraft noise as aircraft utilizing the full runway length for takeoff will tend to gain more altitude while still within the boundaries of the airport property.
- Staff organized and conducted an airport economic development summit attended by airport managers and economic development representatives from Ormond Beach, Deland, New Smyrna Beach, and Flagler County. The summit focused on challenges and opportunities shared by our respective agencies, and how we can better work together for the benefit of our entire region. Attendees agreed to meet on a quarterly basis to share ideas and insights.
- Staff continued to work 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 was contacted by the FAA this week and advised that General Aviation airports with over 100 based jets or over 75,000 annual operations must accomplish a wildlife hazard assessment by fiscal year 2015. The cost of such a study will be funded by FAA, FDOT,

and the City at a 95%, 2.5%, and 2.5% share, respectively. Staff has tentatively scheduled an assessment for FY2015, following consultations with HTA.

- 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.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation of fiscal year end and annual audit reports.
- **Completed Projects - Weekly**
 - Processed 35 Journal Entry Batches (# 1311 – 1398).
 - Approved 14 Purchase Requisitions totaling \$37,867.17.
 - Issued 11 Purchase Orders totaling \$78,389.94.
 - Held opening for RFQ No. 2011-06, Development of Parking and Park Facilities – 839 S. Atlantic Ave, on 1/19/2011. Seven (7) firms submitted qualifications.
 - Prepared 207 Accounts Payable checks totaling \$639,128.30 and 48 Accounts Payable EFT payments totaling \$420,168.97.
 - Prepared 50 payroll checks totaling \$41,965.93 and 315 Direct Deposits totaling \$370,367.31.
 - Transferred IRS 941 payment of \$135,189.92.
 - Processed 3,304 cash receipts totaling \$748,245.57.
 - Processed 837 utility bill payments through ACH totaling \$52,988.39.
 - Processed and issued 5,991 utility bills with billed consumption of water of 48,389k.
 - Issued 725 past due notices on utility accounts

Public Information

- **Press Releases**
 - Boat Fire
 - Tee Ball, Baseball and Softball Registration
 - US1 Lane Closure
 - Pioneer Centennial Spark in the Park
 - Division Avenue Road Closure
 - Sanitary Sewer Collection System - Root Control Activity
- **Other**
 - Citizen Contacts
 - Media Contacts
 - Attended a FireWise Workshop for Volusia County
 - Employee Newsletter for February

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.
- Attended first NIAB meeting of 2011 at which Jean Dwyer was elected Chairman and Rev. Willie Branch was elected Vice-Chairman. The Board has been notified of the February 1st joint workshop. The next regular meeting is planned for April 20th.

Fire Department

Weekly Statistics

6	Fires
6	Fire Alarms
2	Hazardous
57	EMS
9	Motor Vehicle Accidents
27	Public Assists
107	TOTAL CALLS

Medical Call Type

1	Assault	8	Fall Victim
1	Bleeding	1	Medical Alarm
1	Blood Pressure	1	Psychiatric
11	Breathing	1	Stroke
3	Chest Pain	6	Traffic Accident
1	Convulsions	1	Traumatic Injury
2	Diabetic	3	Unconscious
1	DOA	5	Unknown Medical

47 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **12 calls – Volusia (10), Daytona Beach (2)**
- Aid received from other agencies: **5 calls – Volusia County (4), Daytona (1)**
- Total staff hours provided to other agencies: **14 hours**
- Total staff hours received from other agencies: **2 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **3**
- # of overlapping calls: **23**

Significant Incidents

Date: Thursday, 1/13/11

Address: Pineland Rd. and Ormond Green Blvd.

Dispatch Time: 5:12 PM Cleared Time: 6:09 PM

Incident Description: Responded to a report of a black column of smoke. Upon arrival found an abandoned boat in a small lake which had been set on fire by vandals. Fire Station 94 crew extinguished the fire and pulled the boat from the water to minimize the environmental impacts to the lake. Several vehicles were seen leaving the scene. OBPD is leading the investigation into the incident.

Units on Scene: Rescue Engine 94, Brush Attack 94, OBPD, Florida Wildlife Commission and Division of Forestry.

Date: Thursday, 1/13/11

Address: Northbound I-95, Mile Marker 271

Dispatch Time: 10:17 PM Cleared Time: 11:30 PM

Incident Description: Provided automatic aid to Volusia County for a motor vehicle accident. An SUV ran off the roadway and ignited upon impact with the trees. We assisted with water supply, extinguishment of the vehicle and subsequent brush fire.

Units on Scene: Rescue Engine 93 and 94. Volusia County: 4 units.

Date: Saturday, 1/15/11

Address: 100 block of S. Nova Rd.

Dispatch Time: 4:51 AM Cleared Time: 5:54 AM

Incident Description: Responded to a motor vehicle collision of a pick-up truck vs. a power pole. The driver was out of the vehicle and the passenger had to be extricated. Both patients

had multiple trauma and was transported to Halifax Medical Center. The accident created a power outage in the area between Village Dr. and Granada Blvd. OBPD directed traffic at the intersection where traffic lights were not functioning and FPL replaced the power pole to restore electrical service to the area.

Units on Scene: Engine 92, Rescue Engine 93, Battalion 90, OBPD, EVAC and Florida Power & Light

Date: Sunday, 1/16/11

Address: Clyde Morris Blvd. and the Falls Subdivision

Dispatch Time: 8:23 PM Cleared Time: 9:11 PM

Incident Description: A vehicle traveling northbound in the southbound lanes struck another vehicle causing a rollover. Crews arrived to find significant damage to both vehicles with one driver entrapped. Once the vehicle was stabilized the driver was extricated. A firefighter/paramedic assisted EVAC during transportation of the patient to Halifax Medical Center.

Units on Scene: Engine 92, Rescue Engine 93 and EVAC

Operations

- Participated in "Walk with the City Manager" event. A tour of Fire Station 91 was provided during the walk.
- Conducted large diameter hose training at former Ormond Memorial Hospital on Sterthaus Dr.
- Attended meeting on emergency communications.
- Held bi-weekly administrative staff meeting.

Activities

- Updated 16 pre-fire plans
- Conducted Fire Explorers meeting and training.
- Provided tour of Station 92 to a group of 12 cub scouts and parents.

Training Hours

21	EMT Refresher Modules
49	Hose, Appliances & Equipment
14	Hydraulics
26	MobileCom
6	Preplanning
6	Reports
2	Review New Policies
2	Tools & Equipment
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126	TOTAL STAFF HOURS

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Fleet Operations – Mechanic III

Approved/Active Recruitment

- Police Dept - Community Service Officer (position temporarily filled see below)
- Police Dept. - Police Lieutenant has been advertised for outside candidates on websites for the City, the News-Journal and the Florida Police Chief's Association to close on Feb. 11, 2011.
- Public Works/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV promotional vacancy has been posted in-house to close on Feb. 11, 2011.

Screening/Interviews Scheduled

- Police Department – Victim Advocate Coordinator position closed January 7th, 2011. Nine (9) interviews are scheduled for Friday, January 21, 2011, at the Police Department.

Background/Reference Checks

- Leisure Services/Community Events – PT Community Events Technician.
- Police Department – Police Officer, background is being conducted on top candidate on the eligibility list.

Job Offers

- Leisure Services – Part time Office Assistant I began employment on Tuesday, January 11, 2011.
- Police Department - Police Officer, conditional offer has been made to the top candidate on the eligibility list developed from the interviews conducted last year.

Terminations/Resignations/Retirements

- Police Department – Police Sergeant, retiring effective January 28, 2010.
- Police Department - Victim Advocate Coordinator, resignation effective 2/25/11.
- Public Works/Utilities (Wastewater) – Treatment Plant Operator “A” resignation effective 1/23/11.

Transfers

- Temporary transfer of Evidence/Crime Scene Custodian to vacant Community Service Technician position effective November 8, 2010, pending the completion of Evidence Room audit.

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) courses for these learning programs will begin the first session on January 27, 2011.

Risk Management Projects

- Designing a centralized insurance review process for all purchases. Finance will distribute information on the process in January 2011.
- 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: - 52 New work - 51 completed - 28 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,262	Inbound E-Mails Blocked	12,990
Delivered Inbound E-Mails	8,111	Quarantined Messages	161
Percentage Good Email	38.1%	Virus E-Mails Blocked	0

- Notable Events: Fire Dispatch move to VCSO technology required extensive reconfiguring of Firewall and VPN settings. All Fire MDTs have been programmed to use the new Dispatch system additionally, so that the cutover to the new system would be seamless. Go-Live was Wed 1/19 at 0000hrs.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 18
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Attended Ormond Beach Soccer Challenge Tournament
- Attended Administrative Staff meeting
- Met with Senior Center Manager
- Attended MLK Breakfast
- Attended Wyotech Graduation
- Attended City Commission Meeting
- Met with MainStreet regarding Celtic Festival
- Attended Seabreeze Soccer Game
- Met with ATT Pioneers regarding Optimist Park Cleanup
- Met with Daytona Sportswear about event sponsorship
- Met with Steven L. & Joe M. regarding airport event.
- Hosted Programming Staff Meeting
- Attended Farmers' Market
- Attended Arbor Day Celebration
- Attended Native American Festival
- Began reviewing RFP results for Beachfront Park

Athletics

- Seabreeze High School Boy's and Girl's Soccer have a full slate of games this week on Monday through Friday at the Sports Complex, field #7. The girls' games are District Playoff games and the boys' games are the last week of their regular season.
- City's Girls' Basketball Program continued their game season this week, on Tuesday through Friday nights, 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, 6 to 9pm and Saturday morning from 9am to 2pm. They also had games at Nova Gym on Tuesday through Friday nights at 6 and 7pm.
- The City's Men's Winter Softball League continued game play this week at the Softball Quad on Tuesday, Wednesday, and Thursday nights. Game times are 6:30, 7:45, & 9pm. Nine (9) teams are competing, with a total of 9 games for the week.
- Harry Wendelstedt's Umpire School continues this week at the Ormond Beach Sports Complex, at Wendelstedt Fields. The School is held every weekday, 9am to 5pm. Also, each Saturday for the next 2 weeks, a "free" clinic is held for all of the 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 started practices this week for their upcoming season. Practices are held at both the Sports Complex and Nova Road Fields.

Athletic Field Maintenance

- Mowed South Ormond outfield, prepped infield.
- Went to South Ormond Rec. to clean tennis and basketball courts.
- Cleaned tennis, basketball, and handball courts.
- Nova Park - mowed infields and outfields.
- 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.
- We are mowing 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.
- Started the winter season of men's softball league.
- Prepared the baseball fields daily to host the annual baseball umpiring school.
- Finished getting 11 soccer fields ready for the yearly Challenger Tournament.
- Painted and prepared soccer fields #5 - #8 for high school and club practice and games.
- Worked on more irrigation problems, all fields.

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 WyoTech Graduation (Monday). Staff prepared for performances of Theatre Workshop "Guys and Dolls" (Friday, Saturday, Sunday).
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - 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:
 - Theatre Workshop presents "Guy and Dolls", January 21st, 7:30pm - \$15
 - Theatre Workshop presents "Guys and Dolls", January 22nd, 7:30pm - \$15
 - Theatre Workshop presents "Guys and Dolls", January 23rd, 7:30pm - \$15

South Ormond Neighborhood Center

- MLK event Monday 1/17 at 9am
- Jazzercise Wednesday at 5:30pm
- Open weight room during Center hours
- Neighborhood Park opens sunrise until 11:00pm
- Open Play 1:00pm until 5:00pm

- Youth basketball games 6pm to 9pm, Saturday, Wednesday, Friday
- 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
- Splash pad closed until Spring

Community Events

- Weekly administrative tasks and office work
- Attended events meeting
- Parade winners presentation at City Commission meeting January 18th
- Continue planning process for Art In The Park
- Attended Art In The Park meeting
- Attended Memorial Day meeting
- Finalize storage area clean up
- Finalize Arbor Day documents
- Finalize various organization projects
- Assisted with Native American Festival

Gymnastics

- Boys attended first competition (AAU meet) at Bayside Gymnastics, placing 6th and 9th in their divisions, level 3 novice
- Continued development of new Gymnastics program flyer
- Continued efforts to build cheer class
- Added participants to growing Power Tumbling class

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 Class.
- Girls' basketball was on Tuesday through Friday evening in the Nova Community Center gymnasium through the Athletics Division.
- Preparation and planning continued for the Shining STARS Pageant and Fashion Show which included delivery and processing the registration forms, contacting the entertainment and sending letters and emails to volunteers.
- Challenger Volleyball began its first week of practice on Tuesday.
- Planning for both Camp T. Rec and Nova Community Center's summer camp began which included attending the partnership meeting on Wednesday in Daytona Beach.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Thursday.
- Native American set up began Tuesday evening.
- Carolyn Land's "from Scales to Symphony" Art Exhibit Hang, Monday 1pm to 4pm.
- Yoga classes resumed Tuesday 10:30am until noon.
- 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.
- The Casements Coordinator met with a new basic acrylic painting instructor this week to begin offering a night class in mid February.

- The Casements Coordinator met with artist/teacher Pat Spano to discuss a new summer art camp for children and teens.
- Final preparations are being made for this weekend's 22nd Annual Native American Festival.
- A vendor meeting was held on Thursday evening for the Native American Festival. All rules and regulations were covered for the weekend festivities.
- 22nd Annual Native American Festival hours: Friday 10am-9pm; Saturday 10am-9pm and Sunday 10am-5pm.

Parks and Irrigation

- Moved zone line and installed 2 spray heads at City Hall
- Backfilled hole at Casements
- Dug up and located main line break at City Hall
- Repaired 2 line breaks on streetscape
- Checked and tested back flow on Perrott and Granada Blvd.
- Turned off water for freeze on roadways
- Dug up valve at Casements; changed out to update solenoid. Replaced one damaged spray head, tested.
- Ran zones at B.P.O.S. Park, replaced 2 damaged spray heads, tested.
- Replaced one 12" spray head at Cassen Park
- Replaced one 12" spray head at Bailey Riverbridge Gardens

Building Maintenance

- Replaced flag at the soccer fields
- Upgraded track lighting at S.O.N.C. with energy efficient LED's
- Repaired ramp lights at the Ormond Airport
- Repaired urinal at Sanchez Park
- Replaced missing pickets at the Beachfront park site
- Replaced broken door glass at the bait house
- Replaced flood light at the P.A.C.
- Repaired electric service to north handicap door at City Hall
- Changed ice machine filter at airport sports administration offices
- Repaired electric motor in lane 4 at the pistol range
- Repaired baseboard in the activity room at S.O.N.C.
- Replaced damaged electric box in Rockefeller Gardens
- Repaired five streetscape lights on various side streets
- Replaced the batteries for the solar powered sign light at the entrance to Hidden Hills subdivision
- Replaced basketball netting at Central Park I

Police Department

Administrative Services

- Completing Report on Property and Evidence Room Audit and Inventory
- Attended Osceola Elementary DARE class graduation
- Held quarterly Sergeant's meeting
- Attended/spoke at monthly Citizens Police Academy Alumni Association meeting
- Assisted with suspicious death investigation at Airport Business Park

Community Outreach

- An Enviro-watch meeting was held to determine the final schedule for program implementation at Ormond Beach Elementary this spring.
- Applications for the READ program were given to youth to complete for participation in the program that begins Feb. 7, 2011.
- A meeting was held to determine the final schedule for READ

- Tutors R Us began at the South Ormond Neighborhood Center
- A Youth Directors Council field trip component of the National Youth Leadership grant was scheduled for January 29th.

Community Services & Animal Control

- Animal calls responded to: 52
- Animal Bites: 1
- Animal Reports: 5
- Animals to FHS: 5
 - 3 Cats
 - 2 Sick Raccoons
- Animals Reclaimed: 2
- TNR to Oceanside Country Club colony: 1
- Sick Raccoons transported to Tomoka Vet: 8

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 10
- Inactive: 11
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 6
- Larceny Car break: 4
- Grand Theft: 5
- Auto Theft: 0
- Offense Against Family/DCF Reports: 3
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Deaths: 3

Comments:

- Suspicious Death Investigation: A body of a white female was found by a citizen operating an ATV in a wooded area off of W. Tower Circle. The body was found in a drainage area partially buried. An investigation is underway to determine the victim's identity and cause of death.
- Death Investigation: Ongoing investigation of an apparent suicide of adult male on Riverside Drive.
- Death Investigation: Investigation of an undetermined death of an adult female found in her apartment at Fisherman's Landing. Cause of death pending results of autopsy however foul play is not suspected.

Records

- Walk - Ins / Window 128
- Phone Calls 227
- Arrest / NTA'S 14
- Citations Issued 125
- Citations Entered 94
- Reports Generated 109
- Reports Entered 128
- Mail / Faxes / Request 92

Operations

- 1/13/11 - Identification Theft.
- 1/13/11 – Burglary, Residence Thackery Rd; camera and tools stolen from inside residence with no forced entry. Pawn Shop records search revealed family member pawned said items on 01/03 and 01/07.
- 1/13/11 – Burglary, Residence - Montana Terrace; victim lives in a tent in the fenced yard of residence. Suspect entered tent and stole safe which contained personal papers and medications.
- 1/13/11 – Car Break at 1245 W Granada Blvd / Dr Salsburg Office- window broken out and purse and contents stolen.
- 1/13/11 - Arson of a boat in Cat Fish Lake; fire reported to VCSP by passerby who saw several vehicles fleeing area. Several juveniles and an adult were identified as having been at the scene of the fire but gave conflicting stories of who threw the item that started the fire to investigators. Boat burned down to the water line, destroying the hull number. Investigation is continuing.
- 1/14/11 - Vandalism – damaged mailbox on Arroyo Parkway. Mailboxes also damaged during the evening on S. Center and Collins
- 1/14/11 – Suspicious Person(s) - Arroyo Parkway; two subjects were standing in the road and would not move out of the way to let Officer by. They stood there facing his car. The Officer contacted the subjects and patted them down. One subject, a 17 year old male, was found in possession of a concealed pistol. He was subsequently arrested for carrying a concealed weapon and illegal possession of prescription drug.
- 1/14/11 – Suspicious Incident -Pointview Ln; resident observed someone with a flashlight looking into the windows of their vehicle parked in their driveway.
- 1/15/11 – Vandalism to a vehicle - Crooked Tree Trail; two tires slashed.
- 1/15/11 - Suspicious Incident; w/m in a small grey 4-door vehicle with rust tried to lure a 12 year old female into his car. He stopped his car when she was around Main Trail and Nova Road and asked her twice to get in his vehicle.
- 1/15/11 - Kidnapping and Battery; boyfriend kidnapped girlfriend and detained her against her will for several hours. Charges for kidnapping and battery pending.
- 1/15/11 - Assisted VCSO with a barricaded subject in Ormond by the Sea area; subject surrendered without incident.
- 1/16/11 - Car Break, Emerald Oaks; rear passenger window broken out and \$70.00 cash taken from center console.
- 1/17/11 - Accident – vehicle, 200-block Clyde Morris Blvd.; DUI Rollover Crash - charges pending blood results.
- 1/17/11 – Car Break, Airport Road - Ormond Beach Airport; several navigation electronics units and radios stolen from airplane.
- 1/18/11 – Burglary – residence, Biltmore Dr.; suspect has been identified and investigation is continuing.
- 1/18/11 – Larceny – firearm from residence on Arroyo Parkway; suspect was arrested Friday night in possession of the gun and charged with carrying a concealed firearm. Additional charges for theft pending.
- 1/18/11 - Larceny Grand, Fir St.; Play Station III taken. Suspect is known and charges are pending.
- Vandalism - 195 W. Granada Blvd, Grizzlies Bar; front door broken out
- 1/19/11 - Car Break, S. Nova Rd.; rear window broken out and purse and contents stolen.
- 1/19/11 - DUI - 700-BLK S Atlantic Ave; adult female arrested.
- 1/19/11 - Suspicious Incident- DUI - Loitering and prowling; Kangaroo 1058 N US-1, Adult male arrested.

Traffic Unit

- 11-01-00251: DUI Crash, 700 BLK Airport Road. Reckless driver was located in a ditch near Pathways Elementary. An off-duty Daytona Beach police officer located him and stood by until we arrived. Driver was charged with DUI.
- 11-01-00322: Reckless Driver / Assault on Police Personnel, Nova Road and Main Trail. Officer Pavelka, Officer Sanders, and CSO Soard were all working a crash with injuries at the intersection with road blockage. An uninvolved angry motorist started making loud and profane comments toward Officer Pavelka, demanding that he move his police motorcycle, which was blocking a lane for rescue personnel and crash victims. The subject's comments and actions disrupted the crash investigation and caused a public disturbance. When approached by officers, the motorist fled through the crash scene, nearly striking Officer Pavelka with the car door, and nearly running over CSO Soard. The motorist was stopped a short distance away, taken into custody and charged with several traffic violations, aggravated assault, and resisting a law enforcement officer.
- Traffic Citations 95
- Parking Citations 1
- Crash - No Inj. 7
- Crash - Injury 4
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 70
 - Self-Initiated Enforcement Locations:
 - 1500 BLK N. Beach Street
 - US 1 / SR 40
 - 800 BLK Wilmette Avenue
 - Airport Road
 - N. US 1
 - SR A1A
 - Parking Violations – Shopping Areas
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - Ormond Lakes
 - Riverside Drive / Casements Drive (Stop Sign)
 - 6 Woodlands Blvd.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 4 Cases initiated
- 12 tree removal permit requests
- 49 signs either removed or sign cases created.
- Administrative staff assisted with one walk-in and sixty-five (65) telephonic inquiries.

Public Works

Engineering

Construction Projects

- US1 Forcemain Extension Phase II- Contractor prepared to close the outside southbound lane on US1 Bridge over the Tomoka River to establish a staging area for the replacement of the watermain as a bridge attachment utility.
- Water Treatment Plant Dist. System Phase II- Watermain is being installed at the south end of the Water Treatment plant.

- Main Trail Bridge- Completed project and final inspection.
- 2010 Roadway Resurfacing- Project is 95% complete.
- Rima Ridge Wells 54, 55 & 56- Precast building structures and generators were ordered. Met with contractor to discuss SCADA control system.
- SR40 Sidewalk / Trail Phase I- Submitted ARRA reports.
- SR40 Sidewalk / Trail Phase II- Submitted ARRA reports and worked on closure documents.
- Ridgewood Ave. Sidewalk- Began construction of the sidewalk.
- Nova Passive Parks- The contractor finished installing both irrigation systems along the perimeter of Old Kings and Division Retention ponds.
- City Hall Parking Lot Repairs- The contractor completed the second phase of three as planned.
- 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. Electrical contractor is installing electrical conduit for new electrical feeds.
- Coolidge Avenue Roadway and Drainage Improvements- Contractor has begun water main installation work. Division Avenue will be closed starting on January 24th for 4 weeks to allow for installation of the water main.

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- After discussing with the County, the relocation of City utilities beneath the proposed Tymber Creek widening project, the cost of which was determined to be prohibitive by City staff, the County is allowing the utilities to remain, although several utility offsets will be needed to avoid conflict with proposed stormdrain improvements.
- OBSC Boundless Playground- The bid award was approved and the materials have been ordered.
- SR40 Sidewalk / Trail Phase III- Provided additional information on phase submittal.
- SR40 Nova to A1A Interconnect- Submitted information requested by Design Engineer.
- FDOT Mast Arm Replacement on SR40- Received LFA from FDOT. Process FDOT payment request.
- 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 bid award is scheduled for the 3/1/2011.
- 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 engineer a new option that is more cost effective.
- Tarpon Sculpture Installation- The project start date is tentatively scheduled to begin on 1/24/2011.
- 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.
- Hand Avenue – Received local staff approval from FEMA for expanded work grant request on Hand Avenue. Application is now under review by 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.

Meetings:

- Attended Utility Coordination meeting to coordinate utility projects with franchise providers, FDOT and other municipal utilities for upcoming projects.

Customer Service:

- Issued permit 327 Beach St.
- Issued permit to ECN on permit application and plan changes.
- Compiled additional drawings and boundary survey data for SR40 between US1 and Beach St for the FDOT request.

Other:

- 37 projects were inspected.
- Completed drawing updates for the W. Granada watermain and forcemain project.
- Provided watermain info to consultant for former Sonny's location in Holly Hill.
- Researched base flood elevations for 14 Black Creek for surveyor request.
- Onsite visit to lift station 8P for measurements required for the John Anderson Imp project.
- Compiled drawings of the Riveria and Sanchez Parks for upcoming improvement projects.
- Made corrections to the annexation drawings and legals for GIS div.

Environmental Management Division

Street Maintenance

Asphalt / Concrete

- Concrete Wastewater utility cut in driveway at 5 Park Terrace
- Assisted with Stormwater grate concrete apron at Coquina Point
- Patched pot holes on Pineland Trail
- Constructed (2) asphalt berms along spillway to Stormwater drain at Main Trail Bridge
- Pulled form boards, cut stress joints along 70' sidewalk at Lincoln E/O N. Orchard

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
- Flag detail (changed out flags for Holiday) on Granada Bridge
- Trimmed at various locations
- Tree removal at 74 Magnolia Avenue and Main Trail @ Shady Branch

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
- Printed daily work orders and distribute for job assignments
- Assisted concrete crew at Lincoln & 5 Park Terrace
- Assisted J.D. at Wastewater Plant with loader for Thompson Pump Co.

Sign Shop

- Fabricating new HIP (High Intensity Prismatic) street names for intersections along Grove St.
- Fabricating new HIP street names for Palmetto Ave. & Flamingo Dr.
- Fabricating new HIP street names for Greenwood Ave. & N. Yonge St.
- Fabricating new HIP street names for McIntosh Rd. & Sanchez Ave.
- Fabricating new HIP street names for Roosevelt Ave. & Division Ave.
- Fabricated a new sign for the mail carrier parking space at City Hall. "Reserved for Mail Carrier Vehicle #113". It will be installed on 1/24/11 after the locates are completed.
- Repaired or replaced signs at the following locations:
 - Casements parking lot, replaced a bent post
 - Orchard Ave. & Arroyo Pkwy, replaced a missing stop sign
 - 119 Sanchez Ave., replaced a bent 25 mph post
 - Casements Dr, removed graffiti from a "No Parking" sign
 - 205 Cardinal Dr., replaced a 25 mph sign
 - S. Washington St. @ Central Ave., replaced a 25 mph sign

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Poured apron around inlet on Coquina Point and China Moon
- Cleaned basins – All zones due to rain
- Loaded galvanized pipe into roll off to be delivered to recycle company – at least (2) loads
- Set up to dewater pond at Casements
- N. US1 – picked up debris
- TV Truck – from Grove Ave. to US1 on Tomoka Ave., 1,600 feet
- Vacon – Transfer Station, cleaned all of trough at truck loading area and 14 Rising Moon, (2) basins
- Dug/Cleaned ditches in Industrial Park with McLane Excavating

Street Sweeping

Streetsweeper

- 90.0 miles of road cleaned
- 24.0 cubic yards of debris removed

Fleet Operations

Mileage Traveled by all City Departments for the week
23,449

PM Services completed for the week:
Emergency—Vehicles and Equipment
11

Non-Emergency Vehicles and Equipment
25

Road Calls for the week:
1

Accidents for the week:
0

Quick Fleet Facts:

- Fleet equipment used 323 parts over the past week.
- Fleet has 11,386 gallons of unleaded fuel and 5,633 gallons of diesel 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. Informed the health department that the City wants to pursue the 4 log virus removal certification for the water plant.
- 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 – plans nearing completion. Reviewing estimated cost proposal prepared by project design consultant for pipe upsize considerations for additional length along project to accommodate future irrigation configuration at Riverbend Golf Course.
- Fire Hydrant Replacement Program – Fire hydrants are being replaced on Beach Street 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. All three Influent pumps were pulled by Tampa Armature Works (TAW) on January 18 and 19. Damage to the impellers and wear rings was evident by visual inspection. The pumps were taken to TAW's shop for a determination of the cause of the problem. A bypass pump is 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. CenState was apprised of the situation and informed that extra costs for this would be their responsibility. A meeting was held with upper management to discuss options. Presently the focus is on removing the vibration problems that occurred with the pumps.
- Ormond Beach Wastewater Treatment Plant Expansion – Corrective measures identified in contract to eliminate partial clogging in the influent pipe to clarifiers is being discussed for placing into contractor's work effort sooner than originally intended. 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. Clarifier 1 influent piping is being scheduled for video inspection.
- Gravity Sewer Pipeline Repair – Chaz Equipment Company is performing manhole rehabilitation on State Road 40.
- Water Treatment Plant High Service Pump Station VFD Conversion - Record drawings were reviewed by GIS and determined to be acceptable. The contractor was notified and paper, mylar and CD copies of the drawings were requested.
- 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.

- Rima Ridge Wells – The production capacity of Well #55 is limited to 500 gallons per minute (gpm) due to sand upcoming in the well at higher pumping rates. A change order proposal for \$9,658.30 to increase the capacity of Well #54 to 1,000 gpm to compensate for the lower production rate from Well #54 is being evaluated.
- Root Control Services –The contractor began working in System 1-M. Approximately 7,000 feet of sanitary sewer mains were cleaned so far in that system.
- Tiffany Circle Water Main Replacement – The Volusia County Right-of-Way Use Permit application was sent to the County for processing.
- Town Square and Lift Station 4M1 Rehabilitation – A draft set of plans was received from the Engineering Division for review.
- Tymber Creek Road Phase 1 –The County wants the water main to be moved into the unpaved area of the right-of-way.
- 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.
- SPRC – A meeting was held with the engineer to discuss comments for Casa Del Mar Resort and Brown-Thompson Community site. Reviewed the revised Olive Grove plans and plans for Riverside Community Church.
- A copy of the bid results was received from the City of Daytona Beach for our joint bid advertisement for biosolids transportation, treatment and disposal services. 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 City Commission memo to be prepared recommending a contract award to the low bidder.

Water Distribution

- Replaced 34 residential meters
- Installed 1 new water service, and disconnected 2 services
- Responded to 35 water service leaks
- Flushed 8 cloudy water complaints
- Replaced 8 water services, and 19 meter boxes
- Responded to 3 low pressure complaints, assisted 2 customers with piping concerns.
- Tested 15 and repaired 3 city owned backflow preventers
- Meter Testing: 3- 3" commercial water meters, all tested accurate
- Fire hydrants: Replaced fire hydrants at 150 N. Beach St and 3 Ellsworth Ave (S. Beach St), rescinded PBWN for N. Beach St and Riverside Dr.
- Repaired a 2" water main break on Oak Dr, replaced a 2" gate valve on Cardinal Dr and Willow Place
- Flushed Cardinal Dr and Coquina Point Subdivision
- Located - actuated valves at Oleander Pl, Willow Pl, Palm Pl, Washington Pl for future shutdowns to tie into new 16" water main on Railroad St.
- Assisted Master Craft Plumbing with shut down for fire line repair on W. Granada Blvd.

Water Treatment

- Delivered 33.962 million gallons for week ending Jan. 16 (4.962 MGD)
- Backwashed 11 filters for a total of 453,000 gallons backwash water.
- Produced and hauled 54 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled and cleared for rescinding two Precautionary Boil Water notices.
- Isolated 24" high service main inside treatment plant for contractor tie-in with new 16" discharge leaving plant.

- Meet with Tom Winchell from ROCHA Control to review SCADA controls for new Rima wells.

Waste Water Collection - Reuse

- Crews responded to two trouble calls out west Breakaway/Hunters Ridge area and two in town.
- Sixty eight manholes have been rehabilitated by Chaz Equipment Inc. Contract ongoing.
- Repaired sewer laterals at 289 Washington Place and 5 Park Place.
- Crews set up equipment to televise clarifiers #1 obstruction in 24" line from splitter box to clarifier at the Wastewater plant Thursday morning
- Cleared all trouble spots around town and cleaned 1,740' of sewer main with vector.
- Fifteen sewer laterals televised, sixteen laterals cleaned and root controlled this week.
- Coordinated contract initiation and assisted contractor administration for contracted root control services on main line with Municipal Contracting, Inc.
- PEP System Maintenance Activities for period:
 - Located pep tanks at 2 & 68 Creek Bluff for home owners.
- Checked irrigation system at Breakaway and Hunters Ridge. Inspected and cleaned pond filter.
- Cleaned all building and fueled all equipment for the weekend.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 25.69 Million Gallons
- Produced 10.51 Million Gallons of Reuse
- Produced 15.18 Million Gallons of Surface Water Discharge
- Influent flows average for week is 3.67 MGD, plant designed for 6 MGD
- Hauled tons of sludge 122.50 (14%-18% Solids).
- Influent Pumping Station is bypassed. Operations are manually calculating and splitting samples flow proportional sampling for the raw flow.
- Retested for Chronic Bioassay due to reproduction failure of one of the species – awaiting results.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

Utilities Maintenance Division

Water Plant - Well Fields - Booster Stations

- Pulled - replaced Pumps, Motors and wiring to Breakaway Trails Irrigation and Fire Suppression system supply wells (2 each).
- Rewired hand/off/automatic switch to well 18SR for allowing local control.
- Reset Controller to drain valve at Leeway Trails Storage tank.
- Reset High Service Pump #2.
- Shipped 2 flow meters for wells out for repair.
- Replaced exhaust Flapper for generator on well 35R.
- Assisted operations with hooking up temporary water service to ammonia injectors in support of contractor activities to south distribution service.
- Installed fabricated stands and couplings to High Service pump #5.
- Opened valve at well 18SR for operations after testing was completed
- 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 RTU Circuit Breaker - Laurel Oaks liftstation - cleaned probe.
- Installed GFCI to Dewatering Station portable sampler.

- Adjusted water valves partially at Liftstations for freeze protection.
- Continued work on Drop bearing assembly rebuild for post anoxic mixer.
- All 3 Influent pumps offline due to damage from impellers dropping into volute. Pump Manufacturer/ Engineer and contractor were contacted to set-up schedule for necessary repairs. Assisted and monitored as necessary.
- Set-up bypass pump to influent station.
- Installed repaired pump at 4M triplex liftstation.
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab/ expansion project activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Assisted operations deragging influent, recycle and RAS pumps.
- Performed PM service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 23 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 79 work orders as reported in MP2 computerized maintenance management system, of which 59 were PM work requests and 20 were repair work orders.