

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 4, 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 meeting with City Attorney
- Weekly staff meeting with directors
- Met with Finance Director regarding annual audit.

Spoke to, attended and/or met with:

- Reviewed commission agenda with Commissioner Boehm as requested.
- Attended State of the County address
- Attended Crimestoppers annual meeting
- Attended joint NIAB and City Commission meeting
- Attended FCCMA Winter Institute from Wednesday through Friday morning.

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
 - Joint Neighborhood Improvement Advisory Board / City Commission Workshop.
 - Quality of Life Advisory Board

Community Development

Planning

- Work began on the 5 year recertification process for the Community Rating System (CRS). This is not the annual certification. This recertification will require much work from the Planning Department in coordinating various department actions regarding flood prevention activities. The City's current rating is 7. Application submittal will be required to document all current activities which are designed to reduce flooding in the city. It is estimated that this project will take 8 months for completion.
- The Department held a Sustainable Energy Workshop on Friday at The Casements. This workshop had in excess of 50 people attending. For planners, attendance will gain one credit hour towards their AICP certification maintenance program.

Building Inspections, Permitting & Licensing

- 43 permits issued with a valuation of \$332,925.00
- 146 inspections performed.
- 43 new business licenses issued

Development Services

- Two new applications or re-submittal applications have been received by the SPRC for review.
 - Holly Hill Family Dollar: Water connection only - routed to Mike and Shawn only.
 - T-Mobile Tree Telecommunication Tower: re-submittal.
 - Madison Glen and Royal Floridian have received their Certificate of Occupancy.

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. Although a modified or new interchange is not financially feasible as funds for such a project have not been identified, Tomoka Holdings will be providing the transportation consultants with an estimate of the value of the land for FDOT review.

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; the first reading of the ordinance was on February 1.
- 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 approved the plans and application for the conduit project and work is underway.

Ormond Beach Chamber

- Staff meets monthly with the Chamber's Economic Prosperity Committee to provide an update on the economic development projects.
- Staff met with Chamber officials to discuss the economic development initiatives for 2011.
- 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 met with the economic development practitioners this week to discuss 2011 economic development initiatives for each of the communities in the TVEDC.
- Staff participates 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 and will be meeting with Energizer senior management next week.
- Staff continues working with Putnam State Bank and a prospective buyer of the Billy's Tap Room property regarding reopening and renovating the restaurant. Although staff worked with a potential buyer, the Bank has decided to pursue a lease with a company that owns and operates a restaurant in DeLand. Staff is arranging a meeting with the

potential lessee to discuss the property improvement program and other issues in reopening Billy's Tap Room.

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. Staff will be providing the Commission with a report on the activities at neighboring airports.

Airport Operation and Development

- Staff has been advised that the Daytona Beach International Airport (DBIA) plans to close runway 7L-25R for a period of approximately 90 days from April through June of this year. Commercial carriers and other large aircraft will utilize runway 16 during this period, which will increase the incidence of such large aircraft descending over Ormond Beach on approach to land at DBIA.
- Staff attended a meeting of the Central Florida Flight Training Group at Embry-Riddle Aeronautical University this week. Attendees discussed the possibility of establishing a published "alert area" over much of east central Florida as a means of notifying transient and itinerant aircraft of the high concentration of flight training in this region, which is considered the most congested general aviation training airspace in the United States. A representative of the FAA advised that Cecil Field Spaceport has been granted licensure, and may eventually pose challenges to area flight training by the imposition of restricted areas similar to those in place during launch and recovery operations at Cape Canaveral. None of the flight schools based at OBMA attended this meeting.
- Staff continued to work this week to prepare 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 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 anticipates bid advertisements for this project will be published by mid to late February of this year.
- 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 33 Journal Entry Batches (# 1494 – 1584).
 - Approved 26 Purchase Requisitions totaling \$114,477.48.
 - Issued 21 Purchase Orders totaling \$131,368.25.
 - Held first evaluation/ranking meeting for RFQ No. 2011-06, Development of Parking and Park Facilities – 839 S. Atlantic Avenue, on 2/1/2011.
 - Mailed Letter of Intent to Award for RFP No. 2011-01, Sports Officials, Umpires and Score Keepers, on 2/3/2011.
 - Prepared 145 Accounts Payable checks totaling \$329,055.77 and 37 Accounts Payable EFT payments totaling \$501,759.28.
 - Prepared 55 Payroll checks totaling \$55,419.40 and 313 Direct Deposits totaling \$373,852.80.

- Transferred IRS 941 payment of \$143,797.18.
- Processed 4,668 cash receipts totaling \$663,310.86.
- Processed 1,210 utility bill payments through ACH totaling \$62,317.81.
- Processed and issued 2,293 utility bills with billed consumption of water of 16,647k.
- Issued 810 past due notices on utility accounts

Public Information

• Press Releases

- US1/SR40 Intersection and Roadway Improvements
- Notice to Effluent Reclaimed Water Customers (Service Disruption)
- Granada Blvd. Lane and Sidewalk Closures
- Left Turn Lane at Hull Road and US1 Construction

Other

- Citizen Contacts
- Media Contacts

Grants

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

Fire Department

Weekly Statistics

3	Fire
3	Fire Alarms
3	Hazardous
66	EMS
6	Motor Vehicle Accidents
21	Public Assists
102	TOTAL CALLS

Medical Call Type

2	Back Pain	1	DOA (cardiac arrest)
1	Bleeding	7	Fall Victim
1	Blood Pressure	2	Heart Problem
5	Breathing Problem	1	Sick Person
3	Chest Pain	6	Traffic Accident
1	Choking	1	Unconscious
3	Convulsions	13	Unknown Medical
2	Diabetic		

49 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **16 calls – Volusia County (15), Daytona Beach (1)**
- Aid received from other agencies: **4 calls – Volusia County (3), Flagler County (1)**
 - Total staff hours provided to other agencies: **11 hours**
 - Total staff hours received from other agencies: **17 hours**
 - # of personnel sent with EVAC to assist with patient care during hospital transport: **3**
 - # of overlapping calls: **17**

Significant Incidents

Date: Thursday, January 27th

Address: 204 N. Ridgewood Ave.

Dispatch Time: 12:54 PM

Cleared Time: 3:31 PM

Incident Description: Emergency response to a structure fire. Ormond Beach Police officers were first on scene and found light smoke coming from the porch area. They entered the structure finding the victim, but had to leave due to heavy smoke. Rescue Engine 93 was the first fire apparatus on scene and made entry to locate the victim. There was minimal damage to the structure but the victim received extensive burn injuries and succumbed to the injuries. One police officer was given oxygen but refused any further care.

The Ormond Beach Police and State Fire Marshall Investigators were called in to determine the cause of the fire. There were no obvious signs of foul play, and no clear indication of what caused the fire. It appeared the victim was using a camping style heater for warmth. An autopsy will be performed to determine the chain of events which occurred.

Units on Scene: Quint 91, Engine 92, Rescue Engine 93, Battalion 90, Chief 90, 2 Volusia County units and Ormond Beach Police.

Date: Saturday, January 29th

Address: 920 N. Beach St.

Dispatch Time: 5:30 AM Cleared Time: 6:30 AM

Incident Description: Responded to a motor vehicle accident where the driver appeared to have fallen asleep, the vehicle left the roadway, struck a tree and rolled over in the front yard of a residence. The driver was extricated from the vehicle and transported to Halifax for evaluation. There were no obvious life threatening injuries, both airbags were deployed.

Units on Scene: Quint 91, Rescue Engine 93 and Battalion 90

Operations

- Attended meeting regarding emergency dispatch connectivity issues at Volusia County Sheriff's Office.
- Attended meeting with Halifax Hospice.
- Held bi-weekly administrative staff meeting.

Activities

- Updated 21 pre-fire plans.
- Conducted 4 fire inspections.
- Conducted Fire Explorer's meeting and training.

Training Hours

4	Company Inspections
2	Emergency Operations
2	EMT Refresher Modules
16	Hose, Appliances & Equipment
3	Ladders
2	Mobil Data Terminals
3	Preplanning
32	TOTAL STAFF HOURS

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Fleet Operations – Mechanic III
 - Public Works/Utilities – Drainage Maintenance – Maintenance Worker II
 - Planning – Planning Technician
- Approved/Active Recruitment
 - Police Dept – Community Service Officer (position temporarily filled)
 - Police – Lieutenant

- Public Works/Utilities (Wastewater Collections Reuse) – Maintenance Worker IV
- Public Works/Utilities-Wastewater PT Treatment Plant Operator
- Public Works/Utilities-Wastewater FT Treatment Plant Operator
- Background/Reference Checks
 - Police Department – Victim Advocate Coordinator, background is being conducted on applicant.
 - Police – Officer, background has begun on next candidate on eligibility list.
- New Hires
 - Police – Officer - effective 02-07-11.
 - Police – Victim Advocate Coordinator - effective 02-17-11.
 - Fire – FF/EMT – effective 02-21-11 conditioned on successful completion of screening requirements.
- Terminations/Resignations/Retirements
 - Police Department – Victim Advocate Coordinator resignation effective 2/25/11.
 - Fire Department – Firefighter/Paramedic resigned effective 1/28/11.
 - Public Works/Utilities (Water Dist.) – Maintenance Worker II resigned effective 1/28/11.
- Promotions
 - Police – Sergeant, Corporal on eligibility list will be promoted to Sergeant effective 2/20/11.
 - Police – Corporal, Officer on eligibility list will be promoted to Corporal effective 2/20/11.
- Transfers
 - Temporary transfer of Evidence/Crime Scene Custodian to vacant Community Service Technician position effective 11-08-10.

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). First session was held on January 27, 2011, at the Advanced Technology Center.

HR Process/Systems Issues/Improvements

- Employee Relations Assistant will attend a Networking Luncheon on Feb. 9th hosted by NEOGOV to learn more about streamlining the hiring, selection and performance evaluation process

Risk Management Projects

- Working on Claims Report.

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: - 98 New work - 49 completed - 77 in progress

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

Total Inbound E-Mails	26,867	Inbound E-Mails Blocked	18,757
Delivered Inbound E-Mails	7,883	Quarantined Messages	227
Percentage Good Email	29.3%	Virus E-Mails Blocked	6

- Notable Events: Email Server hard disk failure Saturday, built-in redundancy prevented system crash, failed drive replaced with spare. All Fire Department MDTs were reconfigured to connect directly to the VCSO VPN for direct connection for dispatch information. This reconfiguration should provide better reliability of the wireless connection.

Geographical Information Systems (GIS)

- Addressing Additions: 2 Changes: 0 Corrections: 20
- Map/Information Requests: 20
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Attended Public Works Meeting
- Attended City Manager Meeting
- Attended Beachfront Park RFQ Ranking Meeting
- Attended City Commission Meeting
- Attended Quality of Life Advisory Board Meeting
- Chamber of Commerce Leadership Presentation/Preparation Meeting
- Attended Pinewood Derby at Nova Gym
- Attended Installation of Tarpon Statue at Rockefeller Gardens
- Attended Administrative Staff meeting
- Met with Senior Center Manager
- Met with Programming Staff
- Met with Facilities Maint. to discuss upcoming events on Fields
- Attended Softball Games
- Met with YMCA - possible Karate Classes at Gymnastics Building
- Met with Memorial Day Remembrance Committee
- Attended Basketball Games
- Met with LS Admin Staff to discuss Gold Medal Award application
- Attended Farmers Market
- Attended Concert at Senior Center

Athletics

- 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, 6 to 9pm and Saturday morning from 9am to 2pm. They also had games at Nova Gym on Monday through Friday nights at 6 and 7pm.
- The 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, and 9pm. Nine teams are competing, with a total of 9 games for the week.

- Harry Wendelstedt's Umpire School continued this week at the Ormond Beach Sports Complex, Wendelstedt Fields. The School is held every weekday and Saturday, 9am to 5pm.
- The OBYBSA competitive teams, the Lady Renegades and the Golden Spikes, both continued practices this week for their upcoming season. Practices are held at the Sports Complex, as well as at the Nova Road Fields.
- CCA Girls' Softball started their practices this week at the Dale Buttleman softball quad. Practices are held daily from 4 to 6pm. Their game season will start in February.
- SHS, FLHS, and RBA Baseball continued their practices this week at the Harry Wendelstedt baseball fields at the Sports Complex. Practices are held in conjunction with the Umpire School.
- Louis Camacho is once again starting his Adult 11 V 11 Soccer League on Sunday mornings. Louis rents the fields each season. He currently has 6 teams signed up.

Athletic Field Maintenance

- Mowed South Ormond outfield, prepped infield.
- Cleaned SONC clean tennis, basketball, and handball courts.
- Mowed infields and outfields at Nova Park.
- Cleaned Skateboard Park.
- Cleaned tennis and handball courts.
- Picked up and dropped off equipment to Fleet on daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance building.
- Mowed the baseball fields 3 times a week now that the rye grass is coming up.
- Started mowing the soccer and softball fields again.
- Prepped the field for winter season of men's softball league.
- Prepared the baseball fields daily to host the annual baseball umpiring school.
- Hosted a district playoff game for Seabreeze boys and girls soccer.
- Painted and prepared soccer fields #5 - #8 for high school and club practice and games.
- Began putting new parking poles throughout the Airport complex.
- Finished the parking area of Optimist Park to improve the parking area.
- At Nova Park the fields are being edged and clay added to prepare them for the upcoming season.
- Fertilized all of the baseball fields at the Airport complex to help fight the wear and tear of the daily activities.
- High school baseball and Golden Spikes competitive teams have begun daily practices on all 4 baseball fields.
- Removed bleachers from The Casements gardens following the weekend event.
- Began laying out new soccer fields for another tournament next week.

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 performance of "BeatleBeat" Tribute To The Beatles (Saturday).
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club, Kopy Kats, 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 event, “BeatleBeat” Tribute To The Beatles, February 5th, 7:30pm - \$20

South Ormond Neighborhood Center

- 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, Monday, Wednesday, Friday
- Youth Basketball practice (PAL), Tuesday and Thursday 6pm to 8:30pm
- Youth football practice, Monday and Wednesday 5:30pm to 7:00pm
- Splash pad closed until spring

Community Events

- Weekly administrative tasks and office work
- Attended events meeting
- Continued planning process for Art In The Park
- Began mail-out process for Art In The Park applications and website application
- Attended Easter planning meeting
- Attended Memorial Day committee meeting
- Finalized storage area clean up
- Finalized various organization projects
- Began training of new part time technician

Gymnastics

- New session began February 1st
- Finalized new Gymnastics program brochure
- Further discussed adding Karate class to programming
- Evaluated class sizes; discussed adding classes to program
- Began preparations of a Spring Show
- Competitive girls and boys prepared for 2nd qualifier, to occur late February

Nova Community Center and Special Populations

- FitGyms conducted their personal training, tennis lessons and FitMoms.
- Regular classes continued throughout the week including Adult 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.
- Jr. Jazzercise continued its winter season on Thursday.
- Basketball was on Monday through Friday evening and on Saturday from 9:00 until 2:00 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 photographer, developing the stage design and developing the volunteer list of duties.
- Challenger Volleyball continued its winter season of practice on Tuesday.
- Planning for both Camp T. Rec and Nova Community Center's summer camp began which included continued development of the daily plans, contacting field trip sites and contacting guest presenters.
- Pinewood Derby set up was on Saturday from 8:30am until 2:00 pm in the Nova Gymnasium. The Pinewood Derby is a nationwide Cub Scout event. The event provides a great opportunity for boys (along with help from their parents) to create a custom designed car from a block of wood and race it against scouts within their pack and against other packs as well.
- Nova's Recreation Center Coordinator attended the *Taste of Access Workshop* on Monday in DeLand. The workshop was presented by Very Special Arts of Florida, The Volusia County Cultural Alliance and the Museum of Florida Art.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
- Carolyn Land's "From Scales to Symphony" exhibit ended on Monday.
- Yoga class, Tuesday 10:30am to noon.
- Pilates classes Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- "Foxfire" art exhibit "From Bulow and Beyond" will be hung this week in the gallery. Opening reception will take place during First Friday event tonight, 5pm-8pm. Free to the public.
- Tomoka Methodist Women's Group took a special tour of The Casements on Tuesday and had lunch outside in the park after the visit.
- Members of The Ormond Beach Garden Club set up for their annual Sweetheart Tea on Tuesday afternoon.
- The Ormond Beach Garden Club Sweetheart Tea was held on Wednesday, February 2nd from 10:00am to 3:00pm. Tickets were \$5.00 at the door.
- Members of Troop 403 assisted The Casements Coordinator with cleaning the historical Boy Scout Museum on Tuesday evening.
- Staff assisted with set up and strike of the weekly Farmers' Market on Thursday from 12:00pm to 5:00pm.
- Staff previewed the movie for Movie Night.
- Staff prepared for First Friday, the Foxfire Gallery Opening and Movies on the Halifax all happening on Friday February 4th, from 5pm to 8pm.
- The Casements Coordinator began planning with the National MS Foundation for their upcoming Family Charity Walk in March.

Parks and Irrigation

- Repaired mainline break on West Granada median #6
- Cut and capped $\frac{3}{4}$ reuse feed line to water wheel at Rockefeller Gardens
- Installed new valve box at Casements.
- Installed 1 rotor on West Granada median #6
- Repaired mainline break and zone line breaks at City Hall
 - Installed new spray heads, flushed system
 - Installed new nozzles, adjusted heads

Building Maintenance

- Upgraded heater box in Engineering Division
- Installed new partitions in men's and women's restrooms at Nova baseball fields

- Repaired handicap stall door at the Senior Center
- Repaired leaking kitchen sink at the P.A.C.
- Repaired leaking ladies room toilet at the P.A.C.
- Repaired track lighting at the Ormond art gallery
- Installed new sinks in the men's and women's restrooms at Nova baseball fields
- Relocated hot water line and installed trap primers at Nova baseball fields
- Removed wind damaged sun screen at Fire station #91
- Repaired damaged bay door at Fire station # 92
- Calibrated thermostats in the new J.P.C.
- Installed new washing machine at Fire station # 91
- Assisted in setup of racing display at the Ormond art gallery
- Repaired shorted service wire for D.O.T. lights on Nova Road
- Upgraded in line water filter for ice machine in Building Maintenance Dept.
- Weekly inspections of the Ormond Beach Municipal Airport
- Nova Press Box partitions installed
- Nova Press Box supply dispensers installed
- City wide A/C preventive maintenance continued
- Thermostats in Engineering and Planning calibrated
- Mechanical rooms at City Hall housekeeping detail
- Reset gate at Airport from lightning/power outage during storm.

Police Department

Administrative Services

- Finalizing report on Evidence Room Audit and Inventory
- Attended Volusia/Flagler Police Chief's Meeting
- Retirement presentation for Sergeant Tony Corn
- Investigation/arrest of SRI employee regarding City thefts
- Greeter at City Commission Meeting
- Promotion presentation for Sergeant Davis and Corporal Rosenthal
- Notice published advertising 24th Citizen Police Academy

Community Outreach

- Tutors R Us was held at the South Ormond Neighborhood Center. Currently 18 youths are enrolled.
- Twelve youths attended a field trip to the Blue Man Group on January 29th. The field trip was a component of the National PAL YLP grant program.
- Ormond Beach Middle School Science on Patrol program began this week. The 12 week program will continue until May.
- The 12U and 14U boys' and the 14U girls' basketball teams will participate in the Regional Basketball tournament Saturday, February 4th in New Smyrna Beach.
- YDC member Marissa Moss received a proclamation during the City Hall Meeting held Tuesday, February 1st.
- The READ program applications were reviewed. Currently 16 youths are pre-registered for the program which begins next week.
- A meeting was held with storytellers for the read program to finalize the program curriculum.

Community Services & Animal Control

- Animal calls responded to 70
- Animal bites 2
- Animal Reports 10
- Animals to FHS 4 cats
- Sick Raccoons 8

- Reclaimed Animals 2
- Animal Licenses 3
- Animal Traps issued 5

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 2
- Inactive: 9
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 5
- Grand Theft: 2
- Auto Theft: 1
- Offense Against Family/DCF Reports: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0
- Petty Thefts: 4 (City Hall)

Narcotics

- Five Buy Walks
- Three Buy Bust
- Court Trial

Comments

- After numerous reported thefts in several city buildings, the criminal investigative unit set up surveillance and captured an SRI employee going through a city employee desk. The SRI employee was detained and interviewed and confessed to numerous thefts in several city facilities. The SRI employee was placed under arrest for grand theft and numerous additional charges are pending.
- Several burglary suspects have been identified from local residential burglaries and arrest affidavits are being prepared.

Records

- Walk - Ins / Window 155
- Phone Calls 271
- Arrest / NTA'S 22
- Citations Issued 192
- Citations Entered 194
- Reports Generated 117
- Reports Entered 116
- Mail / Faxes / Request 91

Operations

- 1/27/11 – Larceny Grand, Retail Theft – Beall's; clothing and perfume items taken, one arrest made.
- 1/27/11 – Breaking and Entering, residence - Turkey Creek Pass
- 1/27/11 – House Fire, N. Ridgewood Ave.; one adult male death

- 1/28/11 – Burglary, residence - W. Granada Blvd.; keys taken from residence and vehicle stolen from driveway. Vehicle was recovered a short time later. Investigation continuing.
- 1/28/11 – Bank Robbery – 128 E Granada Blvd. Suspect arrested.
- 1/28/11 – Larceny, wallet stolen from purse at Ormond Beach Middle School
- 1/28/11 – Disorderly Intoxication, Rockin' Ranch; one arrest made.
- 1/28/11 – Loitering and Prowling, Timberline Trail; one arrest of an adult male.
- 1/28/11 – Vehicle Accident – N. Beach Street; rollover crash with entrapment of driver.
- 1/28/11 – Two DUI arrests made.
- 1/29/11 – Assist Outside Agency - VCISO and DBPD; suicidal subject armed with a shotgun in the wooded area adjacent to Memorial Hospital. Subject taken into custody without incident.
- 1/29/11 – Shoplifting – petty theft; Publix on Nova Road. One retail theft arrest made.
- 1/30/11 – Larceny – Shoplifting; Beall's on W. Granada Blvd. Notice to Appear issued to an adult female for retail theft.
- 1/30/11 – Traffic stop resulting in narcotics seizure, Hand Ave; one adult male arrested for possession of a controlled substance with the intent to distribute.
- 1/30/11 – Stolen Vehicle, Cheaters 1545 N US Hwy 1; employee's vehicle stolen from parking lot and later involved in a hit and run accident. The vehicle was found abandoned on N Yonge St. Other vehicle involved in the hit-and-run accident located parked in the driveway of the victim's residence in Daytona Beach.
- 1/30/11 – Reported Armed Robbery, 1200 block of W. Granada Blvd.; boyfriend and girlfriend reported that they were robbed by three subjects at gunpoint (gun was implied but not seen). Victims alleged subjects stole her purse containing cash and prescription medication. Investigation revealed no robbery actually took place. The two "victims" were charged with filing a false police report
- 1/30/11 – Car Break – Lucky Drive
- 2/2/11 – Burglary – residence and conveyance, Kenilworth Ave; house, shed and vehicle broken into. Small gaming system stolen from vehicle.
- 2/2/11 – Burglary – residence, N. Beach Street to a house in foreclosure. Air conditioning unit stolen sometime during the past month.
- 2/2/11 – Domestic Violence – felony battery; charging affidavit completed on suspect.
- 2/2/11 – Narcotics possession; one arrest made and one notice to appear issued.

Traffic Unit

- 11-01-00488, Bank Robbery, 128 E. Granada Blvd. All Motors assisted Patrol and CID with search perimeter for suspect, in addition to elementary school lockdowns of the area.
- Our new Kawasaki motor (to replace Pavelka's Harley) has arrived at Daytona Fun Machines. In-service date is delayed once again due to repair of damage during shipment.
- Stealth Stat survey complete for the 200 BLK of Main Trail in the Trails Subdivision. Average speed recorded was 28 MPH. Active speed enforcement of the area is in progress.
- Variable Message Board deployed at Division Avenue and US1 for city repairs near Railroad Street.
- Officer Borzner conducted active seat belt and child restraint enforcement.
- Traffic Citations 144
- Parking Citations 2
- Crash - No Inj. 7
- Crash - Injury 5
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 74
 - Self-Initiated Enforcement Locations:

- 1500 BLK N. Beach Street
- 200 BLK Main Trail
- US 1 / SR 40
- 800 BLK Wilmette Avenue
- Airport Road
- Hull Road / US 1
- 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: 1 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Cases initiated
- 15 tree removal permit requests
- 60 signs either removed or sign cases created.
- Administrative staff assisted with two walk-in and fifty-one (51) telephonic inquiries.

Public Works

Engineering

Project Summary

Construction Projects

- US1 Forcemain Extension Phase II- Work began on installing mounting brackets on the Tomoka River Bridge for the watermain replacement.
- Water Treatment Plant Dist. System Phase II- Wiring and conduit were installed for the discharge line watermain flow meter. Connection was made to the south end existing plumbing from the main pumps.
- 2010 Roadway Resurfacing- Several resurfacing options were prepared for consideration based on pavement condition index, usage and cost to determine the best alternative roadways to resurface for remaining contract asphalt tonnage.
- SR40 Sidewalk/Trail Phase 1 - Responded to inquiry from FDOT on reimbursement.
- Hull Road & US1- FPL has relocated guide down wire – requested additional FDOT requirements.
- Ridgewood Sidewalk- Project is 50% complete.
- Fire Station 94 Sprinklers- Set up pre-construction meeting.
- Rima Ridge Wells 54, 55 & 56- Additional calculations were prepared for further analysis to select optimum pump sizes for each well. Pressure sustaining valves will be used instead of mechanical valve throttling to optimize pumping operations.
- Tarpon Sculpture Installation- The pond was drained and the concrete foundation was excavated, formed and poured. The sculpture was installed on 2/3.
- Nova Passive Parks- The project has been inspected and accepted as complete.
- City Hall Parking Lot Repairs- Prepared cost estimate for resurfacing the parking lot to complement the recently completed work to correct tree root intrusion problem.
- 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- Construction is ongoing. A section of Division Avenue will be closed for installation of utilities.

Design Projects:

- Corbin Ave- Prepared cost estimate for proposed utility improvements.
- Selden Ave- Construction plans are being prepared for improvements to the utilities, stormdrain and roadway. This is a partially CDBG funded project.
- Alcazar-Buena Vista Area Drainage Improvements- Final Documents are being processed to prepare for project bidding.
- Airport Road Forcemain Extension- Design modifications were made along the proposed utility route after attempts to secure utility easements was not granted by two property owners.
- Tymber Creek Widening- Final plans and schedule of values are being prepared.
- OBSC Boundless Playground- A preconstruction meeting was held on 2/3.
- SR40 Sidewalk / Trail Phase III- Submitted new plans and Right of Way certification.
- Ormond Scenic Loop- Sent out meeting minutes.
- Granada Underground Utilities- Prepare City Commission memo for 30% design.
- SR40 Washington to Beach St.- Prepared City Commission memo for medians.
- SRA1A to Nova Interconnect- Sent utility information to consultant.
- SR40 A1A to Beach St.- Prepared City Commission memo for resolution in support of medians.
- Granada Bridge Decorative Pole Replacement- The contractor began work on 1/31.
- Downtown Wayfinding Signage- Staff has requested that all bids be rejected. Staff is working with Hall Construction to value engineer a new option that is more cost effective.
- Downtown Parking Improvements- The bid award is scheduled for the 3/1.
- Wooden Pedestrian Walkway Lighting Replacement - The materials have been ordered and staff will begin to solicit installation quotations.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Processed additional work authorization to provide for additional survey needed to accommodate incorporating off-site retention as SJRWMD will require full pre-post stormwater attenuation but has agreed to allow for compensating storage in adjacent basin areas not currently being treated. This will offset the need to provide for on-site retention ponds which would require purchase of property along John Anderson Drive.
- EVRWA Nova Canal Flood Control Study– Final report was approved by the EVRWA and will be presented to the CC for approval on November 3rd.
- 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

- Process and submitted FDOT permit for sponsor signs in median.
- Issued permit to FPL for 2 eclipse trail.
- Sent utilities information to consultant on SR 40 PD&E from Breakaway Trail to Williamson Blvd (CR 4009) FPID: 428947-1-22-01.
- Responded to AT&T's permit request.
- Prepared project invoices/pay requests totaling \$471,417
- Prepared requisitions/PO's totaling \$7,013
- Reviewed SWMP permit for 91 Orchard Ln.
- Reviewed dock plan submittal 294 Booth Rd.

Meetings

- Held kick off meeting with TranSystems, FDOT and Joe Jaynes for Ormond Scenic Loop.
- Attended Volusia EOC cctv and NVR system meeting.
- Attended East Volusia County Traffic Safety committee meeting.

Other

- 47 projects were inspected.
- Completed training seminar module (1 of 4) of the LEAPS program.
- Investigated the easement on Scottsdale Dr for sidewalk.
- Completed red line markups for the W. Granada watermain and forcemain project.
- Completed existing conditions drawing for Tiffany Cir. watermain replacement project submitted to Utilities Div.
- Continued research for existence old FPL easements at the WWTP for new electrical connection.

Environmental Management Division

Street Maintenance

Asphalt / Concrete

- Repaired concrete sidewalks & driveway at 787-788 Flamingo Drive
- Repaired concrete driveway for the Water Department across from 609 Andrews St.
- Poured (2) concrete pads (32" x 32") at Cassen Park
- Patched pot holes on Pinecone
- Asphalted utility cuts for the Water Department at Lincoln & N. Beach St., 14 Carriage Creek and 106-108 Horseshoe Trail
- Asphalted utility cuts for Stormwater Department at Scottsdale at Capen St.

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
- Equipment Maintenance at Public Works
- Trimmed at citywide locations
- Trimmed at Spring Meadows and at Orchard Street

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
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Took outgoing daily mail to City Hall and brought back mail for various sections at Public Works
- Trimmed City ROW's at various locations
- Loader work at Airport Sports behind Wendelstedt Building

Sign Shop

- S. Ormond Recreation, installed No Skateboarding, Rollerblading, etc. at the (2) tennis courts

- S. Ridgewood Ave. & Tomoka Ave., installed a new school crosswalk
- Lucky Dr, Coquina Dr. & Bosarvey Dr., replaced (16) various school crossing signs
- Repaired or replaced signs at the following locations:
 - Melrose Ave. e/of N. Yonge St., replaced a 25 mph & No Truck sign
 - Dix Ave. w/of N. Ridgewood Ave., replaced a 25 mph sign
 - Red Maple Cir., replaced bent post on “No Parking in Circle” sign
 - 450 McIntosh Rd., replaced a 25 mph sign
 - Roosevelt Dr. & Division Ave., replaced damaged post & stop sign & installed HIP (High Intensity Prismatic) names
 - NW Andrews St. & Melrose Ave., replaced bent stop sign post
 - NE Greenwood Ave. & N. Yonge St., replaced the stop sign & install HIP street names
 - Palmetto Ave. & Flamingo Dr., replaced the stop sign & installed HIP street names
 - Live Oak Ave. & Grove St., installed HIP street names
 - Mound Ave. & Grove St., installed HIP street names
 - Grove St. & Tomoka Ave., installed HIP street names
 - Northshore Dr. & Pinewood St., replaced the 25 mph sign
 - SW Melrose Ave. & Andrews St., replaced a missing bolt in the 25 mph sign

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Vacon – cleaned basins on Old Kings Rd. and Division Ave. per “Report a Concern”
- Rebuilt basin – Scottsmore Dr. and Military Blvd.
- Flamingo Dr. – sucked out and wrapped 18” pipe, wrapped 15’
- Tomoka Oaks – cleaned open throats
- Contractor Mowing – Industrial Park – Airport Road
- Wellpoints - maintained Casements pond all week with rented 6” pump (Silent Night), (2) 3” pumps and a mud hog. Pumped and removed all wellpoints for “The Unveiling” of the statue at 10:00 a.m.
- Maintenance Worker IV attended safety class at Sunshine Safety Council

Street Sweeping
Streetsweeper

- 107.7 miles of road cleaned
- 22.0 cubic yards of debris removed

Fleet Operations

Mileage Traveled by all City Departments for the week
34,086

PM Services completed for the week:
Emergency—Vehicles and Equipment
13

Non-Emergency Vehicles and Equipment
34

Road Calls for the week:
0

Accidents for the week:
1- 212 Athletic Fields Maintenance

Quick Fleet Facts:

Fleet has 13,400 gallons of unleaded fuel and 4,108 gallons of diesel fuel on hand.

Utilities Division

Projects Summary

- Preparing response to SJRWMD request for additional information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report.
- 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 of outstanding items.
- Airport Road Force Main Extension – plans nearing completion. A meeting was held to discuss outstanding issues with the design engineer. Staff and consultant discussed efficient piping modifications for delivering additional reuse source water to Hunter's Ridge to augment current raw water source supply. Piping modifications will include new piping section and existing raw piping converted for reuse transmission to fill the storage tank with reclaimed water while leaving all other discharge pumping operations from tank to irrigation – fire system intact. This provides a very cost effective alternative to supply reuse augmentation to the Hunter's Ridge system. A reuse main stub out will be provided for Deer Creek.
- Fire Hydrant Replacement Program –The final invoice from R&M was processed.
- 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 taken to Tampa Armature Work's shop for a determination of the cause of the problem. Pump 3 is being repaired and is anticipated to be installed in two weeks. A damage assessment of the other two pumps is being performed. Bypass pumps are stationed at the gravity manhole in front of the plant and at the dewatering pump station. CenState is aware of the situation and was informed that extra costs for this would be their responsibility. Copies of invoices will be sent to them for the pump bypass arrangement so they are aware of the accumulating costs.
- 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 cost proposal was provided by the contractor for performing the obstruction removal at the clarifiers as required by the contract conditions for this allowance item of work. Clarifier one influent piping was video inspected by staff. The video was sent to the contractor for cost estimating. Removal of the obstructions will be coordinated with the Chief Plant Operator. Estimated cost is \$8,373.81 per clarifier. Attended a meeting with the contractor and their instrumentation and controls subcontractor to discuss the proposed instrumentation to be furnished at the plant.
- Gravity Sewer Pipeline Repair –Four manholes on State Road 40 need to be finished in order to complete the project. Chaz Equipment Company is performing the work.
- Water Treatment Plant High Service Pump Station VFD Conversion - Paper, mylar and CD copies of the drawings was requested. Delivery is expected to occur by the end of this week.
- Lift Station Repair and Replacement Project. The doors remain to be installed at lift station 6M. Contractor is waiting for funds to order the doors. A paint color sample was received for review. A schedule needs to be developed to inform the landowner when the work will be accomplished. Dewatering system well points are set at the Lift Station

- Ormond Mall site. The surety company directed the format of how Pay Request #14 will be processed. A partial payment will be sent to Worsham with the remainder going to the surety company.
- Rima Ridge Wells – Staff is reviewing the basis of a change order for change in pumping characteristics found during well production testing. The basis of the design for the pumps is 60 horsepower (hp) rather than the 50 hp used to establish the initial change order cost and staff has requested additional justification for review. Bermad valves will be added to regulate discharge pressures at the wells. Pump curves were received to evaluate whether the existing pumps and motors could be used to reduce the change order costs. The water table drawdown at each well was requested to properly evaluate the information provided in the pump curves.
 - Root Control Services –The project is completed and the final payment application was submitted for processing.
 - Sludge Disposal Services - A City Commission memo was prepared and submitted to the Legal Department for the March 8, 2011, meeting recommending a contract award to Shelley's Environmental Services.
 - Tiffany Circle Water Main Replacement – A request for additional information was received from Volusia County pertaining to the Right-of-Way Use Permit application. A response is being prepared. A topographic survey was prepared by the Engineering Division for final design of the water main installation.
 - Town Square and Lift Station 4M1 Rehabilitation – A draft set of plans was received from the Engineering Division for review. A topographic survey is being prepared for Lift Station 4M1.
 - Water Plant Aerator Rehabilitation –McKim and Creed provided a proposal to prepare plans and specifications to bid the project. Engineering costs to prepare these documents exceeds the potential savings that can be realized by making this a sole source project. A sole source memo is being prepared for DeLoach Industries, Inc. to perform the work.
 - 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.
 - SPRC – Plans for Family Dollar and T-Mobile Communications were received for review.

Water Distribution

- Replaced 15 residential meters
- Responded to or repaired 13 water service leaks
- Flushed 6 cloudy water complaints
- Replaced 10 water services, and 4 meter boxes
- Responded to 3 low pressure complaints
- Disconnected 1 water service due to demolition
- Tested 26 and repaired 6 city owned backflow preventers
- Meter Testing: 3" and 4" commercial water meters, tested accurate
- Fire hydrants: initiated spring maintenance on Volusia County fire hydrants served by our water system - 40 hydrants inspected, tested, and maintained. Selected 35 fire hydrants for replacement due to age and style for next annual phase of hydrant replacement project.
- Rescinded all outstanding boil water notices.
- Performed scheduled shutdowns: replaced a broken 6" main line valve at the corner of Mound Ave/ Grove St, and at Palm Pl. and Washington Pl. for Hazen Construction to tie in the water mains on those streets to the new 16" water main on Railroad St.
- Flushed the following subdivisions: Broadwater, Ormond Greens, Spring Meadows, and Chelsea Place
- Exercised valves attached to the 16" raw water mains and experimented with flows to better understand flow characteristics into the water treatment plant.
- Installed access hatch on interconnect meter vault on Airport Rd for meter readers

- Installed dual-check valves on 3 homes in Deer Creek subdivision due to reverse flow events (thermal expansion chamber on hot water heater).

Water Treatment

- Delivered 34.697 million gallons for week ending January 30, 2011 (4.957 MGD)
- Backwashed 12 filters for a total of 518,000 gallons backwash water.
- Produced and hauled 54 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled - cleared for rescinding three Precautionary Boil Water notices.
- Completed St. Johns River Water Management District Consumptive Use Permit Report (EN 50 Well Pumpage) for second half of 2010.

Waste Water Collection - Reuse

- Crews responded to three trouble calls out west Breakaway/Hunter's Ridge area and none in town.
- Sixty eight manholes have been rehabilitated by Chaz Equipment Inc. Contract nearing completion.
- Municipal Sales, Inc. has completed 34,000' main line root control for this year.
- Installed new manhole lid on Fleming Ave.
- Crews televised #1 clarifier's 24" line from splitter box to clarifier #1 at the Wastewater plant Friday morning.
- Six laterals cleaned this week.
- Repaired 4" sewer cleanout at 799 E. Victoria Cir.
- PEP System Maintenance Activities for period:
 - Rehabbed pep tanks at 20 Lake Vista.
- Crew locating and marking all irrigation and sewer valves in Breakaway Trails.
- Checked irrigation system at Breakaway and Hunters Ridge. Inspected and cleaned pond filter.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 26.89 Million Gallons
- Produced 5.10 Million Gallons of Reuse
- Produced 21.79 Million Gallons of Surface Water Discharge
- Influent flows daily average for week 3.84 MGD, plant designed for 6 MGD
- Hauled tons of sludge 89.50 (14%-18% Solids).
- Influent Pumping Station is bypassed. Operations are manually calculating and splitting samples flow proportional sampling for the raw flow.
- Submitted EPA Annual Sludge Report.
- Submitted FDEP Pretreatment Annual Report and DMRs. FDEP Pretreatment Section granted preliminary approval of revised Local Limits.
- FDEP Pretreatment Section has suggested some language for the Revision of Sewer Use Ordinance Local Limit section.
- 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

- Replaced motor on #1 lime slurry pump.
- Replaced Peristaltic pump tube on lime slurry pump #2.
- Replaced 3 damaged gears on Lime Slaker #2 found during PM Service. 1 gear had slipped on shaft causing all 3 gears to wear unevenly.
- Worked with Diller Brown service tech on Holly Hill interconnect valves, found 2 motors seized. Freed one up and could not get second one to work, ordered replacement motor.
- Worked on light installation at Treatment Plant with Economy Electric.
- Installed light in ammonia control cabinet.

- Installed new wheels on portable air compressor.
- Replaced manual hydraulic bottle jack on bearing press with air actuated hydraulic ram for better control.
- Replaced time delay relay at LPRO Clearwell transfer pump #1.
- Tested well 12D for operations, found bad motor, ordered replacement.
- 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 pressure transmitter at Breakaway Trails reuse station.
- Tested 4-20 milli-amp signal for dosage meter for operations, found good.
- Replaced bad pressure transducer on Mainland pump station.
- Set up temporary polymer system at splitter box for operations.
- Reset Fermentation mixer motor starters #1 and 6.
- Replaced slide rail for dog house at 2P liftstation.
- Removed digester blower #1 for delivery to vendor for repair.
- Continued work on drop bearing assembly rebuild for post anoxic mixer.
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Assisted operations deragging recycle pumps.
- Assisted operations deragging RAS/WAS pumps
- Deragged 4 submersible aerators.
- Monthly PM's to 26 Liftstations (cleaned and deodorized) also continued with monthly valve exercise program.
- Annual PM's to 8 Liftstations. Pulled pumps check/replace impellers.

Utilities Division completed 85 work orders as reported in MP2 computerized maintenance management system, of which 60 were PM work requests and 25 were repair work orders.