

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 19, 2010

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

City Manager

- Reviewed and prepared with staff as follows:
 - Weekly staff meeting
 - Parker Mynchenburg ocean front park concept plans with Assistant City Manager and Leisure Services Director.
 - Joint permit counter with Assistant City Manager, Planning Director and Leisure Services Director.
 - Discussed Beach Front issues with Bob Guido from Trust for Public Lands.
 - Weekly budget discussion with Assistant City Manager and Finance Director.
 - Weekly meeting with Fire Chief.
 - We were notified yesterday that the State of Florida did not receive any U.S. Dept of Transportation TIGER Grants, (<http://www.infrastructurist.com/2010/02/17/the-tiger-grants-which-states-were-the-big-winners>)

- Attended:
 - Meeting with CDM and Commissioner Gillooly on stormwater issues.
 - Meeting with Consolidated Tomoka and City staff on Hand Avenue.
 - Daytona Beach Chamber of Commerce annual dinner.
 - ICMA Webinar on Culture of Leadership.
 - County Council meeting on CRA issues.
 - Meeting with Parker Mynchenburg, Assistant City Manager and Leisure Services Director on ocean front park concept plans.

City Clerks 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 and recording meetings):
 - City Commission Meeting
- Prepared packets for February 16 City Commission meeting.

Community Development

- Planning
 - Staff attended the Technical Coordinating Committee meeting of the MPO and learned the following:
 - As soon as the City finalizes the design of Phase 2A and 3 of SR40 multi-use trail, we need to send these to FDOT with a copy to the MPO to add the projects to the Priority List. If the second phase of the Stimulus Bill gets approved (Jobs Bill), Volusia County stands to receive \$6.2 million dollars. There is also a good chance that additional funds may be available from the original stimulus due to lack of

performance in other districts. If the Halifax Drive resurfacing is ready, it should be sent to FDOT immediately. This was conveyed to Engineering.

- A status report by FDOT on ARRA funding performance was provided. Eighty-eight ARRA projects in FDOT5 were obligated and due to low bids, an additional 17 projects were added for a total of 105 projects. In Volusia County, 7 ARRA projects were obligated and due to low bids, an additional 2 projects were added. All 9 are obligated.
- Due to the resurfacing bids for A1A coming in below budget, \$2.1 million has been recovered from FDOT for XU funding this coming year. Approximately \$2.8 million is available for construction and \$410,000 is available for design and studies. In-kind contribution such as design, engineering, surveying, and inspection is still acceptable as the local 5% match.
- Main Street is sponsoring a workshop on March 1 from 10 am to 1 pm for the downtown businesses and property owners to discuss staff's Form Based Code and the totally revised Property Improvement Program. The meeting will be held in the Training Room at City Hall.
- Building Inspections, Permitting & Licensing
 - 60 permits issued with a valuation of \$1,722,530.00.
 - 138 inspections performed.
 - 3 business tax receipts issued.
- Development Services
 - The SPRC received the following plans:
 - **Wastewater plant expansion** (2nd submittal).
 - **Creekside partial easement vacation.**
 - **Ormond Station** - final submittal.

Economic Development

Ormond Crossings

- The Stipulated Settlement Agreement has been approved by the City and DCA. The Remedial Amendments and other related documents are being transmitted to DCA in the next few days. DCA has 45 days from receipt of the documents to issue the Notice of Compliance. The public has a 21 day appeal period following the issuance of the notice to the City.
- Now that the CRA update has been approved by the Commission, staff is preparing to transmit the CRA documents and arranging a meeting with County staff as part of the County Council review/approval process of the CRA update.

Airport Business Park

- Staff is preparing a mock directory sign at the entrance to the Business Park to have feedback from the businesses prior to final design.
- The widening of the entrance of Sunshine Boulevard and Airport Road, as part of the County's Airport Road improvement project, is underway.
- This week some of the businesses have contacted staff regarding power disruptions and staff is working with FPL customer representatives to assist in resolving the short term power issues.
- Staff is scheduling a meeting in March to discuss the proposed signage plans and solutions to the power related issues.

Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.

- Staff is appointed to represent city economic development practitioners on the Business Development Partnership Collaborative Economic Information Technology Development Delivery System Committee. The purpose of the group is to improve the Metro Daytona Economic Development Corporation's (MDEDC) economic development website to include available properties within the City and County and to enhance local marketing programs to attract prospects to their communities. This week, the first of several vendors demonstrated their software programs.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the MDEDC and County staffs to discuss potential business opportunities.
- Staff responded to three requests for information on the available Ormond Beach properties for manufacturing prospects.
- 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.

Special Economic Development Projects

- . The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Economic Development Corporation. A workshop between MDEDC and the County Council is scheduled for February 25.
- Staff attended the Council meeting on February 18 and following lengthy discussions between representatives of the cities and the county elected officials, the revisions to the existing and future CRA resolutions were approved.

Airport Operation and Development

- Staff prepared and submitted to the City Attorney a lease agreement between the City and Wright Flyer, LLC, for a portion of airport property, more specifically known as parcel 1 of the southeast quad, an area of approximately .83 acres. A previous lease agreement for Parcel 1, authorized by the City Commission under Resolution No. 2010-07 with 2 individual lessees, was not formally executed as the lessees have established an LLC. The previous lease agreement will therefore be cancelled and a new lease is being offered for approval. This lease represents revenue to the airport fund in the amount of \$8,134.83 per year.
- Staff continues to work with representatives of the Building Maintenance and Engineering Divisions regarding efforts to address ongoing water leaks at the Air Traffic Control Tower. Staff is investigating warranty issues to determine liability for repairs in this matter, and held a meeting this week with a representative from Hall Construction to inspect the tower and determine a course of action. Staff is in receipt of an estimate to permanently correct these leaks.
- Staff completed work with representatives of the civil engineering firm McKim & Creed to submit an on-airport construction proposal to the FAA for review. This proposal details the site development plans for Parcel 3A and 3B, a joint effort between BETNR Industrial Construction and Advanced Composite Solutions.
- Staff completed the preparation and submission of a 2010 Florida City and County Management Association (FCCMA) nomination on behalf of the City, based on the programs and processes developed in relation to the "Report on Findings and Recommendations" of the Aircraft Noise Abatement Task Force. The City is being nominated for the FCCMA "Award for Program Excellence."
- Staff continues to gather estimates for the construction of new advisory signage at the airport, designed to help communicate the particulars of our voluntary noise abatement

- procedures to both resident and itinerant pilots. Signage is to be placed at all of the access gates to the airport, and adjacent to all taxiways.
- Work on the airfield electrical improvements project commenced this week. Staff issued a NOTAM (Notice to Airmen) via the FAA, advising that Taxiway "E" will be closed for approximately one week while new lighting components are being installed.
 - Staff compiled and submitted the monthly FDOT Active Aviation Grants Status Report this week.
 - Work on phase 2 of the airport security upgrades project commenced this week. An additional fencing project in the southeast quad (phase 3) is being planned. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
 - Staff received from Hoyle, Tanner & Associates the 90% design documents and project manual for the OBMA public use heliport project. Grant closeout documents for the design phase of this project should be forwarded to the FAA within 60 to 90 days. Site inspection for the proposed heliport has been completed, and approval of the proposed site has been received from the FAA.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is continuing to work with the IRS to finalize the few remaining issues. We expect the IRS audit to be concluded shortly.
 - The FY 2008-09 audit was presented to the City Commission by James, Moore & Company (JMCo.) the City's auditor firm. Ormond Beach was the first client of James, Moore & Company to complete the annual audit process.
- Completed Projects - Weekly
 - Processed 41 Journal Entry Batches (# 1775 - 1873).
 - Approved 11 Purchase Requisitions totaling \$39,593.51.
 - Issued 19 Purchase Orders totaling \$82,420.46.
 - Advertised Bid No. 2010-13, US1 and SR40 Utility Relocated in the News-Journal and on DemandStar on 2/7/2010.
 - Held bid opening for Bid No. 2010-03, SR40 Multi-use Trial (Phase 2) Old Tomoka Rd to Breakaway Trails, on 2/12/2010. Eleven (11) proposals were received.
 - Held bid opening for Bid No. 2010-12, Rima Ridge Well Field Expansion, wells 54, 55 and 56, on 2/17/2010. Seven (7) proposals were received.
 - Prepared 59 Payroll checks totaling \$51,197.69 and 320 Direct Deposits totaling \$363,823.78.
 - Transferred IRS 941 payment of \$144,089.91.
 - Processed 3,758 cash receipts totaling \$363,611.94.
 - Processed 1,305 utility bill payments through ACH totaling \$82,787.06.
 - Processed and issued 5,674 utility bills with billed consumption of water of 24,792k gallons.
 - Issued 695 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Residential Fire – 923 Rollins Avenue
 - Citizen Contacts
 - Media Contacts
 - Completed March Employee Newsletter
 - Volusia League of Cities Nominations for Distinguished Service Awards (Fred Costello, Joyce Shanahan, Kelly McGuire, Doug Thomas)
 - FCCMA Nomination for Award for Career Excellence (Eugene Miller)

- Grants
 - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements.
- Other
 - Attended World Changers meeting along with other local municipalities.
 - Attended monthly Volusia/Flagler Public Information Network meeting.

Fire Department

- Met with Volusia County Fire Service to discuss updates on dispatch assignments in County jurisdiction which involve Ormond and Daytona units.
- Submitted Emergency Medical Services Tracking and Reporting System (EMSTARS) reviews to the State; 100% compliant for January.
- Attended EMSTARS meeting at Station 92 with State of Florida and FireHouse users in Volusia County.
- Fire Department and Police Department met with Risk Manager regarding exposure policy at former Memorial Hospital.
- Met with HR on IAFF contract negotiations regarding developing worksheets indicating status of negotiations.
- Continued working on issues related to Collective Bargaining related IAFF 2008-2011 contract.
- Met with Public Works to discuss coordination of upcoming hydrant flow testing program.
- Met with Building Dept on plans review requirements and set-up for Building Dept. to view data in the FireHouse software program.
- Held bi-weekly administrative staff meeting.

Weekly Statistics

2	Fire
9	Fire Alarms
5	Hazardous
67	EMS
3	Motor Vehicle Accidents
24	Public Assists
110	TOTAL CALLS

- Aid provided to other agencies: **11 calls (Volusia County, Holly Hill, Daytona)**
- Aid received from other agencies: **3 calls (Volusia County, Daytona)**
- Total staff hours provided to other agencies: **6 hours**
- Total staff hours received from other agencies: **9 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **0**
- # of overlapping calls: **25**

Training Hours

4	Driving
18	EMT Refresher Module 4
12	Pump Operations
4	Tactics
18	Technical Rescue
20	Ventilation
76	TOTAL STAFF HOURS

Activities

- Updated 23 pre-fire plans
- Conducted 4 fire inspections
- Performed 5 smoke detector checks
- Weekly Fire Explorers meeting held at Station 92

Significant Incidents

Date: Saturday, February 13th

Type of Call: Hazardous Clean-up

Address: 440 N. Nova Rd

Dispatch Time: 8:04 PM

Cleared Time: 8:16 PM

Jurisdiction: Ormond Beach

Units on Scene: Quint 92

Incident Description: Called to the skate park to clean up the debris from 2 acid bombs. Some discoloration to the concrete where the acid soaked in prior to being called.

Date: Monday, February 15th

Type of Call: Structure Fire

Address: 923 Rollins Ave

Dispatch Time: 9:48 PM

Cleared Time: 10:55 PM

Jurisdiction: Ormond Beach

Units on Scene: Ormond Beach: Quint 91, Rescue Engine 93, Battalion 90
Volusia County: Engine 14, Battalion 10
Daytona Beach: Engine 3, Rescue 3
EVAC

Incident Description: Dispatched for a confirmed structure fire with flames and smoke coming from the structure. Upon arrival Q-91 pulled an attack line, and once two-out was established, made entry to find a chair seat on fire. It was quickly extinguished with water. Daytona Beach E-3 conducted a primary search of the residence and declared it clear of occupants. All automatic aid was released from the scene and RE-93 and Q-91 performed overhaul and salvage operations in the residence. Cause of fire appeared to be a candle on the dining room table which had overturned igniting the table top. The resident emptied a fire extinguisher on the fire and then fled from the house with the pets. Damage was confined to the dining room table, chair, rug and small area of hardwood floor. Smoke and heat damage occurred directly over the table ruining a light fixture and discoloring the paint. Upon completion of salvage, the home was deemed habitable and turned over to the resident. Damage is estimated at \$4,000, value of the residence at \$115,974 and contents estimated at \$30,000.

Human Resources

- Job Requisitions
 - PD - Police Officer
- Approved/Active Recruitment
 - PD - Police Chief
 - Leisure Services – PAC Supervisor
- Screening/Interviews Scheduled
 - None
- Background/Reference Checks
 - None
- Job Offers
 - Police Officer, conditional offer made Jan.15, 2010. Cleared for employment and will start March 8, 2010.

- Maintenance Worker II, Wastewater Collections, pre-employment processing 2/17/10
- Terminations/Resignations/Retirements
 - PW – Office Assistant III – resignation - effective 02-19-10
 - PD – Police Chief - retirement – effective 03-26-10
 - FD – D.E./EMT - retirement – effective 04-30-10
- Policy Under Review
 - Update email policy to expand language regarding proper use of email. Presented to City Manager for approval on 02-18-10.
 - Update cell phone use policy to include language regarding visual distractions while driving, i.e., texting, emailing, etc. Presented to City Manager for approval on 02-18-10.
 - Update no smoking policy – ban to extend to City vehicles. Presented to City Manager for approval on 02-18-10.
- Risk Management
 - Distributed proposed changes in level of insurance coverage for insured facilities to members of the Program Committee via the City Attorney's Office. Anticipate discussion and feedback at February committee meeting.
 - Finalize post-exposure reporting procedure with Florida Hospital Memorial Medical Center for employees receiving a significant exposure to blood-borne pathogens on duty.
 - Police Department – A vehicle received a scratch in the paint while passing through a narrow corridor between another vehicle and a dumpster. Fleet will arrange the repair – cost TBD.
 - Police Department – A vehicle received a dent during a struggle with a person being arrested. Cost TBD.
 - Claim settlement check sent to Thousand Oaks Condominium Association (\$398.50) to repair fence damaged by a tree limb.
 - General Liability claim settled in a wrongful death suit. Terms of settlement agreement will be presented to the Claims Committee in February for review and approval.
 - Workers' Compensation report – Public Works - Medical attention for a muscle strain.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - Electrical – Vendor scheduling Delta-Grounding of data equipment
 - Server Virtualization – Implementation planning: modeling current environment
 - Document Imaging – City Clerk project – Preparation for RFP
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: None
 - Networking System: None
 - Work Orders: 53 New work - 45 completed - 49 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	63,302	Net Inbound E-Mails	46,334
Inbound Bad E-Mail	15,833	Percentage bad mail	26.8%
Virus Messages Blocked	1,082		

Notable Events: Several staff members out sick this week, workload backing up slightly.

- Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 5 Corrections: 5

- Map/Information Requests: 9
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

- Administrative Services
 - Met with Hall Construction – Airport Tower concerns
 - Supervisory Staff Meeting
 - Park Concept Plan Meeting
 - Sports Complex Issues Meeting
 - Public Works Staff meeting
 - City Manager's Staff meeting
 - Bailey Riverbridge Gardens Meeting
 - Joint JPC Meeting
 - City Commission Meeting
 - Facilities Maintenance Supervisor meeting
 - Remodel Meeting
 - Volusia Co. Council Meeting – BPS Agenda Item
 - Oceanfront Parks Discussion
- Athletics
 - The City Men's Softball Winter League started their first week of playoffs this week at the Dale Buttleman Softball Quad 4. Playoff games will run the next two weeks, Monday and Wednesdays, at 6:30, 7:45, and 9:00 p.m.
 - Girl's and OBYBA Boy's playoff basketball games continued this week at both the South Ormond Neighborhood (M, W, F) and Nova (M – W) gyms.
 - The OBYBSA competitive teams, the Lady Renegades and the Golden Spikes, continued practicing this week at the Quad, Nova Fields and the Kiwanis Field.
 - CCA and FLHS Softball, as well as RBA, SHS, and FLHS Baseball, continued practices this week at the Sports Complex. CCA and SHS Softball opened their game season this week at the Softball Quad. Last week's games were rained out.
 - Louis Camacho's Spring 11 V 11 Adult League was back in action this Sunday at 10:00 a.m. at the Sports Complex on Soccer Field 10.
 - Ormond Beach Golden Spikes, the competitive baseball program of the Ormond Beach Youth Baseball/Softball Association, continued AAU League play this past weekend at the Wendelstedt Fields. These games will run most weekends through the month of May.
 - The Ormond Beach Youth Baseball/Softball Association started their team practices this week at both the Nova Fields, and the Dale Buttleman Softball Quad. These will continue through March 5th.
 - Upcoming Spring Programs: City Adult Coed Softball, City Youth Coed Volleyball, Ormond Beach Soccer Club Spring Season.
- Athletic Field Maintenance
 - Mowed baseball fields 1-4 twice a week
 - Mowed common areas
 - Mowed South Ormond outfield; cleaned tennis and basketball courts
 - Went to Osceola Elementary to prep softball fields; cleaned tennis, basketball, and handball courts
 - Nova Park: mowed infields and outfields; cleaned skateboard park, tennis and handball courts
 - Mowed softball fields 1-4 and coed fields
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment

- Cleaned restroom, offices and lunch area of Maintenance Building
- Mowed soccer fields 1-10 twice a week
- Painted foul lines on softball fields
- Cleaned up soccer fields after weekend tournament
- Over-seeded for the second time on baseball fields
- Built six new full-sized goals and positioned them on the fields
- Painted foul lines and prepared baseball fields daily for high school and competitive teams
- Edged and cleaned out clay from grass on the baseball fields
- Cleaned up after daily use of the soccer fields
- Prepped softball fields 1-4 for men's slow-pitch league, Lady Renegades, CCA and Father Lopez practice
- Removed and disposed of chairs in the ballet room at the PAC
- Prepped fields 1-5 at Nova Park for practices and weekend games
- Started to prep softball field 7 for laser grading

- Senior Center
 - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church and the Daytona Community Church.

- Performing Arts Center
 - The PAC hosted the Ormond Beach Show Club Follies on stage Tuesday through Thursday this week. The group is preparing for their March production of Follies 2010.
 - The PAC hosted the Ormond Beach Theatre Workshop on stage Friday of this week. The group watched their recent show video and began preparing for their January 2011 production.
 - The PAC spent the week preparing for the 1st annual Founders Day Celebration on Saturday. The show will include re-enactors performing as the original settlers and founders of Ormond Beach, plantation owners and more.
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, Children's Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet, Judo
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre, KEDA
 - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
 - Friday – Greene Dance, Children's Musical Theatre
 - The Performing Arts Center is preparing to host the following events:

February 19 th	•	Wyotech Graduation
February 20 th	•	Aberdeen Revue \$15
February 21 st	•	Aberdeen Revue \$15
February 24 th	•	Daytona Beach Concert Band FREE

- South Ormond Neighborhood Center
 - OBYBSA playoff games will continue through February 19th.
 - PAL basketball practices were held Tuesday and Friday evening.
 - Youth basketball activities took place everyday except Sunday.
 - Staff continues to make the necessary repairs and cleanup to both the inside and outside of the facility as needed.
 - Staff is making preparations for the opening of the splash pad in March.

- Staff is preparing for the birthday celebration for Ms. Beatrice Avery, a World War II Veteran, to be held on Saturday, February 20th.
- Community Events
 - Development of Birthplace of Speed event flyer.
 - Development of Call for Artist flyer.
 - Assisted with Walk with the City Manager program.
 - Attended Birthplace of Speed planning meeting with Culture Center Coordinator.
 - Reviewed Fireworks RFP with Recreation Manager.
 - Extensive event interview with Joyce Ebbets, Media Specialist, about the activities for the Birthplace of Speed event. This interview will lead to possible media coverage and articles to promote the event.
 - Continued soliciting sponsorships for several upcoming events.
 - Attended Memorial Day meeting.
 - Attended Senior Games planning meeting.
 - Staff continues to register participants for Art in the Park and Birthplace of Speed.
 - Staff is answering several incoming calls for information about Art in the Park and the Birthplace of Speed event.
 - Art in the Park applications and event information is available by going to www.ormondbeach.org/events.
 - Attended County Council meeting for Birthplace of Speed event.
 - Designed templates for Birthplace of Speed participant plaques.
- Gymnastics
 - Four students from the Friday recreational class have moved on to the Level 2 class.
 - This weekend is the big cheer competition at Mainland High School on February 20th. Teams from all over Florida will be competing.
 - Several inquiries have been made regarding the Tumbling Tots class, and we are anticipating some new students next session.
- Nova Community Center and Special Populations
 - Regular adult classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga were held.
 - The Activity Class, Miss Debby's Dance and Phonics continued their classes for the winter season.
 - FitGyms conducted their personal training, tennis lessons and Fit Moms.
 - Girl Scout Troop 195 met in the small classroom on Wednesday evening.
 - Special Populations Jazzercise met for their fourth class on Thursday in the activity room.
 - 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.
 - A "Motivational Presentation for Coaches" was held at Nova on Saturday morning from 10:00 a.m.-1:00 p.m.
 - Preparations and planning continued for the Shining STARS Pageant and Fashion Show for special needs participants including registering participants, completing the script for the event, developing the bios for the participants, purchasing supplies, meeting with the planning committee and sending event information to the performers.
 - Challenger Volleyball met for their fourth practice on Tuesday in the Nova gym.
 - Teacher Duty Day camp for both Nova and Special Populations was held on Monday.
 - Planning continued for Camp T. Rec including continued development of the daily activities spreadsheet, developing the bussing schedule and completing the inventory process.

- Planning began for Nova's summer camp including confirming guest instructors, beginning the inventory process and completing the monthly calendar.
- The Casements
 - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
 - Special tour for the Red Hat Society Members of Edgewater was held on Wednesday from 10:00 a.m. to 11:30 a.m.
 - Special tour for St. James 3rd grade class was held on Thursday from 10 a.m. to 11 a.m.
 - Yoga classes were held on Tuesday and Thursday.
 - Casements Coordinator attended the Commission Meeting this week for the Proclamation and Presentation to the "Women through History" exhibit currently on display at The Casements.
 - Staff assisted with set up and strike of the weekly Farmers' Market on Thursday morning.
 - Zumba classes were held on Thursday afternoon.
 - Greek Cooking returns this week on Saturday morning.
 - Casements staff worked to clear decorations and items used for the 100th Year of Scouting celebration this past Saturday.
 - Casements staff worked this week to finalize the Enviro Camp program and outline.
 - Staff worked to complete the Summer Art Camp brochure.
 - Staff worked this week to finalize the "Movies on The Halifax" film features for the rest of the year, along with beginning the search for sponsors to cover the film usage cost.
 - Planning continues this week for the "Swing Into Spring" concert series.
 - Staff worked very hard this week to relocate items stored during the renovation period to their new permanent closets and carriage house.
- Facilities Maintenance
 - Repaired VCT flooring at the Gymnastics Center
 - Replaced vandalized toilet at Nova Rec. south side restrooms
 - Repaired HVAC system at Maintenance Building, Wastewater Treatment Plant
 - Repaired mop sink drain at the Ormond Beach Soccer Club
 - Repaired door in the activity room at Nova Rec.
 - Installed new kitchen faucet at the Senior Center
 - Moved boxes from legal department to storage at Fleet Maintenance
 - Replaced flag light at City Hall
 - Repaired urinal at City Hall
- Parks and Irrigation
 - Repaired bench at the Magic Forest playground
 - Installed mirror in the ladies room at Fortunato Park
 - Secured loose pilings at Joyce Ebbets Pier
 - Removed graffiti at the Magic Forest
 - Repaired damaged railroad ties for parking lot at Riviera Park
 - Repaired flag pole light at Riviera Park
 - Ran zones on West Granada medians, replaced eight rotor heads
 - Installed new timer at Sunshine Boulevard Lift Station
 - Replaced rotor at Riviera Park (stolen)
 - Turned off water on US1 medians for mainline repair
 - Replaced two spray heads at The Casements
 - Repaired solenoid and timer on South Nova Road medians
 - Reset timers on median 2 and 3 on West Granada medians
 - Replaced three damaged rotors on West Granada medians
 - Flagged and marked mainline at Airport for Brighthouse cable installation (trenching)
 - Replaced two damaged spray heads on Forest Hills medians

Police Department

- Administrative Services
 - Officers received 10 requests for extra patrols (generated by citizens, City personnel, etc. due to suspicious activity or offenses).
 - Attended Department Directors' meeting with City Manager.
 - Attended City Commission meeting.

- Community Services & Animal Control
 - Animal calls responded to 34
 - Animal Bite 1
 - Animals to FHS 5
 - Animal Reports 5
 - Solicitor Permits 2

- Criminal Investigations
 - Cases Assigned: 24
 - Cases Cleared by Arrest/Complaint Affidavit: 2
 - Cases Exceptionally Cleared: 4
 - Inactive: 6
 - Fraud: 3
 - Burglary Business: 1
 - Burglary Residential: 5
 - Larceny Car break: 9
 - Grand Theft: 2
 - Auto Theft: 1
 - Offense Against Family/DCF Reports: 2
 - Missing Persons: 0
 - Recovered Missing Persons: 0
 - Sex Offense/Rape: 0
 - Robbery: 0
 - Assaults: 0
 - Police Info: 1

Crime Trends: Not one copper/air conditioner theft in the last two weeks (since the arrest of Steve Butler & Justin Phifer.)

Records:

- Walk-Ins / Windows - 198
 - Phone Calls - 270
 - Arrest / NTA's - 12
 - Citations Issued - 184
 - Citations Entered - 323
 - Reports Generated - 117
 - Reports Processed - 138
 - Mail / Faxes / Records Request - 110
-
- Operations
 - 02/11/10 – Grand Theft – Willow Pond – five fire extinguishers taken from apartment complex.
 - 02/12/10 – Burglary Business – W. Granada Blvd. – equipment taken from construction site.
 - 02/12/10 – Burglary Carbreak – North US1 – window smashed, GPS taken.
 - 02/12/10 – Burglary Residence – Royal Dunes Blvd. – TV taken.
 - 02/12/10 – Traffic/Power Issues – high winds knocked down a tree and power line along S. Washington Street; power out to some areas.

- 02/13/10 – Burglary Residence – Deep Woods Way – tools and equipment taken from garage; one month time frame.
- 02/14/10 – Burglary Carbreak – Rocky Creek Trail – unlocked vehicle; wallet removed.
- 02/14/10 – Burglary Residence – Orchard Avenue – TV taken.
- 02/15/10 – Disturbance/Narcotics – S. Orchard – resident started fight with another resident; was in possession of narcotics; arrest made.
- 02/15/10 – Burglary Carbreak – N. Beach Street – vehicle unlocked; unable to determine if anything missing.
- 02/16/10 – Burglary Carbreak – Riverbeach Drive – equipment removed from bed of truck.
- 02/16/10 Burglary Carbreak – N. Nova Road – purse and GPS taken from vehicle, recovered by another subject and returned to owner; both recovering subject and owner left prior to arrival of officers.
- 02/16/10 – Burglary Carbreak – N. Beach Street – two cars entered; vehicle and house keys taken.
- 02/16/10 – Aggravated Battery – Timberline Trail – new boyfriend ran over ex-husband with vehicle; arrest made.

- Traffic Unit:

- Race traffic 3 afternoons
- Thur, Sat, and Sun – Traffic unit worked the traffic boxes on the West end of the city to alleviate traffic congestion causing minimal effect to the city and its residents.
- 10-02-00201 - 3 car crash at Clyde Morris and SR40. This crash was at the beginning of our traffic pattern on Thursday 2/11 and tied up traffic for approx 45 min.
- Traffic Citations 88
- Parking Citations 1
- Crash - No Injury 11
- Crash – Injury 3
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 88
 - Self-Initiated Enforcement Locations:
 - 300 Block Hand Ave.
 - 500 Block Division Ave.
 - 300 Block N. Ridgewood Ave.
 - 700 Blk. SRA1A
 - 600 Blk Hand Ave
 - Enforced Complaints:
 - 100 Block Clyde Morris Blvd. (Crossings)
 - 300 Block Clyde Morris Blvd. (Aberdeen)

- Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 8 Cases Initiated
- Zone 2: 7 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 3 Cases initiated
- (In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)
- 10 tree removal permit requests
- Administrative staff assisted with one (1) lobby call and seventy-one (71) telephonic inquiries.

Public Works

• Engineering

- Hardened Data Center- Work Authorization issued for grounding.
- Existing Wells 8 A, Division Ave- Well modifications expected to begin within two weeks. Contractor has submitted well modification permit to SJRWMD.
- US1 Forcemain Extension Phase II- Staff met with owner of prime contractor for progress meeting. Contractor expressed desire to complete work, but needs release of payment. Legal will determine course of action. Additional geotechnical information was submitted to FDOT for US1 core sampling.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- The majority of utility work is completed and the contractor has started work on constructing the Sunshine Blvd. turn lane.
- CDBG Decorative Pavers – The sign contractor has begun fabrication on both monument signs. Staff will be selecting the background tile next week. The landscape contractor walked the project with staff and will begin installation of the irrigation and landscaping as soon as the monument signs are installed.
- Downtown Improvements – The new furnishings were shipped on February 18th. Staff will be installing the new furnishings and removing the decorative planters along the entire downtown streetscape. Staff is considering alternate locations for the concrete planters.
- OBSC Replacement Netting – The contractor contacted staff and pushed back the installation start date by one day due to the recent heavy rains. The work started on February 16th.
- Ormond Shores Stormdrain Replacement- Contractor has completed installation of stormdrain and partially completed the watermain. Road work and restoration will be completed within the next two weeks.
- Granada Beach Approach- The contractor is scheduled to begin construction on March 1st and will take approximately 60 days to complete the project.

• Design Projects:

- Water Treatment Plant Distribution System, Phase II- Staff met with consultant to review revised design for tie-in at the south end of the WTP. Expecting to bid project in early March.
- Alcazar-Buena Vista Drainage Area Improvements- Additional utilities improvements on these roads expected to be included with these improvements if funding is available. Design 40%. Utility replacement is also being considered for these streets receiving stormdrain improvements.
- Airport Rd Forcemain Extension- Permit package has been received. Design is approximately 80% complete.
- SR40 Sdkw/Trail Phase I- Contract executed by contractor.
- SR40 Sdkw/Trail Phase II- Opened bids.
- SR40 Sdkw/Trail Phase III- Work Authorization issued for design, soil borings and survey.
- Hull Rd & US1- Contacted FPL for relocation of guide wire.
- Cassen Park Boat Ramp- Received DEP and Army Corp permit, procured manatee signs
- Vining Court- The 90% plan set was reviewed by staff and written comments were sent to the design consultant.
- Tomoka State Park- Prepared FDOT package.
- OBSC Boundless Playground – Staff is revising the preliminary concept plan to aid the manufacture in completing a finalized design.
- LED Lighting Conversion- The lighting rep delivered two LED fixture for testing on New Britain Avenue and in Bailey Riverbridge parking lot. This will give staff an opportunity to

- view and select the best wattage fixture for replacement in the Downtown side streets and CDBG areas.
- Granada Beach Approach- Contacted DEP on permit status early March.
 - Granada Bridge Decorative Pole Replacement – Staff prepared a work authorization for the structural engineering that is currently being review for execution.
 - Ormond Parkway Park – Staff is soliciting written quotations from local contractors for construction services.
 - Urban Forestry Grant – Staff completed, mailed and received notification that the grant application was delivered for review.
 - Tymber Creek Widening, Phase I- The letting of this project has been pushed out due to permitting issues associated with aspects of the County's part of the project.
 - Rima Ridge SR40 Entrance- Application submitted for approval of entrance design. Designed vertical curve and elevation layout revisions per FDOT comments.
 - Tymber Creek Widening, Phase II- County is experiencing permitting delays for the road widening and may not go to construction this fiscal year for Phase 1.
 - Rima Ridge Wells 54, 55 & 56- Pre-bid conference was held. Addendums 1& 2 have been issued for bidding. Bids were received on Wed. February 17.
 - Mast Arm Rehab- Documents sent for contract execution to Contractor.
 - SR A1A & Beach St.- Documents sent in for FDOT permit.
 - US1 & SR40- Discussed with FDOT on construction and contaminated area.
 - Stormwater Study – The EVRWA met and agreed to revise the scope of services for the study to look at additional alternatives.
 - Wastewater Treatment Plant Expansion and Rehabilitation – Waiting on SJRWMD SRF review and approval of the final plan submittal prior to bidding the project.
 - John Anderson Drive – City Commission has been updated on status which indicated staff will be proceeding with contract negotiations with Gyhabi & Associates for the design portion on the project.
- Capital Projects:
 - Review Hand Ave Collector Rd Upgrade plan markup comments and check drawing set for compliance.
 - Administration:
 - Naviline- Engineering permits and inspections are now being tracked on the HTE system.
 - Private Stormdrain System Maintenance Memo and map are approximately 85% complete.
 - CDBG Map- Staff created a map for the CDBG areas with road conditions and utilities to determine best action for improvements in these areas.
 - Nova Rd Landfill Monitoring- Sampling was performed for the Dec 09 reporting; however, the lab processing has had some difficulties. FDEP has been notified of the problems. BFA is working with the lab to straighten things out.
 - Transfer Station/WWTP Petroleum Tank Removal- Consultant submitted limited site assessment report the VCHD. The report indicates that there is no detectable contamination and request a letter of no further action.
 - Submitted new utility permit for SR 40 water line relocation
 - Processed project invoices/pay requests totaling \$257,686
 - Prepared work authorization's totaling \$24,284
 - SRF Loan Administration – routed/transmitted executed disbursement request #8 to FDEP for \$1,354,802
 - Meetings:
 - Met with Comtech on pedestrian bridge requirements SR 40 Phase 3

- Attended Halifax Utilities Meeting
- Customer Service:
 - Met with resident Princess Circle on the discharge of basement water.
 - Tree locates at 1114 Shelbourne for Neighborhood Improvement Dept. request.
 - Write Easement vacation legal description for 4 Foxcroft Run.
- Other:
 - Water elevation survey along Thompson Creek to check for possible downstream blockage.
 - Request proposal for survey from CSI for PH 3 SR 40 Sidewalk.
 - Locate and plot the requested WTP Expansion plan sheets for Mike Dunn.
- **Street Maintenance**
 - Asphalt/Concrete
 - Pull forms at A1A/Briggs, Cottonseed, Coquina Point, Water Plant and Sandy Point
 - Repair potholes at Cassen Park, Pineland Trail, 592 N. Ridgewood and citywide
 - Asphalt utility cut at US1 and Arroyo Parkway
 - Asphalt in front of Stormwater grate on China Moon
 - Repair concrete – vinyl patch at 27 China Moon
 - Asphalt repair on Pineland Trail
 - Form for concrete around fire hydrants at Rio Pinar/River Bluff and Rio Pinar/Main Trail
 - Level asphalt at 45 Ormond Parkway
 - Water Department asphalt utility cut at 53 N. Old Kings Rd.

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Change out flags on the Granada Bridge
- Trim limbs at Public Works parking lot
- Remove and trim limbs at 2 Park Ridge and Wilmette
- Prep truck #284 and take to Lake City for repair of boom.
- Trimming at various locations

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 Park III & Division Avenue
- Maintenance of various vehicles
- ROW trimming citywide
- Assist Ballfield Maintenance with loader
- Replace railroad ties and finish with spikes at Nova Recreation
- Repair low spots at Central Park II and Sanchez Park
- Shoulder repair at Pineland Trail with recycled concrete
- Repair parking lot at Ames Park

Sign Shop

- Complete fabrication of HIP street names for intersections along N. Beach St.
- Continue installation of HIP street names at intersections along N. Beach St. (14 intersections)
- Install “No Dumping” & “No Trespassing” signs on the east side of Mayfield Terrace

- Received quotes on assorted signs & requesting a purchase order
- Repaired signs at the following locations:
 - Sherbourne Way & Wandering Oaks, replace the post & street names that blew down in the wind
 - NE Tomoka Ave. & S. Yonge St., straightened stop sign
 - S. Center St. & Hand Ave., replace “Central Park” directional sign
 - S. Old Kings Rd. & Hammock Ln., replace “Central Park” directional sign
- **Stormwater Maintenance**
Maintenance Crew
 - Locates citywide
 - Carp Barriers inspected and cleaned
 - Pump stations inspected
 - Outfall Cleaning – Cassen Park and Selden Ave.
 - Delitter North US1 for Reachout Mowing
 - Reachout Mowing on North US1
 - Haul Streetsweeper debris
 - Delitter FDOT Pond – Arroyo Parkway
 - System Inspection – 31 W. Granada Blvd.
 - FDOT Pond Inspections
 - Mark for locates and call for locates on Wilmette Ave. & RR tracks
 - Vacon – Line Cleaning
- **Streetsweeper – Street Sweeping**
 - Just put back into service 2/17/10, no data yet
- **Fleet Operations**

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
2	22

Road Calls for the week:

3

Accidents for the week:

Total: 2
PD # 029
PD# 117

The below fuel inventory report will continue on the weekly report.

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

<u>Diesel</u>	<u>Gas</u>
7009 gallons	11005 gallons

Comments:

Fleet continued to complete all PM services and or repairs on schedule and no unusual occurrences happened this week to our fleet operations.

Bucket Truck #284 will be down for two weeks for scheduled boom maintenance and inspection.

- **Utilities**

- Preparing responses to request for additional information correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal due April 9, 2010. Coordinate with finance regarding formal presentation of water audit with CUP response. Met with WTP and compliance staff to coordinate response preparation activities.
- Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): Received amended draft CCC Plan and Ordinance for review by staff. Draft CCC Plan at VCHD for review.
- Airport Rd. Force Main – Reuse Main to Breakaway Trails – The pressure requirements for reuse delivery to Deer Creek is being researched. Apparently, the system is supposed to be directly connected to our reuse main. Additional booster pumping may be necessary to meet this requirement – assess during design phase.
- Fire Hydrant Replacement Program – Preparing specifications for the project. Field checked hydrants proposed for replacement.
- North US1 20-inch Forcemain Phase II – Attended a meeting to meet the contractor's new project manager. The contractor is re-familiarizing himself with the job requirements.
- Open Top Roll-Off Style Container Filter – Prepared bid documents for review and comments. Sent information to the Public Works Operations Division to determine if the container would be handled by the City's contract hauler. The weight of the unit was provided as requested.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff to prepare Change Order upon final understanding and receipt of additional contract time request and justification from Contractor. The proposal will be modified to be actual cost with an estimate for 150 days of time. The contractor worked on communication problems between the influent pump variable frequency drives and the programmable controller. Received the approved shop drawing for the centrifugal blower motor. Approved Pay Request #13.
- Wastewater Treatment Plant Rehab/Expansion Project - Met with a sales representative to evaluate their diffusers and determine if they were equivalent to diffusers already specified.
- Division Ave. Well 7A and 18A Rehabilitation. Change order for back-plugging remains for completion prior to final acceptance.
- Water Treatment Plant High Service Pump Station VFD Conversion – An additional field order will be required to relocate the transfer switches and increase the wiring size to conform to electrical code requirements. The cost of the field order was estimated to be \$9,085. Requested cost of field order number 6. Processed pay application number 2 for the contractor.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) –The project is advertised for bids.
- Pump Station Repair and Replacement Project: Continuing major piping installation and bypass pumping operations underway at LS 6M. The access ladder is deteriorated and is found in need of replacement. Currently assessing ladder replacement types and costs. Requested a cost for a fiberglass ladder instead of galvanized steel. Fencing and landscaping needs to be completed. Laurel Oaks Lift Station - The odor control system was installed but neighbors concerned with equipment noise. Sound arrestor was installed and noise level is well reduced. Jasmine was planted and the area around the fence filled with stone. Other items need to be completed. Reviewed draft change order submittal for Ormond Mall Lift Station. Awaiting receipt of modified pricing. Reviewed the daily construction logs for the project. Met with our inspector and the Quentin L. Hampton inspector to coordinate transitioning services. Using City staff will save approximately \$23,000. Obtained the executed FDEP permit application and sent it to the engineer for processing.
- State Road 5 at State Road 40 (US1 & Granada) – Submitted the permit application to Volusia County Health Department. Received the FDOT right-of-way permit. There are

- some potential concerns with adjacent parcel contaminated soil and ground water that is being researched.
- State Road No. 40 from the West End of the Granada Bridge to SR A1A – Submitted the permit submittal to Volusia County Health Department.
 - Water Main Extension from the Water Treatment Plant to US Highway 1 –Some storm drains and piping will need to be relocated in order to avoid replacing the perimeter wall.
 - Water Plant Forced Draft Aerator Rehabilitation – Met with the engineer to develop a scope for the project. A preliminary design report will be prepared to determine the best way to rehabilitate the aerators. Prepared and sent meeting minutes to the attendees.
 - Water Storage Tank Rehabilitation – Received a revised proposal from CECS to repair the Standish Avenue Water Storage Tank. Sandblasting and painting the interior piping was added to the project scope. The revised rehabilitation cost is \$21,850. Prepared a draft sole source memo for review and comments.
 - SPRC – Reviewed the BETNR project and submitted comments to SPRC. Received approved plans for Airport Road Extension/SR40 Roadway Intersection. Reviewed an easement vacation request for 4 Foxcroft Lane. The Utilities Department had no objection to the request. Met to discuss Ormond Station (a 29 unit condominium complex) and a proposed request for an easement vacation from Creekside.
 - Significant Meetings: Site visit Alcazar – Buena Vista Drainage Project with Engineering and Consultant. Gave utility drawings to engineering department to obtain an estimate for design engineering services to include increasing the water main sizes for better pressure flow in the area. Engineering is presently obtaining the estimate.
 - Meeting held with Hunter's Ridge Consultant for discussing developer draft response to additional information request from SJRWMD for proposed Land Use Amendment in Flagler Co. – City endorsement of response is requested.
- Water Distribution
 - Repaired or replaced 12 Residential meters, replaced 5 water services, replaced 5 meter boxes
 - Repaired/responded to 13 service leaks, responded to 3 low pressure complaint, responded to 2 cloudy water calls
 - Tested 6 city owned backflow preventers
 - Flushed Ormond Shores Dr
 - Performed maintenance on 1 fire hydrant and installed riser kits on 3 fire hydrants. Inspected and counted low fire hydrants in The Trails subdivision to order riser kits, continue listing depth and location fire hydrants that will be replaced during the fire hydrant replacement program.
 - 12 locations of main breaks were landscaped and given new sod.
 - repaired a 6" main break on Ormond Shores Dr and 2-2" main breaks on Ocean Shore Blvd. and Old Kings Rd.
 - Filled in large meter vault with dirt at the OB-Sea water tower site
 - Rescind the boil water alerts on Ormond Shores Dr. and Ocean Shore Blvd.
 - All vehicles were cleaned and re-stocked.
 - Water Treatment
 - Delivered 33.062 Million gallons for the week ending February 14, 2010.
 - Backwashed 15 filters for a total of 720,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Cleaned RO batch tank and lines and prepared cleaning chemicals for skid cleaning.
 - Waste Water Collection - Reuse
 - Crews Responded to ten trouble calls.
 - Six sewer laterals televised, Root controlled six sewer laterals and twelve sewer laterals cleaned.

- Larry and crew replaced back lid on pep tank at 94 Tomoka Ridge Way
- Televised soccer field 4" sewer line.
- Crew repaired 4" sewer force main line at softball field.
- Located manhole at 7 Stone Haven Trail.
- Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Estimated 30.48 Million Gallons Domestic and Industrial Wastewater flow
 - Produced 9.09 Million Gallons of Reuse
 - Produced 21.39 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 4.35 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 211.86 (12%-16% Solids).
 - Centrifuge performance testing and optimization is projected for the last week of February.
 - Training on Centrifuge operations is planned for the third week of February.
 - Training on Influent VFDs and Pump maintenance is complete.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.

- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Complete Rebuild Lime slurry pump #3, new bearings, seals and tube.
 - Attended fork truck certification class.
 - Tightened belts on LPRO Clearwell blower #2.
 - Installed Lime softening Clearwell pump motor #3 received back from repair shop. Tested #1 with megger. Tested at 175 meg ohms to ground which is midpoint of good scale. All pumps back in operation.
 - Worked with Auma valve repair technician on sand filter 1-4 automatic valves. Found 2 blown motors inside actuator. Received quote for parts and started PO process to acquire parts. Valves are being run manually.
 - Checked well 37R for operations, all good.
 - Performed PM's to Rima Wellfield.
 - Performed PM's to Division Wellfield.
 - Checked Accessibility to well 33H for repair activities via the fire trail. You can bring a small truck to the well but a large crane will not make it.
 - Assisted contractor on site with VFD project.
 - Performed PM's to LPRO and Lime softening plant equipment.
 - Performed PM's to Hudson wellfield.
 - Cleaned shop and put away spare parts.
 - Performed Reuse pump station PM's.
 - Performed PM's to SR40 Wellfield. Well 21 SR is still out of service due to contractor activities.

 - Wastewater Plant – Lift Stations – Reuse System
 - Cleaned control box wiring at Shadow Crossings reuse pumping station.
 - Cleaned contacts on Chlorine analyzer at WWP.
 - Replaced batteries at Airport LS.
 - Assisted collections division with rehab at Echo Woods Way.
 - Installed new centrifuge feed pump #1 and motor.
 - Repacked centrifuge feed pump #2.
 - Installed storage shed for centrifuge lifting rigs.
 - Replaced circuit breaker for PEP system at #15 Coquina Lake way.
 - Attended Influent pump maintenance training provided by manufacturer.
 - Attended Influent pump VFD training provided by manufacturer.

- Checked and cleaned 4P level probe.
- Replace drive motor fermentation mixer #6.
- Performed PM service to all plant equipment.
- Derag 4 submersible aerators.
- Monthly PM's to 23 Liftstations(cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 5 Liftstations. (pull pumps, etc)
- Utilities Division completed 72 work orders as reported in MP2 system, of which 58 were PM work requests and 14 were repair work orders.

- Regulatory Compliance and Water Quality
 - Wastewater:
Reviewed historical wastewater priority pollutant analytical data. Meeting set with Chief Operator concerning "Plan of Study" required by the FDEP Operating Permit.

 - Additional Miscellaneous Utilities Staff Updates and Information:
Met with Office Manager to review SERC (State Emergency Response Commission) completed spreadsheet for completion of Tier II forms.

Met with Utilities Manager and Water Plant Chief Operator to discuss RAI responses to the SJRWMD in regards to the 5-yr. CUP report. Worked on assigned responses.