

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: July 9, 2010

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Weekly staff meeting with Directors
- Weekly budget discussion with Finance Director
- Weekly meeting with HR Director
- Met with City Attorney and Deputy City Attorney on risk management issues
- Reviewed FY 2010-2011 proposed budget with Finance Director

Spoke to, attended and/or met with:

- Attended City's Independence Day celebration
- Conference call with Fire Chief, HR Director and labor attorney on IAFF contract
- Meeting with Economic Development Director, Airport Manager, Alan Jorczak (Entech Controls) and David Slick (Command Medical) on capital projects and development at the airport.
- Along with Commissioner Kelley, met with boy scouts touring City Hall and discussed how a city is run.
- Attended County Council meeting on Ormond Crossings CRA, the County Council unanimously approved the CRA updated Ormond Crossings master plan, the final regulatory approval.
- Met with Commissioner Kelley, Bill Livingston of Tomoka Holdings, Gerry Upson and Randy Hayes regarding Durrance Lane issues.

### **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

### **Community Development**

Planning:

- Staff attended the FDOT Intake Meeting for SR 40 Widening from Tymber Creek Road to Williamson Boulevard & Hand Avenue Extension from Williamson Boulevard to Tymber Creek Road.
- Conducted ongoing discussions with Department of Community Affairs regarding the EAR-Based Amendments and compliance.

Development Review:

- Olive Grove has applied to amend the Granada Grande Planned Business Development that was approved for 208 senior multifamily units. The project proposes to construct 88

- multi-family units and have received tax credits to assist in the construction of the project. Staff is working to assist the applicant to meet certain timeframes of their tax credit approvals. It is expected the project will be reviewed by the Planning Board in August and the City Commission in September.
- The Board of Adjustment and Appeals approved two variances for the construction of a dock at 232 South Beach Street, including a 5' variance to the required setback, with a resulting setback of 20' along the north boundary and a 17' (5' for the dock and 17' for two mooring posts) variance to the required setback, with a resulting setback of 8' along the south boundary.
  - Planning and Engineering staff met with the new owner of 499 South Nova Road (former Pic N Save and Ashley Furniture building). The owner has indicated a desire for a child care facility and after-school activities including cheerleading instruction. The property owner and staff discussed necessary landscape improvements and other site improvements.

#### Building Department

- 3 new business tax receipts issued
- 315 inspections performed within the City
- 72 permits issued within the City, with a valuation of \$1,194,726.00

#### Economic Development

##### Ormond Crossings

- **Staff presented the updated CRA to the County Council on July 8 and after a brief discussion the plans were unanimously approved.**
- Staff continues working with Tomoka Holdings' engineers to discuss roadway and landscaping designs for Crossings Boulevard and other local roads within the development. To ensure best practices and standards are being applied to Ormond Crossings, site visits to other commerce parks in the Orlando area are to be arranged in July.
- Plans for the zoning and platting of the property are being draft by Tomoka Holdings for an upcoming meeting with staff in July.

##### Airport Business Park

- Staff has installed the directory sign at the entrance to Sunshine Boulevard. Staff worked closely with a representative group of business owners from the park in the design and placement of this address map. The two monument signs that will replace the old wooden signs are under construction and will be installed at the entrance of Sunshine Boulevard in a few weeks.
- Pace Analytical is moving ahead with a 2,500 square foot addition to their office/lab space that will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. Staff is preparing a request for local and state incentives for the company.

##### Ormond Beach Chamber

- Staff met with Ormond Beach Chamber Prosperity Committee members regarding economic development initiatives discussed at the Leadership meeting. A Business Recruitment Team will be established that will work with City Economic Development staff to provide possible industrial and commercial business contacts and act as business ambassadors for visiting prospects.
- **The joint economic development forum by the Ormond Beach Economic Development Department and Chamber of Commerce was completed last week. Staff is following up with the Chamber of Commerce staff to implement the initiatives discussed at the forum.**

#### Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), formerly known as MDVEDC, 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.

#### Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and have drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Volusia Economic Development Corporation (MDVEDC). A workshop between MDVEDC and the County Council was held to discuss the partnership roles of the organizations. The MDVEDC name was recently changed to Team Volusia Economic Development Corporation (TVEDC). Meetings with the County Council were held June 3 and June 17 and the Council unanimously approved a plan to fund the organization. A number of conditions are required for the funding to be appropriated including verification of private sector funding and approval of a service contract. Further details are expected over the next few months.

#### Airport Operation and Development

- The Airfield Electrical Improvements Project is complete. Ancillary installation of a new pilot-controlled lighting system radio controller has also been completed. Modifications designed to better align the system with pilot-controlled lighting procedures specified in the AIM (Airmen's Information Manual) are also complete.
- Staff's attempts to repair the REILs (runway end identifier lights) on Runway 17 continue to be unsuccessful. Only one of the two REILs on Runway 17 is currently functional. Staff recommends that replacement of the REILs on Runway 17 be considered as part of future airport CIP projections. The earliest that new REILs could be installed based on current projections is 2012.
- Three airport businesses have not responded to requests for proof of current liability insurance, as required under City of Ormond Beach Code of Ordinances, Chapter 3.3 (Aircraft and Airport) Article IV, Sec. 3.3-41. The City Attorney has prepared written notices of default for two of these businesses, while circumstances regarding the third remain under review by the City Attorney and Risk Management. The two notices of default were sent on July 2<sup>nd</sup>, and to date there has been no response from the subject businesses.
- Staff participated in a meeting with representatives of FDOT and Hoyle, Tanner & Associates to conduct the annual FDOT 5-year "gaming meeting," which is designed to coordinate and plan state funding for airport projects through 2016.
- Staff continues to work with representatives of ADT Security Services regarding a proposal to provide security surveillance technology at the airport. The City Attorney has determined that a previously submitted contract with ADT would not be appropriate to use for this project. Another competitive contract provided via the U.S. Communities Government Purchasing Alliance is currently under review. The City has a JPA with FDOT to fund 100% of the cost of security upgrades at the airport, including perimeter fencing and surveillance technologies.

- Staff participated in a meeting with two citizens who own and operate businesses in the Airport Business Park, who requested the meeting in order to discuss future plans for airport development. It was suggested that the airport be made ready to support the advent of VLJ (very light jet) traffic, and to offer services intended to attract businesses to the Ormond Crossings project.
- Staff forwarded to the City Attorney a resolution to approve the execution of an amendment to the current PSA between the City and Hoyle, Tanner & Associates, Inc., regarding design and construction services related to the relocation of Taxiway "A," and the renovation of Taxiway "C" at the Ormond Beach Municipal Airport.
- The 24 hour self-service fuel farm operated by EASA (formerly Ormond Beach Aviation) continues to be incapable of delivering "Jet A" fuel. Recent reports suggest that standard AvGas service may also be impaired. Representatives of EASA are not able to provide staff with an estimate of when proper fuel service will be restored. Sunrise Aviation is thus the only FBO at the airport able to supply "Jet A" fuel, and only during their regular business hours. Staff has taken steps required to issue a NOTAM (notice to airmen) regarding the limited availability of "Jet A" fuel at the airport.

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

- On-going Projects
  - Staff is preparing draft the proposed budget for FY 2010-11.
- Completed Projects - Weekly
  - Processed 28 Journal Entry Batches (# 3859 - 3920).
  - Approved 12 Purchase Requisitions totaling \$69,744.34.
  - Issued 13 Purchase Orders totaling \$188,939.36.
  - Held opening of RFP No. 2010-18, Workers' Compensation Third Party Administration Services, on 7/2/2010. There were nine (9) proposals submitted.
  - Advertised Bid No. 2010-29, 2010 Roadway Resurfacing, in the News Journal and on DemandStar on 7/2/2010.
  - Prepared 133 Accounts Payable checks totaling \$395,092.40 and 17 Accounts Payable EFT payments totaling \$11,043.97.
  - Prepared 73 Payroll checks totaling \$54,950.63 and 313 Direct Deposits totaling \$361,810.98.
  - Transferred IRS 941 payment of \$145,134.69.
  - Processed 4,479 cash receipts totaling \$706,577.07.
  - Processed 811 utility bill payments through ACH totaling \$42,228.08.
  - Processed and issued 5,781 utility bills with billed consumption of water of 29,442k.
  - Issued 587 past due notices on utility accounts.
- Public Information
  - Press Releases
    - SR40 and Beach Street Traffic Signal
    - Adult Coed Softball
    - Independence Day Celebration – After Event Article
    - New Police Chief Reception
  - Other
    - Citizen Contacts
    - Media Contacts
    - Boy Scout Tour of City Hall

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, and reimbursements.

### **Fire Department**

#### Weekly Statistics

2	Fire
3	Fire Alarms
5	Hazardous
52	EMS
8	Motor Vehicle Accidents
26	Public Assists
<b>96</b>	<b>TOTAL CALLS</b>

#### Medical Call Type

1	Allergies	4	Stroke CVA
3	Assault	6	Traffic Accident
7	Breathing Problem	2	Traumatic Injury
3	Cardiac Arrest	5	Unconscious/Fainting
3	Chest Pain	4	Unknown Medical
3	Convulsions/Seizure	2	Unknown Problem/man down
3	Diabetic Problem	6	Fall Victim

### **52 TOTAL EMS PATIENTS TREATED**

- Aid provided to other agencies: **8 calls – Volusia County (6), Daytona Beach (1), Holly Hill (1)**
- Aid received from other agencies: **5 calls – Volusia County (4), Holly Hill (1)**  
Total staff hours provided to other agencies: **8 hours**
- Total staff hours received from other agencies: **10 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **13**

#### Operations

- Sent Fire Department updated budget information to Finance Director.
- Contract negotiations with IAFF Local 3499
- Met with Volusia County Sheriff's Office Dispatch personnel regarding new Computer Aided Dispatch (CAD) software
- Hurricane preparedness presentation made to the Council on Aging
- Biweekly meeting with City Manager
- Attended Volusia County Fire Chief's operational meeting on wildfires
- Finalizing Quint replacement apparatus proposed specifications and purchasing documents
- Two Battalion commanders attended Division Managers' meeting

#### Training Hours

3	EMS
6	Fire Protection
2	Hydraulics
3	Other
6	Preplanning
2	Pump operations
17	Safety

2 Tactics  
10 Technical Rescue  

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**51 TOTAL STAFF HOURS**

Activities

- Updated 20 pre-fire plans
- Conducted 2 fire inspections
- Provided First Aid training to Nova Rec. summer camp staff
- Attended community event, provided Blood Pressure checks
- Held monthly CPR class, 9 participants
- July 4<sup>th</sup> event, provided proper staging according to IAP

**Human Resources**

Staffing Update

- Job Requisitions
  - Police Dept- Police Officer (2)
  - Public Works/Streets - Maintenance Worker II
  - Public Works/Streets – Streets Supervisor
  - Police Dept - Community Service Officer
  - Police Dept/Neighborhood Improvement – Office Assistant II
- Approved/Active Recruitment
  - Leisure Services/Casements – PT Custodian – Recruitment closed 7-2-10
  - Leisure Services/Senior Center – PT Custodian – Recruitment closed 7-2-10
  - Leisure Services/Community Events – PT Community Events Technician – Recruitment closed 7-2-10
  - Leisure Services/Community Events – PT Community Events Leader – Recruitment closes 7-9-10
- Screening/Interviews Scheduled
  - Leisure Services/Nova Gym – PT Recreation Leader, five applications received and forwarded to department for review.
- Background/Reference Checks
  - Leisure Services - Local Police Agencies Criminal History checks and FDLE Criminal History checks completed on twenty summer camp counselors.
  - Finance – Background started on candidate for Meter Reader position.
- Job Offers
  - Finance – Conditional offer extended for Meter Reader – employment effective 07/12/10. Completing fill for one of two Meter Reader positions.
- Terminations/Resignations/Retirements
  - Public Works/Streets – Maintenance Worker II resigned effective 6/25/10.
  - Leisure Services/Recreation – Summer Camp Counselor resigned effective 7/1/10.
  - Police Department/N.I.D. – Office Assistant II resigned effective 7/8/10.
  - Police Department – Police Officer resigned effective 7/16/10.
- Promotions
  - Police Department – Conducting Corporal Promotional Process to establish an eligibility list. Notice sent on June 3<sup>rd</sup> for exam to be held on July 28, 2010 (per PBA B.A. 2008-2010).
  - Police Department – Promotion of Division Chief to Chief of Police effective 6/30/10.
- Employee/City Benefits Program Update
  - Renewal of health and welfare insurance contracts underway. Broker of Record, Brown & Brown Insurance, obtaining premium quotes from competing carriers on City's behalf.

- The City has realized tremendous interest in the Prescription Discount Card Program that was recently adopted by the City Commission and promoted via the City's web site, print media, radio announcements, and flyers placed throughout the City. Additional promotion of this program will be included in the August water bills.
- YMCA Wellness Challenge Team – City staff, “Energizer Buddies” continuing the challenge and working towards their individual and team goals. Go team!
- City Events/Employee Relations Update
  - American Heart Association's 5 K Heartwalk will be held on September 30<sup>th</sup> at the Bandshell in Daytona. The City's team goal is \$3,100 to be raised before and during the event. The City Heartwalk Team has raised a total of \$1,420 for the American Heart Association for events held to this date. Poker Run has been postponed until later in the year. Future events are being planned. Recycle bins are located in city offices for aluminum cans to benefit the Heartwalk team.
- Training & Development Opportunities
  - Developed draft of New Employee Orientation program – under review.
  - H.R. Director attended the Society for Human Resource Management's Annual Conference for leadership development training and maintenance of professional certification.
- HR Process/Systems Issues/Improvements
  - Completed inputting all Ormond Beach salary information to the Cities/County shared web site. Confirmed with Frank Mercer at Daytona State College that all is proceeding with their review of processes and forwarded information to him with passwords for other cities/county so that they can be accessed.
- Pay & Classification Plan
  - Start reclassification process for Permit Manager for Permit Center.
- Risk Management
  - Updated Resolution 98-132 revising the Insurance Requirements for purchases; preparing agenda item for July 20 Commission meeting.
  - Projects
    - Policy on Driver License History checks – First draft to H.R. Director
    - Updating proposed changes in level of insurance coverage for insured facilities and requesting written confirmation to support deviations from appraised value. Anticipate completion this summer.
    - Reviewing responses to RFP for WC Third Party Administration.

### **Information Technology (IT)**

- Work Plan Projects
  - Hardened Data Center – Project completed
  - 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: - 70 New work - 60 completed - 43 in progress

- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week:

Total inbound E-Mails	57,843	Net Inbound E-Mails	47,898
Inbound Bad E-Mail	9,748	Percentage bad mail	17.2%
Virus Messages Blocked	197		

Notable Events: None.

**Geographical Information Systems (GIS)**

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 6
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

**Leisure Services**

- Administrative Services
  - Supervisory Staff Meeting
  - MacDonald House Meeting
  - City Manager Meeting
  - City Commission Meeting
  - NIMS Training
  - Weekly Park Visits
  
- Athletics
  - The Lady Renegades continued practicing this week at the Quad for their upcoming Summer Road Tournaments.
  - Luis Camacho is once again renting the Soccer Fields for his Sunday 11 v 11 Adult league, as well as his 6 v 6 league. They play each Sunday at 10:00 a.m. and Monday evenings at 6:00 p.m.
  - The City's new Men's Baseball League continued this week, with games on Thursday night at 7:00 p.m. at the Sports Complex. Four teams compete nightly. The season will continue through the end of this month with playoff games. Play is on Wendelstedt Fields #1 & #2.
  - The OBYBSA's American Legion Program held their fifth week of games of the summer this past Thursday night at the Sports Complex. Games will be played over the next two weeks on the Wendelstedt Fields. We possibly will be hosting the Area Playoffs following the regular season.
  - The City's Youth Volleyball Program continued its first ever Summer League this week at the Nova Gymnasium. The program runs on Monday and Thursday nights from 6:00-8:00 p.m. and will continue through the beginning of August. Due to the high demand for volleyball at this time, the Summer League was added over the Girl's Summer Basketball League.
  - Upcoming Activities: USSSA Lacrosse Tournament, City's Summer Sports Camps (Volleyball, Hitting (Baseball and Softball) and Golf), USSSA Baseball Tournaments.
  
- 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 a daily basis
- Made fuel runs for equipment
- Cleaned restroom, offices and lunch area of Maintenance Building
- Mowed soccer fields 1-10 twice a week
- Mowed the right-of-way along Harmony Road that leads to the entrance of the Airport Complex
- Painted foul lines on softball fields
- Painted two soccer fields at South Ormond
- Cleaned up after daily use of the soccer fields
- Prepped fields 1-5 at Nova Park for practices and weekend games
- Placed trash receptacles and player benches on soccer fields
- Painted five fields for the men's summer soccer league
- Painted the full-sized soccer field for men's league
- Began aerating all fields
- Began topdressing the soccer fields with topsoil
- Fixing all the worn areas on the Nova fields with sod patches
  
- Senior Center
  - Staff hosted normal evening programming including: Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, and Daytona Community Church.
  
- Performing Arts Center
  - Staff made preparations for the rehearsal of "Purlie The Musical" held on Tuesday, Wednesday and Thursday for the shows held on Friday and Saturday.
  - The Performing Arts hosted the following classes throughout the week as part of its regular operations:
    - Monday – Closed for the 4<sup>th</sup> of July Holiday
    - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Ballet, CMT Jazz & Tap, Judo
    - 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 Jazz & Tap
    - Friday – Theatre Workshop, Green Dance, CMT
  - The Performing Arts Center is preparing to host the following events:

July 9	• Purlie, The Musical	7:00 p.m. - \$20
July 10	• Purlie, The Musical	2:00 p.m. & 7:00 p.m. - \$20
  
- South Ormond Neighborhood Center
  - Youth basketball practice took place Tuesday through Thursday from 5:00- 7:00 p.m.
  - It is week four of summer day camp at South Ormond. Each day is filled with educational and recreational activities for the children. This week will be the end of Session I.
  - The South Ormond Neighborhood Center is participating in the summer food program for children offered through Volusia County's Human Services Office from June 14 through August 13.
  - The splash pad is open from 10:00 a.m. until dusk for the spring and summer.
  
- Community Events
  - With the help of Leisure Services staff and the Campus Outreach volunteers, staff prepared for a great Fourth of July celebration setting up the parks beginning early Sunday morning. We had a terrific turnout and excellent community support for the event.

- Sunday night and Monday staff was assisted by the Campus Outreach volunteers on the clean up of the parks and reorganizing and cleaning supplies and equipment. Throughout the week staff worked on post-event organization and paperwork.
- Staff is preparing for “Casements Live!” events which will take place the next four Fridays in Rockefeller Gardens.
  - Staff is working on preparations for the upcoming Caribbean Night festival to be held in Rockefeller Gardens.
  - Preparations continue for Senior Games.
- Gymnastics
    - Students continue to enjoy their classes and are progressing with their skills. Coaches are working hard with the students and get to spend a little more time with each child during the somewhat smaller summer classes.
    - The head coach is recovering from surgery and will be out for an undetermined period of time. We wish him a speedy recovery and hope that he will be back with us in the next few weeks.
  - Nova Community Center and Special Populations
    - Nova conducted regular adult classes in jazzercise, “take off the pounds sensibly” (TOPS) and Yoga.
    - FitGyms conducted their personal training, tennis lessons and FitMoms.
    - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
    - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
    - Some of Nova Community Center’s summer counselors and staff assisted with the Independence Day Celebration on Sunday with arts and crafts and parking.
    - Camp T. Rec, for special needs participants, had their third week of camp at South Ormond Neighborhood Center. The campers went to the YMCA for a field trip on Tuesday, played at the splash pad on Thursday and had their session one closing ceremony on Friday. In addition, they played on the playground, did arts and crafts, watched movies and played various sports and games during the week.
    - Nova Community Center continued their summer camp on Monday through Friday with all the counselors and campers enjoying the fourth week of games, sports, arts and crafts, movies, the playground and Jumpin’ Beans water slides on Thursday. The camp performed their talent show on Friday for the last day of session one.
  - The Casements
    - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
    - Don Kennedy’s exhibit “Memories & Feelings, Near & Far” is the featured Gallery exhibit for this month.
    - Yoga classes have stopped this week for the month of July and will resume in August after school begins.
    - Enviro Camp began this week with “Blast into the Past”, a fun-filled week learning about the pioneers before us and many hands-on crafts including making rock candy and homemade ice cream!
    - Staff, along with the Campus Outreach students, cleaned Rockefeller Gardens after the Independence Day Celebration.
    - Summer Art classes resumed this week for Week #3 “So You Think You Can Draw!” Thirty students took the challenge and worked on some fabulous doodles and more!
    - Tai Chi classes continued this week on Wednesday evening.

- Zumba classes continued this week with a Tuesday evening class from 6:00 p.m. to 7:00 p.m. The class is growing as we go with three new members this week! Walk in and dance out!
- The Casements Guild crafters met this Thursday from 12:30 p.m. to 3:00 p.m.
- Staff assisted with the weekly Farmers' Market this week on Thursday from 8:00 a.m. to 1:00 p.m.
- Staff is finalizing plans for Friday nights' "Casements Live!" concert series that will take place every Friday (excluding First Friday) throughout the summer. The concert will begin at 6:00 p.m. and end at 9:00 p.m. Food and beverages will be available for sale. Bring your favorite lawn chair or blanket and enjoy local musicians.
- Facilities Maintenance
  - Cleaned A.W.O.S. lenses at the Ormond Beach Municipal Airport
  - Repaired light in the conference room at City Hall
  - Replaced door lock at the Ormond Beach Tennis Center
  - Repaired Sloan valve on ladies room toilet at the Police Department
  - Repaired broken eye wash station at the Public Works Complex
  - Installed new A/C system at the PAL house
  - Assisted with weather station repair at the Ormond Beach Police Department
- Parks and Irrigation
  - Repaired loose hand railing on the boat ramps at Cassen Park
  - Replaced picnic table at Fortunato Park
  - Replaced damaged park bench at Fortunato Park
  - Repaired door latch at SONC splash pad
  - Secured benches on tennis courts at SONC
  - Repaired cold water fountain at Cassen Park
  - Checked timers on Nova Road
  - Replaced two broken heads for Stormwater Department (private residence)
  - Cut out and replaced one valve on South A1A medians
  - Ran zones, replaced timer battery, replaced three spray heads and nozzles on Williamson
  - Ran zones and replaced two rotors on West Granada
  - Ran two zones and replaced two spray heads at SONC
  - Ran zones, installed new batteries, replaced three broken spray heads at Woodhaven Circle/Colonial Circle
  - Reset ball field timer at SONC
  - Installed two new solenoids at Wastewater Plant
  - Flagged clogged heads, flushed out system and reinstalled nozzles on South US 1

### **Police Department**

- Administrative Services
  - Property and Evidence Room audit and inventory continuing.
  - Meeting with IT on records archiving.
  - 4th of July Fireworks After Action Report initiated.
  - Coke Zero 400 Ormond Beach Traffic After Action Report initiated.
- Community Outreach
  - 45 youths attended the Orlando Science Center field trip Friday July 2.
  - 45 youths are participating in the PAL summer tutoring, computer and art program held at the SONC.
  - Members of the Youth Directors assisted with the implementation of the Summer Rainforest Mural project in partnership with the South Ormond Neighborhood Center.

- The Rainforest mural project began July 7<sup>th</sup>. The 10 ft x 20ft mural will be completed by youths in the summer art program as a component of the PAL/SONC summer program.
- Grant reports were completed for the Teen Scene Grant and the Tutors R Us grant.

Community Services & Animal Control

- 50 Animal Calls
- 12 Animal Reports
- 2 Animal Bites
- 10 Animals to FHS
- 1 Dog reclaimed
- 1 Solicitor Permit

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 4
- Inactive: 7
- Fraud: 6
- Burglary Residential: 6
- Larceny Car break: 5
- Grand Theft: 5
- Offense Against Family/DCF Reports: 1
- Sex Offense/Rape: 1
- Suicide: 1

Comments:

- 33 year old deceased white male was discovered lying in a ditch in the area of North US#1 and Business Center. Cause of death suicide.
- Two out-of-state suspects caught in act of stealing a vehicle from the Walgreens. An investigator interviewed the subjects and it appears that their vehicle was stolen in Daytona Beach and they were attempting to steal a vehicle to go home. No other crimes resolved related to this arrest.

Records:

• Walk-Ins / Windows	162
• Phone Calls	220
• Arrest's / NTA'S	24
• Citations Issued	138
• Citations Entered	160
• Reports Generated	132
• Reports Entered	137
• Mail / Faxes / Request	104

Patrol

• Total Calls	1,149
• Total Traffic Stops	172

Operations

- 07/01/10 Burglary – 353 W Granada – Gold's Gym – BMW – forced entry – purse stolen
- 07/01/10 Burglary – 353 W Granada – Gold's Gym – Lexus – forced entry – purse stolen, the victim noticed a black Hummer close to her vehicle before the theft.

- 07/01/10 Well being check from Daytona – armed person – threatening to kill someone and then himself - cell phone ping located W/M in Ormond – He was transported to the hospital as a Baker Act.
- 07/01/10 Burglary – Crossroads Convenience – 401 N US1 – Two citizens witnessed a man exit out of a broken window at the business with bottles of alcohol – suspect apprehended and taken into custody after treatment for cuts from incident
- 07/01/10 Attempted car theft – CVS / Beachside –unlocked vehicle w/keys in ignition – Two suspects were arrested.
- 07/01/10 Stolen vehicle recovered in Daytona
- 07/02/10 Searched for a man wanted on a capital felony warrant for sexual battery on a minor. Units checked location and he was not there. He later turned himself in at the county jail.
- 07/02/10 Missing juvenile – left grandmother’s house – returned after report made – left again.
- 07/02/10 DUI – A/F stopped for headlight out and two flat tires – refused breath sample – arrested.
- 07/02/10 Battery – Rocking Ranch – 30 participants – one victim taken to hospital for head injuries.
- 07/03/10 Burglary – 57 Chrysanthemum (see next call)
- 07/03/10 Suspicious incident – 6 Acuba – missing juvenile – lives w/grandmother but broke into home – several stolen items found from house burglary (see above) as well as several car break items – juvenile taken into custody
- 07/03/10 Burglary – residence – 36 Laurel Oaks – owner’s son suspected – DVD player and vinyl records taken
- 07/03/10 Burglary – conveyance – 39 Chrysanthemum – (see suspicious incident)
- 07/04/10 Battery – 1268 Royal Rd – man pushed and punched his wife in face
- 07/04/10 Battery – 250 Willow Place – man vs. wife in physical altercation - wife defended with knife – husband admitted to hospital – received stitches – affidavit against husband
- 07/04/10 Car break – 325 Clyde Morris Blvd – Police Vehicle #13 ghost car – riot helmet, PPE suit, handcuffs, traffic vest, flashlight, 2 AR15/M16 magazines, 20 rounds of .223 ammo were stolen. The lap-top computer, window & trunk lock were vandalized.
- 07/04/10 Vandalism – Memorial Gardens – plants, sprinklers & a door damaged – juvenile suspect and friends
- 07/04/10 Vandalism and battery – party on University
- 07/04/10 Domestic Violence – Battery – 74 Division Ave – Adult female felt ill – transported to Florida Hospital with escort
- 07/05/10 Grand Theft 282 Sanchez – stolen laptop – victim’s girlfriend possible suspect
- 07/05/10 Suspicious Person – Car break – 120 Bonita Place – stolen wallet from prior car break recovered in backyard
- 07/05/10 Grand Theft, 29 S Beach Street – stolen boat
- 07/05/10 Battery – Bonefish Grill – Adult Female arrested, – 2 victims
- 07/05/10 Retail theft – Wal-Mart – Adult Female arrested for possession of narcotics – transported to county jail.
- 07/06/10 Car break – 97 Sundance trail – GPS and knife taken – unknown suspects
- 07/06/10 Car break – Wal-Mart – Adult female observed removing item from vehicle – witness got an Arkansas tag number – victim discovered GPS missing from vehicle.

- Traffic Unit:

- 07/01/2010 1645 Hit and Run Crash, 100 BLK S. Nova Road: Suspect rear ended boat being pulled by a trailer and drove it into the truck pulling it. He then fled to his house,

- where he was located and confessed. He was charged with careless driving and leaving the scene of a crash.
- 07/02/2010 1430 Crash w/ Injury and Road Block Main Trail / Lake Walden Trail: Vehicle turned left toward the Trails Clubhouse and in front of oncoming traffic. Both drivers were transported to the hospital. A dog in one vehicle sustained serious injuries and was transported to a vet by the owner's husband. Main Trail WB was shut down for about 30 minutes.
  - 07/06/2010 1230 Crash w/ Injury and Road Block 1500 BLK W. Granada Blvd.: Vehicle turned left toward Bermuda Estates in front of oncoming traffic. Vehicles were disabled and SR 40 WB was shut down for about 20 minutes.
  - Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
  - Traffic Unit completed their assignment for the Independence Day Celebration. Operation ran fairly smoothly with no incidents.
  - Traffic Unit completed their assignment for the Coke Zero 400 race traffic pattern. Operation ran fairly smoothly with no incidents.
  - Assisted NID with several parking complaints. They were resolved with citations / tow warnings.
- Weekly Statistics
    - Traffic Citations: 109
    - Parking Citations: 8
    - Crash- No Injury: 12
    - Crash- With Injury: 5
    - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
    - Total Citations Issued during STEP's: 61
  - Self-Initiated Enforcement Locations:
    - 500-800 BLK Division Avenue
    - 300-600 BLK Hand Avenue
    - 700 BLK Fleming Avenue
    - SR A1A
    - 500-1500 BLK N. Beach Street
  - Enforced Complaints:
    - Central Park area (Division, Hand, Fleming)
    - 100-500 BLK Clyde Morris Blvd.
    - Parking Complaints:
      - Southern Pines (Citations Issued)
      - Cassen Park (No violations)
  - Neighborhood Improvement
    - Weekly inspection statistics by Commissioner Zones
      - Zone 1: 10 Cases Initiated
      - Zone 2: 4 Cases initiated
      - Zone 3: 2 Cases initiated
      - Zone 4: 3 Cases initiated
    - 11 tree removal permit requests

Administrative staff assisted with thirty-three (33) telephonic inquiries.

## **Public Works**

### **• Engineering**

- US1 Forcemain Extension Phase II- Contractor has progressed in installing watermain replacement along US1 embankment.
- Water Treatment Plant Distribution System, Phase II- Submitted contract/bid package to Legal for award by Commission on July 6, 10.
- Ormond Shores Stormdrain Replacement- Pipe inserts have been installed and watermain has been offset and reactivated. Project is 90% completed.
- Rima Ridge Wells 54, 55 & 56- Application has been made to relocate gopher tortoises onsite. Contractor has cleared site where possible.
- Ormond Beach Sports Complex Press Box- The contractor is scheduled to begin digging the foundations for the structure on July 7<sup>th</sup>. The pre-fabricated structure is scheduled for delivery and installation on July 15<sup>th</sup>.
- SR40 Sidewalk/Trail Phase I- Substantial completion inspection.
- US1 / SR40 Utilities Relocate- Made changes to the traffic signal at US 1 and SR 40.
- Sunshine Blvd.- Final structural drawings are being prepared for the monument signs and the purchase order is being processed.
- City Hall Parking Lot Repairs- Staff is processing a Purchase Order and preparing a phasing plan with the project contractor.

### **• Design Projects:**

- Alcazar-Buena Vista Drainage Area Improvements- Meeting held to discuss pre-submittal with the SJRWMD.
- Airport Rd Forcemain / Reuse Extension- Reviewed utility locate information from ATT.
- OBSC Boundless Playground- Staff completed the final design and is waiting on construction estimates before preparing an RFP for advertising
- SR40 Sidewalk/Trail Phase III- Sent drainage modifications to FDOT.
- Granada Bridge Decorative Pole Replacement – The engineered plans have been submitted to the FDOT for permitting.
- Vining Court- The final plans are scheduled to be presented to the MainStreet Board in July.
- North US1 – Landscape Renovation – Staff is soliciting quotations to clean up the median plantings north of Wilmette as they have become difficult to maintain.
- Memorial Gardens Well Replacement- Staff is soliciting quotations to refurbish both failing wells that irrigate the gardens and fill the ponds.
- Downtown Street Tree Replacement- Staff has completed the design and is soliciting quotations to remove and replace selected trees.
- South Ormond Recreation Center Improvements- Held preconstruction conference with staff and contractor. Work is scheduled to begin on roof of SONC mid August.
- 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- The entrance construction is being integrated into the roadway resurfacing plan for 2010.
- Oak Forest Outfall- Met with pipe lining contractor and product supplier to discuss ability to repair the failing CMP pipe under the privacy wall at 1517.
- 2010 Roadway Resurfacing- Project was advertised on Sunday, July 4<sup>th</sup>.
- MacDonald House Parking Lot Paving- Exhibit documents have been prepared with quantities for resurfacing the asphalt. This project will be let with the roadway resurfacing contract, but has a separate funding source.
- 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.

- Stormwater Study – City commission was presented the study and its recommendations. City Commission was in favor of recommendations. Staff will proceed with implementing the projects and/or scheduling them in the 5 year CIP.
- Wastewater Treatment Plant Expansion and Rehabilitation – Project is in the bid phase. Bids were received on April 29<sup>th</sup> and are scheduled for commission approval on July 20<sup>th</sup>.
- John Anderson Drive – Completed coordination of scope of project and costs with the consultant. This was presented to the City Commission on June 22<sup>nd</sup>.
- EVRWA Nova Canal Flood Control Study– The technical committee has received the final update and is reviewing the consultant's recommendations.
- Hand Ave. Collector Road Upgrade- Held the public meeting on June 21<sup>st</sup>. Preparing Coolidge Avenue for bidding.
  
- Administration:
  - Prepared work authorizations totaling \$2,577
  - SRF Loan Administration #WW120710140:
  - Routed & transmitted executed disbursement request #10 to FDEP for \$693,825
  - Responded to FDOT request for Main Trail Bridge information.
  - Adjustment to RR FEC/FDOT traffic detour.
  
- Customer Service:
  - Provided private street information for the Tymber Creek Subdivision for citizen request.
  - Provided Rivergate Shopping Plaza as-builts and building plans for a developer request.
  - Helped two residents with stormwater concerns.
  - Helped resident with concerns about roadway condition.
  - Responded to Ms. Merz on the traffic situation at Hand Avenue and US1.
  
- Other:
  - Created water main isolation valve map for the Hand Ave Collector Rd Upgrade project.
  - Began updating the City Fiber Optic as-built to reflect the vertical depth elevations of the conduit.
  - Acquired lake bottom elevations for all Central Park lakes.
  - Finished quantity take-off for Sidewalk Construction 2010.
  - Drew and collected info for sewer laterals for: Aberdeen Phases 2, 3 and 4.
  - Created record drawing for water main improvements at Oleander Avenue.
  - 38 projects were inspected.
  - Made changes to the traffic signal at US 1 and SR 40 for RR closure of SR 40.
  - Responded to Wilbur Smith Associates inquiry on SR 40 fiber optic.
  
- Street Maintenance
  - Asphalt / Concrete
    - Asphalt Water Department utility cut at US Foods on US1
    - Asphalt radius at Riverwood and John Anderson Drive
    - Pick up barricades/signs/cones used for 4<sup>th</sup> of July event at various parks
    - Asphalt repair overlay at Tomoka Avenue between S. Ridgewood & S. Washington
    - Concrete repair sidewalk in Forest Hills at Royal & Military and 140 Ponce De Leon
    - Asphalt potholes repairs at various city locations
  
- Tree Crew
  - Trimming at City yards and City Hall (including Corbin St. parking lot at school)
  - Pick up trash and litter on ROW-Orchard & Wilmette
  - Trimming at Pine Road and at N. Saint Andrews

- Maintenance trimming at 505 N. Ridgewood, Northbrook @ Overbrook, Seton Trail, and 517 N. Yonge
- Take down tree at 121 Shady Branch Trail

#### **Maintenance Crew**

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Maintenance of various vehicles
- Assisted putting out barricades for 4<sup>th</sup> of July
- Check 315 Park Place
- DOT weed control on A1A
- ROW trimming citywide
- Grade Central Park I that was torn up by vandals

#### **Sign Shop**

- Checked intersections along N. & S. Orchard Street for installation of new HIP street names and other signs
- Sent to Risk Management the cost of replacing a speed limit sign & post from an accident on May 5, 2010
- Repaired & installed signs at the following locations:
  - Main Trail, installed (2) HIP Curve Warning signs & (2) 15 mph Advisory Speed plaques
  - Main Trail w/side of bridge, installed (2) HIP chevron signs
  - Stonehaven Trail & Main Trail (2 intersections), installed HIP street names & stop sign & (1) sign post
  - Timberline Trail & Main Trail, installed HIP street names & replaced post
  - Autumnwood Trail & Main Trail, installed HIP street names & raised post to standard height

- **Stormwater Maintenance**  
**Maintenance Crew**

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Tractor Mower – All DOT ponds
- Reachout Mower – All DOT ponds
- Staking all ditches that are on State list to be mowed and dug (4 men doing this job)
- (2) sinkholes inspected
- Pumps taken to Fleet for service
- Vacon – cleaning lines on Oak Forest Drive
- TV'd 24 inch line at 1517 Oak Forest Drive for Engineering Department
- Drainage Inspections – Arlington Way, Magnolia Way, Florida Hospital and Ormond Parkway

#### **Streetsweeper – Street Sweeping**

- 106.0 miles of road cleaned
- 18.0 cubic yards of debris removed

- **Fleet Services**

**PM Services completed for the week:**

Emergency—Vehicles and Equipment  
7

Non-Emergency Vehicles and Equipment  
14

**Road Calls for the week:**

2

**Accidents for the week:**

1= #005 P.D.

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

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

Diesel  
5856 gals.

Gas  
9,573 gals.

**Comments:**

- All PM services are completed as scheduled and are up to date.
- The installation process for the printers in the patrol vehicles is underway.

**Utilities Division**

- Preparing responses to request for additional information correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. Forwarded information concerning service area designations to Planning Department requesting mapping and agreement assistance with the information request.
- Breakaway Trails Irrigation System – Continuing to investigate the operating system settings for the irrigation system to maximize replenishment of storage deficits with storm water and raw groundwater sources to reduce use of supplemental potable water when high irrigation demand diminishes available pressure and storage needs.
- Airport Road Force Main Extension – Reviewed plans.
- Annual Chemical Bid – The project is included in the advertisement for collective bids being prepared by the City of Palm Coast.
- Cross Connection Control (CCC) Program Management Services: Awaiting feedback for submittal to VCHD requested survey of demographic information concerning City's CCC program. Address inactive account procedures regarding this program with Building Dept.
- Fire Hydrant Replacement Program –Award packet was prepared and sent to the Legal Department for inclusion on the 8/4/10 CC agenda. Hand Avenue Collector Road Upgrade – Reviewed the utility portion of the plans and sent comments back to the Engineering Division.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – The project is essentially complete. Staff to prepare Change Order #2 upon receipt of additional contract time request and justification from Contractor. The proposal will be modified to be actual cost with an estimate for 180 days of time. The pump impeller attachment bolt and washer configuration is being modified by the pump manufacturer to eliminate locations that currently accumulate rags within the unit. Impeller shipment is scheduled for the middle of July. Awaiting final summary of lab findings for centrifuge optimization and % solids production currently estimated at 16%.
- Gravity Sewer Pipeline Repair – Specifications for repairs are being prepared. A list of proposed manholes was compiled for rehabilitation.
- Water Treatment Plant High Service Pump Station VFD Conversion - The total amount of changes requested to date is \$26,764.40. A change order was prepared and submitted to the Legal Department for inclusion on the 7/20/10 agenda. Record drawings and final

- versions of the project were received. Additional changes are required for the record drawings.
- Lift Station Repair and Replacement Project: Information is being obtained for submittal of the site plan to Volusia County to secure the construction permits. A proposal to perform a boundary survey is being obtained. FPL notification form letter forwarded to the contractor for signature.
  - Root Control Services – A contract award recommendation to Municipal Sales was submitted to the legal department for inclusion on the 8/4/10 City Commission agenda.
  - State Road 5 at State Road 40 (US1 & Granada). Connections of the new main to the existing mains and replacement of the service lines is complete. The sanitary sewer main from Outback across Granada was replaced this week. While the main was being excavated, sufficient clearance was determined to be available to install a larger diameter sewer main than originally proposed. The main size was increased from 6-inch to 8-inch diameter to meet Development Code Requirements. Estimates were obtained to remove the valves at the SR40 and US1 intersection and replace the 10-inch valve. During the first shut down, the 10-inch valve did not completely shut off the water supply. The cost to remove the two valves and replace the 10-inch valve is approximately \$6,300. Valve replacements near Granada-Halifax Intersection are scheduled next week.
  - Wastewater Treatment Plant Expansion: Staff and design consultant preparing recommendation for award for bids received.
  - Water Plant Aerator Rehabilitation – The engineering report was received from McKim and Creed for review.
  - SPRC- Access routes to Wells 33H and 34H through Huntington Woods and Huntington Lakes are being evaluated. Review comments for Energizer Personal Care project plants prepared – development code references subsequently forwarded to owner to further justify comments concerning privately maintained improvements. Reviewing Olive Grove development plans for utilities comments.
- Water Distribution
    - Replaced 5 residential water meters, installed 3 new water meter/services including 1-3" meter serving Madison Glen development project.
    - Responded/repaired 15 service leaks, 3 low pressure, and 4 cloudy water work order requests.
    - Tested 2, replaced 1 City owned backflow preventer at the library.
    - Replaced 3 water services and 12 meter boxes/lids, Located 2 meters for meter readers, and moved 1 service for a customer widening a driveway.
    - Performed maintenance on 3 and raised 2 city owned fire hydrants
    - Performed accuracy testing for the 4" meter at the Heritage condos, and the 8" meter serving Bermuda Estates
    - Completed valve maintenance on E. Granada Blvd, Vining Ct, Seton Trail, and N and S Halifax Dr
    - Performed flushing activities on Riverside Dr, E. Granada Blvd, Willis Dr, Ormond Pkwy, Vining Ct
    - Executed a mock shut down for the upcoming valve replacement at the intersection of E. Granada Blvd and Halifax Dr.
    - Rescinded the precautionary boil water notice for Ormond Shores Drive
    - Assisted Volusia County - lower valve box for curb replace on N. Beach St
    - Scheduled issuance of shut down/boil water notices for the upcoming outages at US1 & W. Granada and also at Halifax Drive and East Granada Blvd.
    - Repaired the large meter vault at 1415 Ocean Shore Blvd
    - Cleaned and restocked all trucks
  - Water Treatment
    - Delivered City 43.590 million gallons for week ending July 4<sup>th</sup> (6.227 MGD)

- Backwashed 17 filters for a total of 850,000 gallons backwash water.
- Produced and hauled 94.5 wet tons of dewatered sludge.
- Opened interconnect on 7/1-7/2 to Breakaway Trails to supplement irrigation system demand for 29 hours.
- Completed disinfection of Standish Tank on 6/28 after contractor repairs, tank returned to service on 7/1 upon receipt of lab testing results.
- Waste Water Collection - Reuse
  - Crews responded to three trouble calls out west Breakaway/Hunters Ridge and four in town.
  - Marty and crew cleaned three sewer laterals.
  - Continue to assist stormwater crews with televising 24" storm pipe at 1517 Oak Forest Dr.
  - Televised 1,300' of sewer collection main.
  - Butch and crews rehabbed two PEPSystem tanks. Total of thirty two tanks completed this year out of fifty planned for budget year.
  - Located irrigation shut off for 24 Brookcrest Way. Replaced broken PEPSystem tank lid at 47 Black Pine Way.
  - Cleaned and fueled all buildings and equipment for weekend.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 26.21 Million Gallons
  - Produced 25.69 Million Gallons of Reuse
  - Produced 0.52 Million Gallons of Surface Water Discharge
  - Influent flows average for week 3.74 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 129.62 (14%-18% Solids).
  - No Giardia or Cryptosporidium were detected in the reuse re-sampling analysis.
  - FDEP approved the Pretreatment Plan of Study with a few minor modifications.
  - Influent pumps in the Influent Pumping Station are having ragging issues and contractor is to install manufacturer's suggested solution upon delivery of the replacement impeller broken during the first attempt to install solution. Received notice of 7/17 shipping date for 1<sup>st</sup> impeller.
  - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project.
- Utilities Maintenance Division  
Water Plant - Well Fields - Booster Stations
  - Changed oil in LPRO feed pumps #3 and 4.
  - Opened valves at Standish Booster station for operations.
  - Organized pipe rack and discarded old pipe.
  - Prepped well 37R for upcoming motor and pump replacement.
  - Tightened packing on LPRO transfer pump #1.
  - Mowed around Rima Ridge well houses and all Booster pumping stations.
  - Mowed and weed controlled around Hudson wells.
  - Toured Daytona Beach's Water treatment plant for exchange of information with their maintenance crew.
  - Replaced motor starter on well 11D.
  - Installed cycle counter on HSP #6. No tripping of main breaker to report as of this week, we are only starting pump an average of 4-6 times a day. Possible excessive starting and stopping of pump caused previous weeks main breaker tripping. Will continue to monitor.
  - Ran LPRO and Lime softening back up generators, tested ok inspected system after run and submitted findings to Fleet Maintenance.
  - 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.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Checked and repaired final tank float controls.
- Tested chlorine analyzer 4-20 ma signal for operations, all good.
- Attended FLYGT control training on APP-521 liftstation controller.
- Replaced motor on post anoxic tank mixer.
- Replaced relay for tank level control at Reuse storage tank.
- Adjusted PSI control to Guard It system for Collections Supervisor.
- Replaced broken 90 degree elbow at San Marco liftstation pump #1.
- Replaced valve at RAS #1, also repaired flushing water line.
- Adjusted mix flush valve at McDonalds liftstation to run longer, also swapped valves on pumps.
- Installed Sweet Air odor control device on El Villagio liftstation.
- Installed replacement skimmers on sand filter #1.
- Assisted Fleet Maintenance at back of plant with clean up of materials to support WWTP rehabilitation and expansion project.
- Repaired underground water leak at Tea Cups.
- Assisted operations deragging recycle pumps.
- Utilities and operations group Deragged 3 influent pumps about every 2 days. Note: Pump #1 impeller damaged and out of service. Working with contractor and manufacturer to correct.
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 21 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 Liftstations. (pull pumps, etc)
- Utilities Division completed 70 work orders as reported in MP2 computerized maintenance management system, of which 47 were PM work requests and 23 were repair work orders.