

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 27, 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 Department Directors
- Weekly meeting with Police Chief
- Weekly budget discussion with Assistant City Manager and Finance Director
- Bi-weekly meeting with Economic Development Director
- Reviewed draft IAFF contract
- Employee grievance hearing

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended Planning Board workshop on Electronic Changeable Copy Signs
- Met with Larry Volenec, FPL, on tree trimming issues
- Met with Vicki Pugh, YMCA, and toured facility
- Attended Volusia County Managers' meeting
- Site visit to former Saddle Jack's restaurant on US1
- Attended Daytona Beach Chamber's Eggs and Issues event –Guest Speaker Dr. Margaret Smith – Superintendent of Volusia County Schools

### **City Clerks Office**

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

- Beachfront Bond Referendum held.

### **Community Development**

#### Planning

- Staff met with attorney Linda Shelly and DCA staff in Tallahassee on August 25<sup>th</sup> and 26<sup>th</sup>. Discussions centered on what was required to bring the City's Comp Plan into compliance. It appears a Settlement Agreement and Remedial Amendments will be required – very similar to Ormond Crossings. Staff is looking to finalize the Settlement Agreement and Remedial Amendments by November 2010. The City received from the Department of Administrative Hearings (DOAH) an Initial Order which Linda Shelly, who has been hired by the City Attorney's office to represent the City, plans to request a delay to January 2010.
- Staff conducted a workshop with the Planning Board concerning electronic message center signs. The City Attorney's office drafted an ordinance template while Planning staff prepared an extensive amount of information on parcels within each zoning district to ascertain the total impact such signs would have on the City. Criteria such as distance from residential areas, lot frontage, and building square footage were used to determine parcels eligible for an EMC sign. While much was accomplished, the issues regarding

- where they should be permitted and the size of the parcel eligible for an electronic message sign requires more staff analysis. The Planning Board agreed to have second workshop a week or two after the September 9<sup>th</sup> regular meeting.
- MainStreet is sponsoring a form based code workshop on August 31, 2010, 5:30 p.m., at the Ormond Beach Chamber of Commerce. Staff will do a presentation on the code in an attempt to inform the affected property owners. All property owners were noticed to include an ad in the News-Journal newspaper. This would be the second meeting where all property owners have been notified of the code revisions.

#### Building Inspections, Permitting & Licensing

- 54 permits issued with a valuation of \$1,147,965.00
- 217 inspections performed.
- 10 business tax receipts issued.

#### Development Services

- The SPRC will review the Ormond Crossing PMUD application and the Miro Medical office building proposed phasing. The Ormond Crossing PMUD is woefully lacking in sufficient information to even approve as a conceptual plan. The Imperial Foam building expansion plans have been received for review since water is required from the City.

### **Economic Development**

#### Ormond Crossings

- Staff is preparing a CRA Trust Fund resolution for the Commission to review in September.
- 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.
- Tomoka Holdings has submitted the Planned Mixed Use Development plans for staff to review, which includes procedures for the zoning and platting of the property.

#### 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 September.
- Staff met with the CFO of Pace Analytical regarding their planned 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. Staff arranged meetings with representatives of County Economic Development and Center for Business Excellence to determine their eligibility and level of incentives.
- Staff prepared options for Emergency Communication Networks (ECN), a high technology company in the Business Park, that outline solutions to constructing a conduit and fiber cable between their current facility located at 7 Sunshine Boulevard and 1 Sunshine Boulevard, which ECN has under agreement to purchase and expand their business. Staff will facilitate ECN's preferred alternative solution.

#### Ormond Beach Chamber

- Several subcommittees are to be established with specific tasks to provide marketing related strategies for the Economic Prosperity Committee. 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.

#### Prospective Business Attraction/Retention/Expansion

- Staff participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.

#### Special Economic Development Projects

- 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 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. A Board meeting was held to adopt the Corporate Bylaws and a variety of operational measures. Staff was elected by the economic development practitioners throughout Volusia County to represent them on the TVEDC Board of Directors.
- Staff participated in the Main Street Economic Restructuring Committee meeting. The Committee is reviewing economic development initiatives such as Brownfield's designation, development incentives, and business attraction strategies.

#### Airport Operation and Development

- Staff conducted another follow-up site visit to the airport this week by representatives of Advanced Cabling Solutions, Inc. and Express Supply, Inc. The purpose of this additional follow-up visit was to further clarify and refine their proposal to install an airport surveillance system. Staff has proposed certain changes which the vendor will compile into a formal proposal, which is expected next week.
- Staff previously prepared and submitted to FDOT a request to extend the expiration date of the current JPA being used to fund the cost of security upgrades at the airport. This JPA is scheduled to expire on October 1, 2010. Staff has requested an extension to February 1, 2011, in order that the City may have the fullest opportunity to evaluate vendor proposals to install security surveillance systems at the airport. Approval of this request has not yet been received, but is anticipated.
- Staff worked with the City Engineer and Hoyle, Tanner & Associates (HTA) to provide resolution to certain issues related to storm water and drainage infrastructure at the airport, as part of a continuing effort to assist Sunrise Aviation with their plans to construct a new fuel farm at the airport. It has been determined that an old drainage pipe bisects the leasehold area for the new fuel farm, and may require mitigation before construction of the fuel farm may commence. The City Engineer has determined that the best solution is to locate the fuel farm storage tanks at least fifteen feet from the drainage pipe. The leasehold area is of sufficient size to allow for this change in the site plan.
- Staff has been apprised that certain electric locking systems at the air traffic control tower may have been damaged by lightning. Wolen, LLC is under contract to maintain tower systems, and has investigated the problem. It has been determined that the control console for the tower and gate locks must be replaced, which will be scheduled as soon as the needed component(s) have been acquired.
- Staff worked with the City Attorney and with representatives of Hoyle, Tanner & Associates (HTA) to finalize submission of a City Commission agenda item to authorize execution of an amendment to the professional services agreement with HTA for design

and construction administration services for the construction of Taxiway "A" and the rehabilitation of Taxiway "C."

- All outstanding liability insurance issues with airport tenants have been resolved, with the exception of Ron Air, Inc. After consultation with the City Attorney, this tenant will either surrender their FBO category status or secure the required liability insurance. No business activity is currently being conducted at the airport by this tenant.

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

#### On-going Projects

- Preparation for fiscal year end and annual audit.

#### Completed Projects - Weekly

- Processed 33 Journal Entry Batches (# 4570 – 4656).
- Approved 21 Purchase Requisitions totaling \$100,683.12.
- Issued 26 Purchase Orders totaling \$100,489.81.
- Advertised Bid No. 2010-20, Left Turn Lane at Hull Road and US1, in the News-Journal and on DemandStar on 8/22/2010.
- Advertised RFQ No. 2010-07, Wayfinding and Interpretation Assessment Plan for the Ormond Scenic Loop & Trail, in the News-Journal and on DemandStar on 8/22/2010.
- Advertised Bid No. 2010-31, Decorative Lighting Purchase – Downtown Streetscape, in the News-Journal and on DemandStar on 8/22/2010.
- Mailed four (4) Letters of Intent to Award for RFP No. 2010-19, Downtown Drainage Master Plan for the Community Redevelopment Area, on 8/26/2010.
- Mailed three (3) Letters of Intent to Award for Bid No. 2010-09, Roadway Resurfacing, on 8/26/2010.
- Mailed four (4) Letters of Intent to Award for Bid No. 2010-30, City of Ormond Beach Purchase of Fire Equipment, on 8/26/2010.
- Prepared 175 Accounts Payable checks totaling \$201,573.71 and 31 Accounts Payable EFT payments totaling \$127,291.73.
- Processed 3,535 cash receipts totaling \$920,193.11.
- Processed 817 utility bill payments through ACH totaling \$63,442.85.
- Processed and issued 5,944 utility bills with billed consumption of water of 44,428k.
- Issued 330 past due notices on utility accounts.

#### Public Information

##### Press Releases

- Florida League of Cities Annual Conference
- Walk with the Manager (9/10)
- Meeting with the Manager (9/13)
- Ormond Beach Fire Department Offers Flu Shots (Beginning 9/1)
- Movies on the Halifax -"National Treasure" (9/3)

##### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.
- Grant Agreement for the Justice Assistance Grant (JAG) for the purchase of Reality Based Training (RBT) equipment and one electronic citation device was completed.
- Grant Agreement for the FY 10-11 VOCA grant was completed and forwarded to the Attorney General's Office. Grant funding will begin on October 1, 2010.
- Attended Volusia/Flagler Public Information Network meeting. In June 2011, a PIO exercise is being planned for a Community-Specific Integrated Emergency Management Course (IEMC) at Emmitsburg. More information will be received in the

next few months. This would be an exercise designed specifically for Volusia County.

### **Fire Department**

#### Weekly Statistics

3 Fire  
6 Fire Alarms  
1 Hazardous  
54 EMS  
5 Motor Vehicle Accidents  
30 Public Assists

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**99 TOTAL CALLS**

#### Medical Call Type

|                       |                        |
|-----------------------|------------------------|
| 2 Animal Bite         | 2 Headache             |
| 1 Assault             | 1 Medical Alarm        |
| 3 Back Pain           | 2 Overdose             |
| 1 Bleeding            | 2 Psychiatric Problems |
| 6 Breathing Problems  | 2 Sick Person          |
| 2 Cardiac Arrest      | 4 Stroke               |
| 2 Chest Pain          | 3 Traffic Accident     |
| 3 Convulsions/Seizure | 1 Traumatic Injury     |
| 1 Diabetic Problem    | 5 Unconscious          |
| 5 Fall Victim         |                        |

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### **48 TOTAL EMS PATIENTS TREATED**

- Aid provided to other agencies: **11 calls – Volusia County (9), Holly Hill (2)**
- Aid received from other agencies: **7 calls - Volusia County (4), Holly Hill (1), Daytona (2)**
- Total staff hours provided to other agencies: **11 hours**
- Total staff hours received from other agencies: **11 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **3**
- # of overlapping calls: **17**

#### Operations

- Attended dispatch user group meeting at Volusia County Sheriff's training center.
- Updated biohazardous exposure control policy.
- Worked on IAFF Local 3499 contract.

#### Training Hours

10 Building Construction  
7 EMT Refresher Module 5  
6 Hydraulics  
3 Incident Command  
5 Preplanning  
2 Safety  
57 Technical Rescue

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**90 TOTAL STAFF HOURS**

#### Activities

- Updated 9 pre-fire plans
- Crews performed technical rescue training at the beach using surf/ocean rescue techniques.

## **Human Resources**

### **Staffing Update**

- **Job Requisitions**
  - Police Dept - Community Service Officer
  
- **Approved/Active Recruitment**
  - Police Department – Evidence/Crime Scene Technician, recruitment closes August 27<sup>th</sup>.
  - Leisure Services – Office Assistant III, Administration, full time, recruitment closed August 25<sup>th</sup>.
  - Leisure Services/Community Events – Part Time Community Events Technician – Recruitment closes August 27<sup>th</sup>.
  
- **Screening/Interviews Scheduled**
  - Police Department – Police Officer (3) – 56 applications logged in and forwarded to PD for review and short list.
  - Public Works/Streets – Streets Supervisor – Interviews conducted Friday, August 20<sup>th</sup> and second interviews with the top (3) held on Monday, August 23<sup>rd</sup>.
  
- **Background/Reference Checks**
  - Public Works/Streets – Maintenance Worker II (2)
  
- **Terminations/Resignations/Retirements**
  - Leisure Services/Admin. – Office Assistant III resignation effective 9/8/10.
  - Leisure Services/Nova Rec. – PT Recreation Leader resigned effective 8/20/10.
  
- **Employee/City Benefits Program Update**
  - The Early Retiree Reinsurance Program Application is completed and submitted. Per the Affordable Care Act this is intended to provide financial relief to entities providing health insurance to early retirees.
  - The first results of savings for City residents from the National League of Cities Prescription Discount Card Program to help cope with the high cost of prescription drugs is showing marked savings for those participating. Over 112 residents have utilized the program and have saved \$2,366.47 over two months.
  - Deferred compensation ~ ICMA representative, Dee Turner, has been scheduled for employee appointments on Thursday, September 2<sup>nd</sup>, HR Training Room. Nationwide representative, Ruth Marquez, will be here on Wednesday, September 8<sup>th</sup>, HR Training Room.
  
- **City Events/Employee Relations Update**
  - The City Heart Walk team held a cookout at the Public Works complex on Thursday, August 26<sup>th</sup> and raised \$345. The team is also working on a pancake breakfast for September.
  
- **Risk Management Projects**
  - Designing a centralized insurance review process for all purchases.
  - Agenda Item to update the Insurance Requirements for purchases is scheduled for the September 7 Commission meeting.
  - 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.

**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: - 42 New work - 36 completed - 29 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

|                           |        |                         |        |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails     | 57,296 | Inbound E-Mails Blocked | 48,968 |
| Delivered Inbound E-Mails | 8,206  | Quarantined Messages    | 122    |
| Percentage Good Email     | 14.3%  | Virus E-Mails Blocked   | 115    |

- Notable Events: None.

**Geographical Information Systems (GIS)**

- Addressing Additions: 33 Changes: 20 Corrections: 0
- Map/Information Requests: 12
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

**Leisure Services**

Administrative Services

- Attended LS Administrative Staff meeting
- Attended Final "Casements Live!" concert
- Hosted Programming Staff Meeting
- Attended Public Works Meeting
- Attended City Manager Weekly Meeting
- SONC progress meeting
- Sound system for press box meeting
- Met with citizen regarding children's programming
- FPL meeting at Rockefeller Gardens
- Weighed Food for HUM Food Drive
- Attended the MDA Lockup fundraiser
- Attended Wyotech Graduation Services
- Met with Able Body regarding labor services for Ushers
- Met with company to discuss plans to fence in the skate court
- Met with Misiano Construction regarding skate court progress
- Attended weekly COA Senior Center Staff meeting
- Met with staff to discuss the progress of South Ormond project
- Met with Gymnastics Staff to discuss progress of gym project
- Met with Pop Warner to discuss plans for Saturday opening day

- Athletics
  - Luis Camacho is once again renting the soccer fields for his Sunday 11 v 11 Adult league. They play each Sunday at 10:00am. The 6-a-side league also continued this Monday, playing at 8:00 p.m. after the youth practices.
  - The City's Adult Coed Softball Program, in its 18<sup>th</sup> year, started its game season this week, with 14 teams competing. This is the second highest number of teams competing we have ever had. Fourteen games were played this week, Monday - Thursday, from 6:20 to approximately 10:15 nightly. Games are mainly played at Field #7, with a few scheduled on the Quads.
  - The OBGS and the LR's start their practices this week at the Nova Fields, as well as the Wendelstedt Fields & the Dale Buttleman Softball Quad.
  - OBSC competitive games have begun and will be played each weekend, some at the Sports Complex and some on the road. This will continue through the month of May.
  - Calvary Christian Academy Football opens their game season tonight at 7:00 p.m. at the Sports Complex, Field #7.
  - City's Youth Flag Football Program will hold its skill assessments (tryouts) tomorrow at the Softball Quad. Three divisions will be separated at 9:00 a.m., 10:00 a.m. and 12:30 p.m. Teams will be formed and practices will start in one week. Games will follow in late September/early October.
  - Pop Warner Football will open its game season tomorrow at the Sports Complex on Field #7. This marks their first season with the new press box. Games will be played from 9:00 a.m. to 7:00 p.m. with five age divisions.
  - Upcoming Activities: USSSA Baseball Tournaments; City's Men's Softball Fall Season; City's Youth Coed Volleyball Fall Program.
  
- Athletic Field Maintenance
  - Mowed baseball fields 1-4, three times a week
  - Mowed common areas
  - South Ormond: mowed outfield, prepped infield, cleaned tennis and basketball courts
  - Osceola Elementary: prepped 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 co-ed 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
  - Mowed the right of way along Harmony Road that leads to the entrance of the Airport complex
  - Painted foul lines and prepared baseball fields daily for competitive teams practice and games
  - Hosted the Xtreme Baseball League over the weekend
  - Cleaned up after daily use of the soccer fields
  - Prepped softball fields 1- 4 for Lady Renegade's competitive club practice
  - Put out garbage cans and player benches on soccer fields
  - Painted the full-sized soccer field for men's league
  - Laid out soccer fields for the fall competitive soccer league
  - Tore down the goal post on the football field
  - Removed all reels from the mowers to have them sharpened and repaired
  - Finished pre-emergent/fertilizing of all playing fields
  - Spot sprayed all fields for weeds
  - Sprayed softball fields for insects

- Senior Center
  - Staff hosted normal evening programming including: Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, and Daytona Community Church.
- Performing Arts Center
  - Saturday, August 21<sup>st</sup> the Performing Arts Center hosted the Kids Got Talent show, which was quite successful.
  - Wyotech Graduation services were held at the PAC on Tuesday, August 24<sup>th</sup>.
  - The Performing Arts hosted the following classes throughout the week as part of its regular operations:
    - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Skits, CMT
    - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap
    - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
    - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
    - Friday – Theatre Workshop, Greene Dance, CMT
  - The Performing Arts Center is preparing to host the following events:

|                                 |         |         |      |
|---------------------------------|---------|---------|------|
| Tommy Dorsey Orchestra          | 9/24/10 | 7:00 pm | \$20 |
| Blues Brothers Jukebox Memories | 9/25/10 | 7:00 pm | \$15 |
- South Ormond Neighborhood Center
  - There was a United Hands meeting at the Center at 6:00 p.m. on Monday.
  - Jazzercise took place Monday and Wednesday at 5:30 p.m.
  - Youth basketball practice was held on Tuesday and Thursday from 5:00 until 7:00 p.m.
  - The splash pad is open from 10:00 a.m. until 7:15 p.m. for the spring and summer.
  - The gym will remain closed until further notice due to renovations.
- Community Events
  - Continued training of new hire Sonja Johnson, PT Community Events Leader
  - Assisted with "Casements Live!" concert event on Friday, August 27<sup>th</sup>
  - Weekly administrative tasks and office work
  - Attended Events meeting
  - Continued working on Employee Health Fair tasks
  - Began planning for fall/holiday events
  - Attended Senior Games meeting
  - Assisted with event tasks for Senior Games
  - Provided supply items for Health Walk function
- Gymnastics
  - Students had fun as they acquired new skills and enjoyed their time at the gym.
  - The Gymnastics Center Coordinator continued to speak with local schools to promote the gymnastics program.
  - The team girls are training for their first meet which will be held in September.
  - The Gymnastics Center will be closed during the month of September for renovations.
- 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 Fit Moms.

- 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.
- Planning and preparation continued for fall programs and events including contacting volunteers, developing time lines and developing supply lists.
- Final reports were completed and submitted for all summer programs.
- Assessments of expenditures for supplies, equipment, programs, classes and events for the fiscal year 2009-2010 were reviewed for the 2010-2011 projections.
- Inventory of supplies and equipment was conducted; organization and storage of supplies and equipment continued.
  
- The Casements
  - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
  - Donna Oldham's Photography Exhibit is ongoing, Monday – Friday 8:00 a.m. to 5:00 p.m., Saturdays from 8:00 a.m. to noon.
  - Staff set up for voting this week on Monday from 8:00 a.m. to 11:00 a.m. with voting equipment delivered between 10:00 a.m. and 11:00 a.m.
  - Staff assisted with opening the precinct on Tuesday morning at 6:00 a.m. for workers to get ready for voting which began at 7:00 a.m. and ran until 7:00 p.m.
  - Yoga classes this week were held on Tuesday morning from 10:00 a.m. to 11:30 a.m. and Thursday evening from 6:30 p.m. to 8:00 p.m.
  - Tai Chi classes have stopped during the summer months and will return in September.
  - Zumba classes were canceled this week due to voting on Tuesday evening. Classes will resume next week.
  - Pilates classes continue every Tuesday and Thursday afternoon from 3:30 p.m. to 4:30 p.m.
  - The Casements Guild Crafters met this Thursday from 12:30 p.m. to 3:00 p.m. to continue working on crafts for the annual Gala in December.
  - Staff assisted with the weekly Farmers' Market on Thursday from 8:00 a.m. to 1:00 p.m.
  - Casements Live! is scheduled for Friday evening from 7:00 p.m. to 9:00 p.m. with "The Yancey Family and Friends" come out and enjoy an evening of fine music and fresh air under the stars! This is the final concert of the series. We look forward to more music and fun next summer!
  - The War Memorial will be installed on Friday in the Ormond Memorial Art Museum and Gardens. The unveiling ceremony will take place this upcoming Veteran's Day in November.
  - Rockefeller Gardens will be the site for a wedding ceremony on Saturday.
  
- Facilities Maintenance
  - AC Filter Change in 10 Buildings
  - Changed lights in PD in Neighborhood Improvement Office.
  - Repair light in stairwell at City Hall.
  - Rekeyed exterior door locks at City Hall.
  - Changed v-belt on AC air handler for atrium at City Hall.
  - Removed old prk benches and trash can from Hospital Park.
  - Repaired lights & replace timer for parking lot lights at Bailey Riverbridge
  - Repaired damaged walls at Fire Station #92.
  - Met with contractors to get quotes for Stormwater shelving project.
  - Cut holes in wall in carriage house at The Casements to run dryer duct
  - Assembled and Installed washer & dryer at the Casements.
  - Met with insulation contractors for quotes to insulate Fire station #94

- Parks and Irrigation
  - Parks inspection on Monday
  - Checked ball field #7
  - Turned on timers at Casements and Rockefeller Gardens
  - Replaced one spray head and nozzle at City Hall
  - Replaced one spray head and nozzle at Fortunato Park
  - Dug up mainline break on US 1 medians, installed 6' of new mainline and zone line, repaired zone line wires, tested system and backfilled hole
  - Replaced union coupling and broken pipe at ball field #7 at Sports Complex
  - Replaced one rotor at Cassen Park

### **Police Department**

- Administrative Services
  - Property and Evidence Room Audit/Inventory continuing.
  - Participated in contract negotiations with PBA.
  - Attended Police Athletic League board meeting.
- Community Outreach
  - Wednesday, August 25, YDC held a meeting with a speaker/presentation on bullying at the SONC at 5:30 pm. Officer Gregory Stokes presented a video and spoke on bullying.
  - Letters for the November 13<sup>th</sup> golf tournament were mailed to sponsors.
  - A meeting was held at Ormond Beach Elementary School to explore the development of an environmental science program with 1<sup>st</sup> and 4<sup>th</sup> grade classes.
- Community Services & Animal Control
  - Animal Calls responded to: 57
  - Animal Reports: 7
  - Animal Bite: 1
  - Animals to FHS: 7
  - Written Warnings: 1
  - Low Cost Pet Shot Clinic Scheduled for 9-25-10
- Criminal Investigations
  - Cases Assigned: 31
  - Cases Cleared by Arrest/Complaint Affidavit: 19
  - Cases Exceptionally Cleared: 5
  - Inactive: 9
  - Fraud: 3
  - Burglary Business: 2
  - Burglary Residential: 7
  - Larceny Car break: 16
  - Grand Theft: 1
  - Auto Theft: 0
  - Offense Against Family/DCF Reports: 2

#### Narcotics:

- One search warrant served.
- Six buy walks.

#### Comments:

- Two 18 year old local men have been charged with 10 recent car burglaries. The majority of property has been recovered and turned over to the victims.

- One adult male was arrested and charged with burglary and voyeurism after he entered the ceiling area of a local gas/convenience store, crawled across to the ladies restroom where he was caught watching females using the facility.
- Records
  - Walk - Ins / Windows 205
  - Phone Calls 283
  - Arrest / NTA'S 25
  - Citations Issued 93
  - Citations Entered 83
  - Reports Generated 141
  - Reports Entered 169
  - Mail / Faxes / Request 156
- Operations
  - 8/19/10 – Carbreak: Highland Ridge Trace.
  - 8/19/10 – Carbreak: Canter Ct.
  - 8/19/10 - Burglary-business, 150 Tomoka Ave: snakes stolen.
  - 8/19/10 - Burglary/auto theft, 92 Foxcroft Run: garage was entered, and a Honda dirt bike taken.
  - 8/19/10 - Auto theft recovery, 101 Clyde Morris Blvd.: abandoned vehicle reported at Ormond in the Pines. Vehicle came back reported stolen out of Daytona, possibly used in an attempted homicide. Daytona. DBPD contacted, suspect already in custody.
  - 8/19/10 – Carbreak, Highwood Ridge: phone and \$1500.00 cash stolen.
  - 8/19/10 – Carbreak, Trail Song Dr. and Lake Vista Way. Suspect known.
  - 8/19/10 - Domestic Violence arrest for felony battery - brother against brother. The victim had multiple lacerations on his face and swelling around the eyes.
  - 8/19/10 - Retail theft arrest at Wal-Mart.
  - 8/19/10 – Retail theft, 690 S. Nova.: case of beer stolen. Complaint affidavit completed.
  - 8/20/10 - Burglary-residence, Tropical Dr.: several firearms and power tools were taken and pawned by the son.
  - 8/20/10 - Directed Patrol – contacted three transients at Birthplace of Speed Park reference complaint of drinking and loitering. Transients contacted were not drinking at the time.
  - 8/20/10 - Disorderly intoxicated transient at Winn-Dixie, 353 W Granada: male transient at entrance to Winn-Dixie making sexual comments to female patrons and cursing. Subject was contacted at which time he continued to use profanity at female officer on scene. Subject arrested and transported to county branch jail. On the way he urinated and defecated in patrol vehicle.
  - 8/20/10 – Carbreak, S. Washington St.: vehicle entered by possibly known female juvenile and a 380 caliber semi-auto pistol taken with a full clip of ammunition. Victim purchased the weapon several years ago from a pawn shop and did not have the serial number recorded.
  - 8/21/10 - Carbreak, N Capri Dr.: unlocked vehicle, CD player stolen.
  - 8/21/10 - Carbreak, Woodmere Cir.: unlocked vehicle, change taken.
  - 8/21/10 - Carbreak, 65 Woodmere Cir.: vehicle was entered but owner was not available for contact. Unknown if anything was missing.
  - 8/21/10 - Burglary-business, Tokyo Japanese Restaurant., 175 S Nova Rd #9: pry marks on rear door, flat screen TVs, money, sushi knives and lobster stolen. Total value of stolen items reported to be \$10,000.
  - 8/21/10 - Trespassing, Sterthaus Dr.: adult male was arrested in a transient camp area that was properly posted.
  - 8/22/10 – Carbreak, 101 E. Granada Blvd Food Lion.
  - 8/22/10 - DUI Arrest, 790 W. Granada Blvd parking lot of Walgreens.

- 8/22/10 – Battery - Domestic Violence, Wilmette Ave.
- 8/22/10 - Assisted FHP with DUI (breathalyzer technician officer).
- 8/22/10 - Vandalism Arrest, 485 S. Atlantic Ave (Maverick Hotel)
- 8/22/10 – Carbreak, Coquina Ridge Way: unlocked vehicle entered and purse, wallets, jewelry, credit cards, drivers license, library card, and DVD players taken.
- 8/23/10 – Burglary – Residence, University Cir.: purse taken from a car that was parked in the garage.
- 8/23/10 – Larceny, 184 Tomoka Av.: theft of water meter. Suspect issued a Notice to Appear.
- 8/24/10 – Carbreak, 126 S. Ridgewood Av.: change taken out of two unlocked vehicles.
- 8/25/10 - Burglary-residence, E. Victoria Cir.: forced entry thru the side door and interior of house was ransacked.
- 8/25/10 - Attempted robbery by bomb at Bank of America 902 S Atlantic: male subject operating a motorcycle went into drive-thru lane and deposited a box with a note advising that the package was a bomb and demanded money. The suspect fled the area when the teller refused to send him any money. The bank was cleared, Seabreeze High School was temporarily locked down, a perimeter was set up and the VCSO Explosive Ordinance Disposal Unit removed the package left by the suspect. It turned out to be a DeWalt ratchet set wrapped in paper and tape.
- 8/25/10 - Family disturbance, Byron Ellinor: subject became upset when his girlfriend was not home in time for him to go to work. Subject proceeded to destroy items within his apartment. His two month old son was in the apartment when this occurred. Although no one was hurt, the subject was charged with felony endangerment of a child. Subject was also on supervised probation and was charged with violation of his probation.
- 8/25/10 – Trespassing, Mound Avenue: neighborhood residents observed several juveniles attempting to break into a vacant house. Officers arrived on scene immediately and observed the kids. All ran but were caught within several blocks. One female suspect turned out to be an adult with marijuana in possession. She was charged with possession of a controlled substance but no one saw her trying to enter the vacant house. Two juveniles were arrested for loitering and prowling and resisting arrest without violence.
- Traffic Unit
  - School Zone Traffic Assistance: Traffic Unit assisted with traffic control at each of the elementary schools during the first week of school.
  - 8/24 & 8/25
  - Attempted bank robbery at Bank of America – Harvard and A1A: The traffic unit assisted patrol for over four hours on a perimeter blocking off the bank while the County Bomb Squad removed a suspicious package left by the robber. The Motor Unit then escorted the Bomb containment module out of the city.
  - Traffic Citations issued: 67
  - Parking Citations issued: 1
  - Crash - No injury: 5
  - Crash – With injury: 0
  - Crash – With fatality: 0
  - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
    - Clyde Morris Blvd
    - N. Ridgewood Ave
    - N. Beach St
    - SR A1A
    - Hand Ave
    - Division Ave
    - Osceola Ave

- Neighborhood Improvement
  - Weekly inspection statistics by Commissioner Zones
    - Zone 1: 5 Cases Initiated
    - Zone 2: 2 Cases initiated
    - Zone 3: 1Cases initiated
    - Zone 4: 6 Cases initiated
  - 14 tree removal permit requests
  - 44 signs either removed or sign cases created
  - Administrative staff assisted with seventy-seven (77) telephonic inquiries

## **Public Works**

### **Engineering**

- US1 Forcemain Extension Phase II- Temporary watermain along the US1 shoulder was removed and roadway repairs have begun.
- Rima Ridge Wells 54, 55 & 56- Contractor mobilized to begin pilot drilling of production wells.
- Oak Forest Outfall- Staff stabilized privacy wall section surrounding new pipe at end of outfall.
- South Ormond Neighborhood and Gymnastics Centers Improvements- Ceiling insulation began and roof replacement is 90% completed.
- SR40 Sidewalk/Trail Phase I- Inspected restoration and replacement of broken sidewalk.
- Main Trail Bridge- Finalized plans for the improvements on bridge. Worked on the permit requirements for maintenance.
- SR40 Sidewalk/Trail Phase II- Inspected sidewalk alignment for conflict resolution.
- South Ormond Rec Center Lighting- Coordinated the switch over of the Splash Pad to the new power source.
- North US1 – Landscape Renovation – The contractor is scheduled to begin work during the first week of September.
- Sunshine Blvd Monument Signage- Structural drawings are being prepared for permitting. All the materials have been ordered.
- Nova Passive Parks- Staff scheduled a September 10<sup>th</sup> meeting to tag the proposed trees before shipping. The contractor will begin installing the irrigation near the end of September.
- Downtown Street Tree Replacement- Staff scheduled a September 10<sup>th</sup> meeting to tag the proposed trees before shipping. The contractor will begin removing the existing Bradford Pears near the end of September.
- City Hall Parking Lot Repairs- The contractor is scheduled to begin work the week of September 13<sup>th</sup>.

### **Design Projects:**

- Sanchez Ave. Storm Drain- Staff has obtained quotes for repairs.
- OBSC Boundless Playground- Staff is finalizing the design and has tentatively scheduled the bid award for the October 19<sup>th</sup> City Commission agenda.
- Hull Rd. & US1- Prepared Legal Advertisement for this project.
- Ormond Scenic Loop- Prepared Legal Advertisement for this project.
- SR40-A1A to Beach St.- Resent bike lane facilities plans to FDOT since they claim that they cannot find it.
- SR40- A1A to Nova Interconnect- Review FDOT request for conflict with ATT permit.
- Ridgewood Sidewalk- Prepared quantities and bid document.
- Rosewood Sidewalk- Preparing design plans.
- Vining Court- The consultant is finalizing the plans and project manual for bidding. The project will be advertised for competitive bids in September.

- Granada Bridge Decorative Pole Replacement -The equipment purchasing was advertised on August 22<sup>nd</sup> for competitive bids. The bid opening is scheduled for September 9<sup>th</sup>.
- Memorial Gardens Well Replacement- Staff will pursue extending reuse water to irrigate the gardens and fill the ponds as the existing wells have failed.
- Downtown Wayfinding Signage- Staff has reviewed the 90% plans with minor comments. The project will be advertised for competitive bids in September.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- Wastewater Treatment Plant Expansion and Rehabilitation – Finalizing value engineering considerations.
- John Anderson Drive – Scheduled meeting with consultant and utilities to perform a field walk-through in order to identify all problem areas and required improvements.
- EVRWA Nova Canal Flood Control Study– Final report was submitted and is being reviewed.
- Hand Ave./Coolidge Avenue Roadway and Drainage Improvements- Coolidge Avenue is currently advertised for bids and will be constructed separately from Hand Avenue in order to get some construction on the stormwater improvements underway.
- Joint Permit Center – Staff received the final GMP and will present this to the CC for approval at the September 21<sup>st</sup> meeting.

Administration:

- Prepared press release for FPL pole relocation on US1.
- Sent FDOT the July EEO report for the SR40 sidewalk Phase 1 and 2.
- Contacted vendor for Fire Dept on fire preemption not working.
- Contacted Volusia County for the relocation and repair of fire preemption not working.
- Responded to FDOT on mast arm replacement cost.

Customer Service:

- Located Tree 97 Pinehurst Dr.
- Researched FDOT rights-of-way for sign violations per Streets Division request.
- Investigated the need for traffic control devices at Coquina and Lucky Dr.
- Obtained culvert information from FDOT on US1 for GIS.

Meetings:

- Met with SJRWMD for pre-application meeting for the Hand Avenue Central Park Lake interconnect and Phase I recommended improvements of the May 2009 Stormwater Flooding Investigation Study to interconnect all the Central Park Lakes.
- Sunshine 7 – fiber optic cable connection between two buildings.
- FDOT pre-construction for SR 40 I-95 to Nova Rd video of storm sewer pipes.
- FDOT EEO/DBE reporting requirements.

Other:

- Sent out survey for undergrounding utilities on John Anderson Drive. Currently received 50% of survey responses. 23% are in favor of supporting costs to underground utilities.
- Updated the sketch and memo for well 21A to illustrate research results.
- Researched Central Park Lake ownership for Hand Ave collector road upgrade project.
- Continued updating the City fiber optic as-built to reflect the vertical depth elevations of the conduit.
- Provided benchmark information for Halifax Plantation for surveyor request.
- Completed easement research for proposed improvements at 353 Wilmette Cir.
- Updated the OBPD monitoring well drawing per BFA consultant's comments.

- Completed weekly measurement of the leaning retaining wall on Magnolia Ave.
- Researched stakeout options and created drawing for proposed helipad location at OBMA.
- Modified drawings and gathered field measurements for Sidewalk Construction 2010.
- Found all "Edgewater" streetlights that need to be replaced in the parks.
- Updated the maps and other pages for EOC Damage Assessment Reports.

- **Street Maintenance**  
**Asphalt / Concrete**

- Concrete sidewalk at 7 Greenfern
- Asphalt potholes at N. Ridgewood & Hernandez, Corbin Ave. & other locations
- Removed forms at 7 Greenfern and Ocean Breeze
- Checked sidewalk at N. Beach St. & Larissa Terrace
- Poured concrete to enlarge air conditioner pad at Public Works Yard
- Vinyl patch trip hazards at Bailey Riverbridge Gardens
- Asphalt repaired at Milton Pepper Park, stop sign at N. Center & Sterthaus and 4-way stop at N. Halifax & Neptune
- Removed concrete sidewalk at Wilmette & Wilmette Circle

- **Tree Crew**

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trees trimmed & debris removed at Riverbend Park & citywide
- Trimmed around bus stop benches, Memorial Gardens, Old Kings Rd., Springwood and other locations
- Hauled debris from Nova Recreation
- Ground stump at Wilmette
- Removed broken limb at Capri & S. Ridgewood Ave.
- Cleaned up ROW at S. Beach & Fairview
- Trimmed Public Works parking lot

- **Maintenance Crew**

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Maintenance of various vehicles in Public Works Yard
- Road grading at Rima Ridge
- Filled holes along seawall at Riviera Park
- Printed daily work tickets
- ROW trimming at various locations
- Assisted with barriers at Public Works Yard

- **Sign Shop**

- Installed (2) "No Parking" signs at Sandy Oaks Blvd. Wastewater Lift Station
- Requested a Purchase Order for faded pavement markings to be replaced on N. Halifax Dr. @ E. Granada Blvd., S. Ridgewood Ave. @ W. Granada Blvd. & a new double yellow centerline on Spring Meadows Dr. between Meadow Mist Ct. & Fernmeadow Ln.
- Repaired or replaced signs at the following locations:
  - 19 Fox Hollow Dr., replaced the stop sign & installed HIP (High Intensity Prismatic) street names

- Fox Hollow & Silver Fox, installed HIP street names & post
- Pheasant & Silver Fox, installed HIP street names, post & stop sign
- Rosewood & Walnut St., replaced stop sign post hit by a vehicle
- Ocean Pines Dr. & Airport Rd., replaced missing street names
- Bryant St. & Fleming Ave., replaced bent stop sign post
- Hernandez Ave. w/of N. Beach St., installed a delineator at a new storm drain
- Woodgate Ct. & Hand Ave., replaced a broken stop sign post
- W/end Hammock Ln., replaced a pedestrian crossing sign
- Trina St. & Fleming Ave., replaced street names
- 537 Collins St., replaced a 25 mph sign & bent post

- **Stormwater Maintenance  
Maintenance Crew**

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Reachout Mower – F.D.O.T SR40
- Inlet inspection & inlet cleaning – Zones 1 & 2 beachside and Zone 4 mainland
- Ditch Inspection – Citywide and Thompson Creek (contractor)
- Pipe removal from Wastewater Plant
- Vac-con basin inspection and cleaning – various locations
- Outfall inspection w/Engineering Dept. (delayed due to rain)
- Ditch maintenance manual – 26 Laurel Oaks Circle
- Customer complaint – Arroyo Mobile Home Park
- New open throat construction – Hernandez Ave. & Arbor Dr.
- Ordered chemicals (F.D.O.T. ponds for contractor)
- Worked on storage bins

- **Streetsweeper – Street Sweeping**

- 91.0 miles of road cleaned
- 12.0 cubic yards of debris removed

- **Fleet**

- **PM Services completed for the week:**

Emergency—Vehicles and Equipment  
16

Non-Emergency Vehicles and Equipment  
23

- **Road Cals for the week:**

0

- **Accidents for the week:**

0

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

Diesel  
7,073 gals.

Gas  
8,084 gals.

- **Comments:**

- All PM services are currently on schedule and up to date.
- This week fleet put 3 new patrol vehicles into service.
  - 2003 Dodge Durango K-9 with 129,279 miles.
  - 2001 Ford Crown Vic with 122,532 miles.

- 2006 Chevy Impala totaled in accident with 37,007 miles.
- All three vehicles were replaced with 2010 Ford Crown Vics.
- **Utilities**
  - Finalizing response package to request for additional information (RIA) correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal.
  - Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
  - Breakaway Trails Irrigation System – Nearing completion of controls installation for activating optimizing the pond pumps and the supplemental well setting for better managing the irrigation supply.
  - Annual Chemical Bid – Bids were received and are being tabulated. No bids were received for solar salt and sulfuric acid.
  - 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 –Awaiting receipt of executed contract documents prior to scheduling notice to proceed.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 upon successful results of installation of the modified impeller bolts to demonstrate that ragging at the influent pump station is reduced or eliminated. Pumps are operating effectively since the new impeller bolt assembly was installed. The centrifuge manufacturer is sending a programmer to investigate control problems with Centrifuge #2.
  - Gravity Sewer Pipeline Repair – Specifications for repairs are being prepared. Contacts were obtained with Polk County and Delray Beach if we decide to piggyback their bids. Polk County recently awarded bids and is eligible. Items required to piggyback a bid were sent to Chaz Construction.
  - Water Treatment Plant High Service Pump Station VFD Conversion - Additional changes are required for the record drawings.
  - Lift Station Repair and Replacement Project – The site plan is approved by Volusia County. The contractor signed the FPL notification form letter and sent it to FPL for processing. A final punch list was developed for the other lift stations constructed in this project. All of the lift stations are completed except for 6M. The doors, handrail, light and ladder remain to be installed.
  - Roll Off Container Filter – The project is advertised for bids
  - Root Control Services – Awaiting receipt of executed contract documents prior to scheduling notice to proceed.
  - State Road 5 at State Road 40 (US1 & Granada) - The fire hydrant at Station 1196+75 was moved 5 feet south to provide 7.5 feet clearance from the power pole to meet National Fire Protection Association requirements. As-built drawings were reviewed and comments sent to the contractor.
  - Wastewater Treatment Plant Expansion: Estimated order of magnitude savings for value engineering alternatives selected for further consideration were provided by the contractor. The feedback provided by the contractor is currently being assessed and negotiated. CDM will meet with the contractor to determine how the prices were derived.
  - Water Plant Aerator Rehabilitation –The alternative selected will brace the exterior walls of the structure instead of replacing it. Aerator trays will be inspected to determine whether replacement of them is warranted. The final engineering report was received. A sole source memo will be prepared recommending that the manufacturer that provided the aerators be used to perform the rehabilitation.
  - SPRC – Reviewed plans for the E Lab expansion.

- Water Distribution
  - Replaced 11 residential water meters, responded to 6 leaks, 3 low pressure calls
  - Flushed 5 cloudy water complaints, assisted 3 customers with misc. water issues
  - Replaced 6 water services, and 48 water meter boxes/lids
  - Tested 4-4" and 1-3" meters for accuracy at various businesses
  - Performed maintenance on 24 fire hydrants in Hidden Hills, Trails North 40, and Spring Meadows subdivisions
  - Performed valve maintenance on Oak View Dr
  - Flushed, due to complaints, Alcazar Ave, Buena Vista Ave, Calle Grande, S. Beach St, Seville Ave, Cordova Ave
  - Installed 44 leak detection loggers on valves in the area of Rosewood Ave, north to Domicilio Dr, from US1 to N. Beach St
  - Assisted plant maintenance in installing a 90° bend on Standish tank inlet to help create better use of water in tank
  - Removed temporary flusher in Deer Creek due to sidewalk installed at new home, will install in another location
  - Met with OBPD about theft of brass fitting at several locations in new neighborhoods, gave them a yoke valve for comparison at recycle yards.
  - Delivered equipment to Fleet for service
  - Cleaned and restocked all trucks
  
- Water Treatment
  - Delivered 38.673 million gallons week August 15<sup>th</sup> (avg. 5.525 MGD)
  - Backwashed 15 filters for a total of 750,000 gallons backwash water.
  - Produced and hauled 67.54 wet tons of dewatered sludge.
  - Assisted Standish Tank riser piping modifications activities to promote better mixing in storage facility.
  
- Waste Water Collection - Reuse
  - Crews responded to one trouble call out west Breakaway/Hunters Ridge and one in town.
  - Butch and crew checked ten trouble spots around town, televised 3,360' of sewer mains.
  - Repaired reuse service at 173 Ellicott Dr.
  - Crew still cleaning up at wastewater plant.
  - Cleaned buildings and fueled equipment for weekend.
  - Marty and crew found well 33H not working in Hunters Ridge called Bill Dietz. Found pump was tripped.
  - Crew flushed irrigation system in Hunters Ridge & Breakaway Trails Subs
  - Checked irrigation system at Breakaway and Hunters Ridge. Turned off 3" potable water in Breakaway Trails. Installed rain gages in BAT. & HR.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 24.69 Million Gallons
  - Produced 17.94 Million Gallons of Reuse
  - Produced 6.75 Million Gallons of Surface Water Discharge
  - Influent flows average for week @ 3.53 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 88.66 (14%-18% Solids).
  - Pretreatment Local Limit Sampling began on August 14<sup>th</sup>.
  - Influent PS Pumps continue to operate effectively with no ragging since completion of installation of new impeller fasteners.
  - 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

- Rerouted wiring and power to AC unit in Aerator VFD room.
- Installed 100 amp replacement breaker to Aerator VFD #1.
- Reset Motor starters at Standish Booster station. Also installed a sample port on tank and cut 12" fill pipe inside tank - installed 90° elbow to promote more stirring action in tank.
- Went to wells 22H, 30H and 36R and opened 2" draw down tube test ports for operators.
- Worked on rehabbing Scrubber #2 while out of service.
- Installed new ballasts and painted pump plate at well 11D.
- Researched 1200 amp breaker replacement needs for aerator building and equipment. Lowest price so far is \$7600. Breaker is needed to isolate equipment during extended work to aerator pumps.
- Started work on installation of portable generator tie in to aerator pump #2. This will allow operation of lime softening facility in event of power failure to Aerator room.
- Well 33H - Reset overloads.
- Received back up blower assembly for sand filter back wash system. This redundant system will allow us to continue to function in event blower assembly goes out, with no significant loss of filter backwashing capability.
- Replaced control relay for well 39H
- Liftstation mechanic on site at water plant for one month for cross training.
- 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

- Installed 3" potable fill valve to BAT reuse storage tank, automation of valve will happen when we receive actuator. This will allow tank to be filled automatically and shut off when proper tank height is achieved.
- Replaced pump plug to Shadow Crossings reuse pump #1.
- Checked motor starter contacts at Wal-Mart liftstation. Contacts were OK, found floats not activating station properly due to large volume of rags in wetwell, will install mix flush valve to pump at next annual PM due shortly.
- Replaced bulb on turbidity meter at WWP.
- Tested pressure meter at BAT reuse pumping station. Found no isolating ground anywhere on system Drove grounding rod and hooked up tank and equipment.
- Completed installation of fence and lattice work at Sandy Oaks liftstation.
- Installed air filter housing on digester blower #2. Placed back in service.
- Replaced damaged hardware at RAS #2 volute inspection port.
- Painted exposed piping at 5M, 6M and 4P liftstations.
- Replaced 6" 90 deg. elbow at San Marco liftstation. Elbow had cracked at joint due to riser pipe being too long putting pressure on joint.
- Replaced submersible aerator #1 with temporary 7-1/2 hp. Will install permanent 25 HP when received from repair shop.
- Reattached diverter plate at Barscreen #1.
- Replaced broken shear pin and adjusted drive chain on Barscreen #1.
- Assisted operations deragging recycle pumps.
- Assisted contractor with changing out impeller nut on all 3 pumps at Influent pump station.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.

- Monthly PM's to 19 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Utilities Division completed 82 work orders as reported in MP2 computerized maintenance management system, of which 56 were PM work requests and 26 were repair work orders.