

City of Ormond Beach Memorandum

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 12, 2010

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly meeting with City Attorney
- Annual Performance Evaluations for Department Heads completed.

Spoke to, attended and/or met with:

- Team Volusia Meetings concluded on the hiring of an executive director
- Conducted new Commissioner orientation and tour of the City
- Met with state lobbyist to discuss legislative priorities
- Attended Volusia County Economic Development 3rd Quarter Update
- Spoke at a webinar for the City Clerks Association
- Attended various celebrations honoring Veterans

City Clerk's Office

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

- Prepared packet material for the November 16, 2010, City Commission organizational meeting.
- Prepared and organized orientation and attended orientation session with new Commission members.
- Completed and distributed information for new advisory board appointments.
- Attended bond closing for beachfront park.

Community Development

Planning

- The Joint Permit Counter is under construction. Planning and Engineering is considered inaccessible to the public due to construction. Walls have been removed, new walls have been constructed, the wet bar in Planning has been removed, and counter personnel have been relocated to Building. Expected disruption as a result of construction is 3 weeks. Expected day that the Joint Permit Center will begin operations is 11.29.10.
- Staff attended a presentation on Florida's Brownfields Program. Found interesting the sales tax credit on building materials for mixed use projects that include affordable housing and the 75% loan guarantee to a lender that approves a loan for a mixed use property that includes affordable housing. This may well justify a closer look at the Brownfields Program for the Downtown CRA. The sales tax and loan guarantee would be great incentives for accomplishing the purposes of vertical mixed use projects involving second story living units.

Building Inspections, Permitting & Licensing

- 60 permits issued with a valuation of \$321,678.00
- 122 inspections performed.

- 7 business tax receipts issued.

Development Services

- While staff was at Bright Beginnings looking at the site (499 Nova) it came to their attention that the owner was planning on constructing a "Splash Park" consisting of an approximately 900 s.f. concrete pad with sprinklers and other undetermined water features for the kids to play in; this was not shown on the approved site plan for this project that accompanied the building permit. The owner was given a stop work order on this portion of the project until he could provide a plan that showed the dimensions / shape of the pad along with rough grading and piping from the water source. The odd element in this subject is the water source. The owner informed the inspectors that he would be using the deep water irrigation system for water. This water would runoff of the pad and towards the retention pond for treatment / percolation. Although the use of untreated well water for use in a child's water park may seem inappropriate, staff confirmed with Lee Faircloth from the Volusia County Public Health Unit that because the water is not circulated, is not regulated and they may use any source. Lee confirmed this with the regulation writer in Tallahassee. He strongly warned against this given bacteriological outbreaks and suggested that the City may wish to require posting that the water is not safe for drinking and/or bathing. City intends to require the owner to post the splash park with a sign that states, "Non-potable water – no drinking."

Economic Development

Ormond Crossings

- Tomoka Holdings is preparing the revised PMUD and development standard material for staff review.
- Staff submitted an application to the Florida Planning and Zoning Association Surfcoast Chapter for Ormond Crossings as the Outstanding Master Plan Project of 2010. The selection process will be completed in November and the award dinner will be held on December 10 at the River Grille Restaurant in Ormond Beach.

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 landscaping improvements are underway and the two monument signs that will replace the old wooden signs and will be installed at the entrance of Sunshine Boulevard.
- Staff met with the CEO of Pace Analytical regarding their planned 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. The site plan is being finalized. Staff is working with County Economic Development and Center for Business Excellence representatives to determine their eligibility and level of economic development incentives. Volusia County has approved local 20% match for a State tax credit as part of the Qualified Target Industries economic development program. An application being prepared to the County for Industrial Revenue bonds. **Staff is working with Pace to complete an application for ad valorem tax abatement, which will be presented to the Commission.**
- Staff met with the management of Emergency Communication Networks (ECN), a high technology company in the Business Park, to finalize plans for constructing a conduit and fiber cable between their current facility, located at 7 Sunshine Boulevard and 1 Sunshine Boulevard, which ECN has under agreement to purchase and expand their business and create approximately 20 new high wage jobs. Staff will process the plan and application for the conduit project when it is filed.

Ormond Beach Chamber

- Staff is scheduled to meet with local banks to discuss the feasibility of formulating a business loan pool program.

Prospective Business Attraction/Retention/Expansion

- Staff participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff continues working closely with Energizer management on a number of other site and transportation matters.
- Staff continues discussions/meetings with Putnam State Bank and a prospective buyer of the Billy's Tap Room property regarding reopening and renovating the restaurant.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) has selected 3 candidates to visit Volusia County for a series of meetings and tours on November 4. Staff met with CEO candidates and Helen Cauthen, VP of the Greater Greensboro North Carolina Economic Development Alliance was selected and tentatively accepted the position.
- Staff arranged for the Main Street Economic Restructuring Committee and Chamber Economic Prosperity Committee to participate in a discussion with Mr. George Houston of the Florida Department of Environmental Protection regarding the Florida Brownfields program.

Airport Operation and Development

- Construction of the new Sunrise Aviation fuel farm continued this week. Staff was properly apprised by the managing contractor, C&S Companies that a crane would be in operation on the airport to afford final placement of the fuel tanks. Staff in turn briefed the ATC tower manager on the specifics of the crane operation.
- Staff met with representatives of Hoyle, Tanner and Associates (HTA) and the ATC tower manager this week to review design options regarding the project to move Taxiway "A." Based on this meeting, HTA has forwarded revised conceptual designs which include a very much needed ground traffic management plan for aircraft ingress and egress from the new T-hangars in FBO Area 2. This design, when realized, will also afford significant storm water credits to the airport, as large portions of existing taxiway and ramp surface will be permanently removed.
- Topographical surveys in support of the projects to move Taxiway "A," renovate Taxiway "C," and construct a public use heliport were completed last week. Geotechnical surveys for these projects are to be conducted next week.
- Staff prepared and submitted documentation to the City Clerk and the City Attorney to place an item on the consent agenda for the December 7, 2010 meeting of the City Commission. Approval is being sought from the City Commission to rescind FBO Category 4 status for Ron Air, Inc. for failure to maintain the level of insurance required for commercial operations at the Ormond Beach Municipal Airport.
- Projected closure of Runway 7L-25R at Daytona Beach International Airport will begin at midnight (or after the last commercial carrier arrival) between Saturday, November 13, 2010 and Sunday, November 14, 2010. The runway will re-open no later than 6:00 AM on Monday, November 15th. This temporary runway closure is not expected to affect traffic levels at OBMA.
- Staff has been apprised that a keypad unit on the airport Automated Weather Observation Station (AWOS) has malfunctioned and must be replaced. A rebuilt unit

remains on order, and will be installed in concert with other scheduled work at the ATC tower in order to minimize costs.

- Staff has posted the latest airport traffic counts on the City website. Annual traffic is down 31,800 operations as of October 31, 2010. This represents a reduction of 24% over last year.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation of fiscal year end and annual audit reports.

Completed Projects - Weekly

- Processed 32 Journal Entry Batches (# 407 – 490).
- Approved 20 Purchase Requisitions totaling \$308,292.29.
- Issued 15 Purchase Orders totaling \$143,895.67.
- Held opening for RFP No. 2011-01, Sports Officials, Umpires and Scorekeepers, on 11/10/2010. One (1) submittal was received.
- Prepared 57 Payroll checks totaling \$47,222.34 and 313 Direct Deposits totaling \$431,016.30.
- Transferred IRS 941 payment of \$176,223.89.
- Processed 4,074 cash receipts totaling \$898,573.53.
- Processed 629 utility bill payments through ACH totaling \$45,611.34.
- Processed and issued 6,161 utility bills with billed consumption of water of 36,397k.
- Issued 636 past due notices on utility accounts.

Public Information

Press Releases

- Letters Home from a B-17 Pilot (11/20)
- Waste Management Thanksgiving Collection Schedule

Other

- Citizen Contacts
- Media Contacts

Grants

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

Fire Department

Weekly Statistics

3	Fires
2	Fire Alarms
4	Hazardous
55	EMS
6	Motor Vehicle Accidents
24	Public Assists
94	TOTAL CALLS

Medical Call Type

1	Back Pain	1	Medical Alarm
3	Breathing Problem	1	Overdose
1	Cardiac Arrest	1	Stroke
5	Chest Pain	5	Traffic Accident
4	Convulsions/Seizure	2	Traumatic Injury

1	Diabetic Problem	4	Unconscious
6	Fall Victim	7	Unknown Medical

42 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies:
 - **8 calls – Volusia County**
- Aid received from other agencies: **0 calls**
- Total staff hours provided to other agencies: **49 hours**
- Total staff hours received from other agencies: **0 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **22**

Significant Incidents

Date: Saturday, November 6, 2010

Address: 357 Creek Ln.

Dispatch Time: 12:38 PM

Cleared Time: 4:58 PM

Incident Description: Provided automatic aid to Volusia County for a residential structure fire. The fire was heavily involved in the attic area. The roof burned off with minor fire damage to 2 bedrooms. The State Fire Marshall determined the cause was accidental due to vapors from gas stored too close to the HVAC unit.

Units on Scene: Ormond Beach: Quint 91, Engine 92, Rescue Engine 94, Battalion 90. Volusia County: 4 Units. Daytona Beach: 2 Units

Operations

- Continued flu shot program at Station 91 with 19 vaccines administered this week with an overall total of 314.
- Met with Grants Coordinator regarding Assistance to Firefighter's Grant.
- Attended fire MobilCom training at Sheriff's Office Training Center.

Training Hours

37	EMT Refresher Modules
6	Preplanning
1	Policy Review
100	Technical Rescue
144	TOTAL STAFF HOURS

Activities

- Inspected 72 hydrants and placed street reflective markers as needed.
- Updated 25 pre-fire plans.
- Held monthly healthcare provider's CPR class – 4 students
- Public Education Events Attended:
 - Grace Academy: Demonstrated for children a firefighter dressed in bunker gear, SCBA and mask – 35 children
 - Career Day at Temple Bethel – 200 children

Human Resources

Staffing Update

- Job Requisitions
- Fire Department – Office Manager

- Public Works/Fleet Operations – Mechanic III
- Leisure Services/Registration - PT Office Assistant I
- Leisure Services/Community Events – PT Community Events Technician
- Approved/Active Recruitment
- Police Dept - Community Service Officer
- Screening/Interviews Scheduled
- Fire Department – Firefighter/EMT (Close to 300 applications have been received). On Tuesday, November 16th a physical ability test and an EMS patient assessment will be administered to 18 candidates.
- Leisure Services/Sports – PT Recreation Leader recruitment – 4 applications received and forwarded.
Interviews have been scheduled for 11/12/10.

Background/Reference Checks

Job Offers

- Police Department – Police Officers (3) – Conditional offers extended pending outcome of background and screening process.
- Public Works/Drainage Maintenance – Maintenance Worker II – candidate will begin pre-employment processing on Thursday, Nov. 11th

Terminations/Resignations/Retirements

- Public Works/Fleet – Mechanic III retiring effective November 12, 2010.
- Public Works/WW Collections/Reuse – Maintenance Worker IV effective November 12, 2010.

Promotions

- Police Department – A Sergeant Promotional Process is being conducted to establish an eligibility list. Notice was sent on October 15th, and will close for participation on November 5th. The written exam will be held on November 15th in the H.R. Training Room and the assessment will be conducted at the Advanced Technology Center (ATC) on November 19th, per PBA B.A. 2008-2010.

Demotions

Transfers

Public Records Requests

Pay & Classification Plan

- The City Commission approved an amendment to the Pay and Classification Plan to add the positions of Permit Manager for the Joint Permit Center and Police Lieutenant on November 3, 2010.

Risk Management Projects

- Designing a centralized insurance review process for all purchases. Working with Finance to train department personnel who process purchases; training sessions should be done November/December.
- Updating proposed changes in level of insurance coverage for insured facilities and requesting written confirmation to support deviations from appraised value. Anticipate completion by the end of November.
- Arranging substance abuse training for employees/supervisors with the Vince Carter Foundation/Sanctuary.

Information Technology (IT)

Information Systems (IS)

- Work Plan Projects
 - Document Imaging – City Clerk project – Preparation for RFP
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - None
 - Work Orders: - 64 New work - 57 completed - 31 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	36,970	Inbound E-Mails Blocked	28,144
Delivered Inbound E-Mails	8,711	Quarantined Messages	115
Percentage Good Email	23.6%	Virus E-Mails Blocked	0

- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 0 Corrections: 0
- Map/Information Requests: 9
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Farmer's Market Meeting
- Supervisory Staff Meeting
- Senior Games Meeting
- Public Works Staff Meeting
- City Manager Meeting
- Surveillance Cameras Project Meeting
- Staff Issues Meeting
- Leisure Services Advisory Board
- City Commission Tour
- Met with Economy Electric re: 2-Phase electric at Rockefeller Gardens
- Irrigation Issues Meeting with Staff
- Veteran's Tribute
- Project ROMP Meeting
- Veteran's Day Concert in Gardens
- Deland Parks and Recreation Meeting
- Finalized Boys and Girls Basketball Registration

Athletics

- The OBYBSA competitive teams continued their practices and games this week at the Nova Fields, as well as the Dale Buttleman softball quad.
- OBSC Competitive Games continued and are played each weekend, some at the Sports Complex, and some on the road. This will continue through the month of November.
- OBSC Recreational Soccer finished its game season this Saturday, with a full slate of games on 9 of the 10 fields. Games ran from 8am to 1pm.
- City's Youth Flag Football Program finished its playoffs in the Junior and Senior Divisions this week at Softball quad #3 on Thursday. Awards were distributed at the end of another fine season.

- Seabreeze High School Boy's and Girl's Soccer continued practicing at the Sports Complex, fields #6 and #8, for their upcoming season. They practice daily from 3:30 to 5:45pm. The Girls had their 3rd game of the season on Monday night, while the Boys had their 2nd game of the season Monday also, F6 & F7, Sports Complex.
 - City's Girl's Basketball Program continued this week, with team practices on Monday - Thursday evenings, 6-9pm, Nova Gym. Practices will continue through early December, with games beginning Dec. 6th.
 - OBYBA Boy's Basketball Program held their preseason skill assessments and will begin practicing later this week at Nova Gym and at the outdoor court at South Ormond Neighborhood Center. The South Ormond gym is currently under construction.
 - Calvary Christian Academy Soccer started their game season at Soccer Field #5 last week at the Sports Complex. They had their 2nd game Friday night at 4pm.
 - River Bend Academy also started their Game Season at the Sports Complex, Field #7 last week. They played their 2nd game Friday night at 5pm.
 - Upcoming Activities: Men's Winter Softball League
- Athletic Field Maintenance
 - Mowed baseball fields #1 - #4, three times a week
 - Mowed common areas.
 - Mowed South Ormond outfield, prepped infield.
 - Went to South Ormond Rec. to clean tennis and basketball courts, tennis, and handball courts.
 - Mowed infields and outfields at Nova park.
 - Cleaned Skateboard park.
 - Cleaned tennis and handball courts.
 - Mowed softball #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 #1 - #10, twice a week
 - Painted foul lines and prepared baseball fields daily for competitive teams practice and games.
 - Prepared 2 fields for the fall high school baseball season.
 - Cleaned up after daily use of the soccer fields.
 - Prepped softball fields #1- #2 for Lady Renegade's competitive club practice.
 - Put out garbage cans and player benches on soccer fields.
 - Painted the full size soccer field for men's league.
 - Painted 19 soccer fields for the beginning of the fall recreation soccer league.
 - Prepped the fields for adult co-ed and men's softball.
 - Painted the football field and prepared it for Saturday's Pop Warner football games.
 - Repainted 2 fields for the recreation flag football.
 - Prepped the fields at Osceola for their t-ball teams.
 - Rec. leagues for softball and baseball youth fields were done at both Nova park and the Airport Sports Complex.
 - Laid out and painted a full size soccer field on field #7. Put out nets and flags for Seabreeze girls J.V. and varsity games Monday night.
 - Began prepping softball fields for a Lady Renegade tournament at the Airport, Nova and South Ormond complexes.
 - Put in new foul poles on field #5 at Nova park.

Senior Center

- Granada Squares Dance, Tuesday
- Tomoka Duplicate Bridge, Tuesday, Saturday
- Daytona Community Church, Thursday

- Square Dance, Friday
- Chinmaya Church, Sunday

Performing Arts Center

- Staff prepared for the performance of U.S. Army Field Band Jazz Ambassadors (Thursday) and Tribute to Elvis (Saturday).
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Skits, CMT
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz and Tap,
 - Wednesday - Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz and Tap
 - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
 - Friday – Theatre Workshop, Green Dance, CMT
- The Performing Arts Center is preparing to host the following events:
Kopy Kats Revue, Friday November 12th, 7:30pm
Kopy Kats Revue, Saturday November 13th, 2:30pm and 7:30pm
Kopy Kats Revue, Sunday November 14th, 2:30pm

South Ormond Neighborhood Center

- Splash Pad opens 10:am until dusk
- Open Weight room during Center hours
- Neighborhood Park opens sunrise until 10pm
- Pop Warner football practice 5:30pm-8pm, Monday, Wednesday and Thursday
- Jazzercise classes Monday and Wednesday 5:45pm – 6:45pm

Community Events

- Attended staff meeting
- Weekly administrative tasks and office work
- Attended events meeting
- Attend Veteran's Day meeting
- Veteran's Day, ticket sales thru November 11th
- Continued working on HOHO Parade tasks, applications and sponsorships
- Walk with Manager, Rockefeller Gardens, November 11th
- Set up for Korean War Memorial ceremony, Ormond Memorial Gardens
- Set up for City Santa rummage sale
- Set up for Veteran's Dinner
- Attended logistics meeting for upcoming holiday concerts
- Shopping for holiday supplies

Gymnastics

- Installed a new vault runway
- Opened up a new boy's class

Nova Community Center and Special Populations

- Nova conducted regular adult classes in Jazzercise, "take off 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.
- Nova Community Center continued fall programs including the Phonics Game, the Activity Class and Miss Debby's Dance Classes.
- Youth Coed Volleyball was on Tuesday in the Nova Community Center gymnasium through the Athletics Division.
- Teacher Duty Day took place on Thursday. The participants enjoyed arts and crafts, sports, the game room, the playground, a movie and free play activities.
- The Basketball Training League and Girls Basketball were on Monday and Wednesday in the Nova Community Center gymnasium through the Athletics Division.
- Boys Basketball tryouts was on Saturday in the gymnasium through the Athletics Division.
- Challenger Basketball for Special Needs participants began its first practice on Tuesday in the gymnasium.
- Set up for the City Santa Rummage Sale was on Friday.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily.
- Larry Beck Gallery Exhibit in the Gallery 11/5-11/30.
- Yoga this week on Tuesday mornings from 10:00am-11:30am and Thursday evening from 6:30pm-8:00pm.
- Tai Chi classes cancelled until January.
- Zumba classes continued this week on Tuesday and Thursday evening from 6:00pm to 7:00pm.
- Pilates classes continue every Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- Casement Guild members worked on fruit displays for outside windows this week Monday-Thursday.
- The Casements Guild Crafters met this Thursday from 12:30pm to 3:00pm to continue working on crafts for the annual Gala in December.
- Staff assisted with the weekly Farmers' Market this week on Thursday from 8:00am to 1:00pm.
- Staff assisted Community Events with staging for OMAM Veterans Day Celebration.
- Staff prepared for "Saluting Our Heroes", Veterans Day Concert in Rockefeller Gardens, Thursday 6:30pm
- Staff set up for Heller Wedding Reception rental on Wednesday.
- Pre-event decorating on Thursday in the Gallery
- Wedding reception, Friday 12 noon until 10pm.
- Greek Cooking, Saturday 8:30-1pm.
- Christian Youth Concert, Rockefeller Gardens 1-5pm Saturday FREE

Parks and Irrigation

- Replaced 4 heads at City Hall
- Finished repair at fire station #94
- Installed new piece of drip pipe in planter at under bridge at Fortunato Park
- Ran zones on A1A medians, replaced several spray heads. Installed new battery in timers
- Reset timers at fire station # 92 and PAC. Marked out lines at Rockefeller Gardens for new electric install
- Repaired line break at tee on zone line at Bailey Riverbridge
- Ran 3 zones at Central Park II to try to find broken head. None found.
- Replaced 1 damaged head on Sandcastle median (hit by car)
- Reset timer at City Hall
- Replaced 1 rotor and repaired 1 line break at SONC. Turned off ball field timer

Building Maintenance

- Repaired projector screen at the Police dept.
- Installed new Sloan valves on six toilets and two urinals at Sanchez park
- Replaced ladies restroom door at the Baseball Complex
- Repaired ladies restroom door at Central Park 1
- Installed new toilets and Sloan valves in the ladies restroom at the Baseball Complex
- Installed FRP on walls and trimmed out the ladies restroom at the Baseball Complex
- Installed engraved bench at Fortunato park
- Installed new keyless entry security locks on stairway doors at City Hall
- Repaired PAPI light at the Ormond Beach Airport
- Replaced water filters on ice machines citywide
- Pressure cleaned boat ramps at Cassen park
- Repaired kitchen sink faucet at the Senior Center
- Repaired northeast light on walking trail at Central Park 1
- Repaired light in stairwell at City Hall
- Repaired grid on pedal station at fire station # 91

Police Department

Administrative Services

- Property and Evidence Room audit and inventory continuing – nearing completion.
- Provided tour of PD to new Commission Members
- Attended Citizen Law Enforcement Advisory Board Meeting
- Bi-weekly meeting with City Manager
- Preparing Operational Plan for the Gas Light Parade/Antique Car Show

Community Outreach

- Science on Patrol was not held this week due to a Volusia County School holiday. The make up date for the class is December 9th.
- The Tutors-R-Us program was held at the South Ormond Neighborhood Center. Currently 17 youth are enrolled in the program.
- Members of the YDC assisted with the OBPAL golf tournament goodie bags.
- OBPAL was contacted by the Margarita Society and will receive toys as gifts for the OBPAL annual Holiday Party. Approximately 80 youth receive new toys each year during the event. This year's event will be held December 20th from 5:30 to 7:30 PM at the South Ormond Neighborhood Center.
- OBPAL received notification that the new science program pilot, Enviro-Art has been awarded a FUTURES grant for \$600. The grant will allow youth in the 1st and 4th grades to use inquiry based learning in a 3 month study of Monarch and Painted Lady butterflies.
- OBPAL staff finalized details for the annual golf tournament. The tournament, *Golfing for Youth*, will be held at Riverbend Golf Course on November 13.

Community Services & Animal Control

- Animal Calls responded to 74
- Animal Reports 6
- Animal Bites 1
- Animals to FHS 7
- Wildlife to Tomoka Vet 2

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 18
- Cases Exceptionally Cleared: 9
- Inactive: 20
- Fraud: 3

- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 19
- Grand Theft: 3
- Auto Theft: 2
- Offense Against Family/DCF Reports: 1
- Sex Offense/Rape: 2

Comments

- We are investigating a recent rash of car burglaries in The Woodlands, The Village and The Trails. We have identified two different groups of individuals responsible for all of these burglaries. Investigation continues and charges will be filed.

Records

- Walk - Ins / Window 194
- Phone Calls 274
- Arrest / NTA'S 19
- Citations Issued 115
- Citations Entered 121
- Reports Generated 126
- Reports Entered 119
- Mail / Faxes / Request 116

Operations

- 1/4/10 – Burglary Attempt at River Grille. No entry made.
- 11/4/10 - Stolen Vehicle - Vehicle stolen on Grove St. and recovered on S. Washington St.
- 11/5/10 - Stolen Vehicle - Santa Anna. Trailer and ATV stolen.
- 11/5/10 - Aggravated Battery/armed kidnapping N Halifax Dr. Suspect arrested.
- 11/6/10 - Car Break - Hamlet Circle – vehicle left unlocked.
- 11/6/10 - Car Break – Woodlands- unlocked vehicle; rain coat stolen.
- 11/6/10 - Car Break - Woodlands, unlocked vehicle; GPS and change stolen.
- 11/6/10 - Car Break - Lakebridge Plaza Dr, unlocked vehicle; nothing missing.
- 11/6/10 - Car Break - Military Blvd., unlocked vehicle; firearm -Glock model 30 (.45) stolen.
- 11/6/10 - Car Break - Pine Cone Trail, unlocked vehicle; miscellaneous items taken.
- 11/6/10 - Car Break - Sandpiper Cir.
- 11/7/10 - Baker Act – Wal-Mart; adult female transient transported to ACT.
- 11/7/10 - Myers Act - Maverick Motel parking lot – adult male transient.
- 11/7/10 - Larceny - Bealls' on West Granada Blvd.; two adult females charged with retail theft.
- 11/7/10 - Assault and Battery - Pine Trail
- 11/7/10 - Breaking and Entering/Residence – vacant house on Cordova Avenue; equipment in shed missing. Approximate 2 month time element.
- 11/7/10 - Breaking and Entering/Residence - Fisherman's Circle Apartments
- 11/8/10 - Car Break - Willow Run; speaker box and amp taken.
- 11/8/10 - Car Break - Willow Run; GPS, Cell Phone, sunglasses and a dell laptop computer taken.
- 11/8/10 - Larceny/False Report –adult female - Pine Cone Trail; burglary of a residence reported by the homeowner. During the investigation it was determined that the reportee lied on the 911 tape and on her sworn statement; she was arrested for giving a false report.

- 11/8/10 - Baker Act – adult male –S. Nova Rd.; male subject thinking the police were looking to arrest him stated he had ingested bug spray and Drano.
- 11/8/10 - Car Break - Old Mill Run; Garmin GPS, cash and power converter taken.
- 11/8/10 - Car Break -St. Georges Rd.; saddle bags, rain suit and raffle tickets taken.
- 11/8/10 - Car Break - Village Dr; \$20 cash and GPS taken.
- 11/8/10 - Car Break - Village Dr.; cash taken.
- 11/9/10 - Loitering and Prowling/Car Break/Occupied Burglary; The Village Subdivision – adult male subject arrested. Same subject was arrested approximately a week to two weeks prior for committing car burglaries on Stratford Place.
- 11/10/10 – Larceny –YMCA; purse containing miscellaneous items taken while victim was working out.
- 11/10/10 – Vandalism - Seton Trail; possible attempted car break/vandalism - a brick was thrown at the window of a vehicle but the glass did not shatter.
- 11/10/10 - Disturbance - Bryant St – Juvenile arrested for battery on his father.
- 11/10/10 - Assault and Battery/Domestic Violence; S. Halifax Dr. - female suspect left prior to our arrival.
- 11/10/10 - Baker Act - Adult female.

Traffic Unit

- 10-11-00047: Fleeing / Attempting to Elude, River Bluff Drive, Rio Pinar Trail (follow up from last week). Officer Piccola has located a suspect driver from the car that ran a stop sign, and then fled from his attempted traffic stop last week.
- 10-11-00159: Motorcycle Crash / Serious Injury: Motorcycle northbound through Tomoka State Park failed to negotiate a curve and left the roadway. The driver was ejected from the vehicle. He was unconscious and sent to HMC as a trauma alert. Officers Borzner and Piccola responded to do a preliminary THI investigation. Driver is listed in critical but stable condition.
- Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
- Sergeant Smith was issued a ticket writer this week. It was purchased through grant funding.
- Variable Message Board deployed to OBFD #91 to inform the public of flu shots available.
- Operational plan and roster for the November 26th Birthplace of Speed Parade is complete.
- OBPD received an approved permit from FDOT for the state road closure required by the Home for the Holidays Parade to take place on December 11th.
- Traffic Citations 60
- Parking Citations 3
- Crash - No Inj. 7
- Crash - Injury 3
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 125
 - Self-Initiated Enforcement Locations:
 - 1500 BLK N. Beach Street
 - N. US 1
 - S. Halifax Drive / Rockefeller Drive
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue
 - 600 BLK Riverside Drive
 - SR A1A
 - Enforced Complaints:

- Central Park area (Division, Hand, Fleming)
- 100-500 BLK Clyde Morris Blvd.
- Tymber Run construction
- River Bluff / St. Andrews Drive

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 3 Cases Initiated
- Zone 2: 4 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 4 Cases initiated
- 12 tree removal permit requests
- 137 signs either removed or sign cases created.
- Administrative staff assisted with fifty-three (53) telephonic inquiries and one walk-in inquiry.

Public Works

Engineering

- US1 Forcemain Extension Phase II- Contractor continues locating service tie-ins to sanitary sewer forcemain to complete original contract work.
- Water Treatment Plant Dist. System Phase II- Shop drawings were received and reviewed.
- Main Trail Bridge- Field meeting for MOT plans and start of work. Issued engineering permit.
- 2010 Roadway Resurfacing- Kenilworth Ave, S.R. Perrott Dr, Old Kings Rd and one side of Fleming Ave was completed.
- Sanchez Stormdrain- Stormdrain was installed beneath cul-de-sac, spillway and end sections were constructed.
- Rima Ridge Wells 54, 55 & 56- Held progress meeting. Wells development is complete, form work for constructing building pad was completed.
- South Ormond Neighborhood and Gymnastics Centers Improvements- Upper wall brackets were installed to affix the wall paneling within the gym. Dry wall has been delivered.
- South Ormond Rec Center Lighting- Requested close out documents.
- Sunshine Blvd Monument Signage- The monument signs are scheduled to be completed for staff inspection this week. Staff has scheduled the site demo and landscape renovations to begin on November 8th.
- Nova Passive Parks- Staff has rescheduled the start of this project after the completion of the Airport Business Park landscape renovations. The contractor has provided easement research and documentation to the owner of lot 42 Lake Walden Cove.
- Researched available utilities for 1186 Oceanshore for Consultant request. Tentatively scheduled work to begin in December.
- City Hall Parking Lot Repairs- Staff has tentatively scheduled the work to begin on November 20th.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has begun clearing and performing locates prior to initiation of underground work activities.
- Joint Permit Center – The contractor has started demolition.

Design Projects

- Alcazar-Buena Vista Area Drainage Improvements- Permitting has been submitted and are awaiting further comments. Design is 90% complete pending revisions.
- Airport Road Forcemain Extension- Met with River Bend Golf Course manager and QLH to discuss reclaimed water service connection and current challenges of course irrigation.

- Improvements and upgrades to the irrigation system will be needed in order to use the future reclaimed water service.
- OBSC Boundless Playground- Staff has finalizing the design and has tentatively scheduled the bid award for the December 9th City Commission agenda.
 - Ormond Scenic Loop- Submitted CC memo for project award.
 - SR40 Sidewalk / Trail Phase III- Sent additional information for permit to consultant
 - SR40 Nova to A1A Interconnect- Contacted ATT on using their conduit.
 - Rosewood Sidewalk- Received the survey results with less than half responding.
 - Granada Bridge Decorative Pole Replacement- The materials have been ordered and the installation bid award has been scheduled for the December 7th City Commission agenda.
 - Vining Court- The project is tentatively scheduled to be advertised for competitive bids on November 14th.
 - Downtown Wayfinding Signage- The bid award is scheduled for the December 7th City Commission agenda.
 - Tarpon Sculpture Installation- Hall Construction is currently preparing a proposal for staff review.
 - Wooden Pedestrian Walkway Lighting Replacement – The material purchase bid opening is scheduled for November 17th.
 - Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
 - John Anderson Drive – Engineer is finalizing 30% plans
 - EVRWA Nova Canal Flood Control Study– Final report was approved by the EVRWA and will be presented to the CC for approval on November 3rd.
 - Coolidge Avenue Roadway and Drainage Improvements- Bid was approved by the City Commission. Contracts are being prepared for execution by the contractor.
 - Hand Avenue - Still waiting on final approval from FEMA for expanded grant request on Hand Avenue additional information was sent to them at their request. Consultant submitted the permit modification to SJRWMD to add the pond interconnect channel and bridge on Hand Avenue.

Administration

- Submitted FDOT's LFA for painted mast arms.
- Sent NID Engineering result of field verification at 714 Santa Fe.
- Corresponded with FDOT and FPL concerning the street light relocation NW corner US1 and Nova.
- Issued two AT&T Permits for work in the right of way.
- N. US1 Properties Proposed Annexation_– Investigated site conditions for Benton St. and Flagler Rd. Prepared cost estimates for correcting deficiencies of road and right-of-way for interim service and for future build out.
- PD Parking Lot Petroleum Monitoring- Follow up reporting was made to the last quarterly report to VCEM to progress towards site self mitigation, possibly requiring only further, less frequent below surface monitoring.
- Nova Road Landfill- Follow up information was sent to the FDEP in response to the last site inspection, regarding monitoring well condition and pond bottom survey.
- Prepared project invoices/pay requests totaling \$20,160
- Prepared work authorizations totaling \$31,498
- Prepared requisitions/PO's totaling \$23,975

Customer Service

- Provided easement research and documentation to the owner of lot 42 Lake Walden Cove.
- Researched available utilities for 1186 Oceanshore for Consultant request.

Other

- 32 projects were inspected.
- 15 roadways were surveyed for pavement condition.
- Completed preliminary plan set for W. Granada Watermain loop project.
- Searched property corners for Neighborhood Improvement Division.

Meetings

- Met Matt Hall on Main Trail Bridge to establish MOT and phasing.

Street Maintenance

Asphalt / Concrete

- Dig out, form up, pour concrete for (2) stormwater basins & spillways and sidewalk areas at 169 Fleming Avenue
- Ground down trip hazards on Hand Avenue (2) and N. Ridgewood (2)
- Sod area around new sidewalk at 41 Lake Bluff
- Repair sidewalks at Main Trail (2 areas)
- Asphalt Water Department utility cuts on Cumberland Avenue and Andrews Street
- Repair concrete in driveways removed by Water Department on Andrews Street and at 507 Lakebridge Drive
- Concrete apron around stormwater drain on Coquina Point at Sands Point
- Asphalt Stormwater utility cut across Fleming Avenue east of US1
- Patch pot holes and repair Transfer Station Road
- Level utility cut with asphalt on Bosarvey Drive

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Pick up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimming at various bus stop benches
- Trimming at Police Department parking lot
- Haul debris and maintenance at Nova Recreation, Public Works & Memorial Gardens

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
- Assist Asphalt crew
- Print work orders for daily assignments
- DOT weed control on Nova Road
- ROW trimming citywide
- Grade Rima Ridge

Sign Shop

- At City Hall moved the mail carrier "Parking Only" sign to a new spot during construction
- Requested a Purchase Order for various traffic signs to be used throughout the City
- Continued fabrication of various HIP (High Intensity Prismatic) street names to replace existing street names along John Anderson Drive & the Northbrook area
- Repair or replace signs at the following locations:
 - N. Halifax Dr. & John Anderson Dr., installed new HIP street names

- Dormont Dr. & John Anderson Dr., installed new HIP street names
- Standish Dr. & John Anderson Dr., installed new HIP street names
- Riverwood Dr. & John Anderson Dr., installed new HIP street names
- Royal Palm Ave. & John Anderson Dr., installed new HIP street names
- McIntosh Rd. & Hernandez Ave., installed new HIP street names
- Woodridge Dr. & N. Ridgewood Ave., installed new HIP street names
- Northbrook Dr. & Northbrook Ln., installed new HIP street names
- Brookside Dr. & Northbrook Dr., installed new HIP street names

- **Stormwater Maintenance**

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Cut asphalt and removed it – fill with road base at Kent Dr. and Loyola Drive, jack hammered out both basins so we can replace the pipe
- Slope Mower – SR40 from I-95 north and south sides to Buckskin
- Vacon - Northbrook and Overbrook, cleaned both basins at wash rack, (4) french drains, Treasure Lane, Parkside Drive, Sycamore Circle and Waterbluff Drive
- Basin Repair – Overbrook Court
- Reachout Mower – Division Avenue, Hand Avenue and Fleming Avenue along railroad tracks
- Tomoka Avenue – line inspection
- Pipe Repair – 1517 Oak Forest Drive to outfall
- Cleaned glass spill on SR40 and Tomoka Avenue

- Streetsweeper – Street Sweeping

- 135.7 miles of road cleaned
- 28.0 cubic yards of debris removed

- **Fleet**

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

- Emergency—Vehicles and Equipment

4

- Non-Emergency Vehicles and Equipment

26

- **Road Calls for the week:**

5

- **Accidents for the week:**

0

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

- Diesel

8,481gals.

- Gas

13,186 gals.

- **Comments:**

- Fleet continues to complete all pm services and or repairs on schedule.
- Rick Joyce of Fleet operations will be retiring November 12, 2010 after 31 years of outstanding service.

- **Utilities**

- Prepared and forwarded response packages to the District for addressing items contained in SJRWMD request for additional information (RAI) for 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.
- Cross Connection Control (CCC) Program Management Services: Awaiting feedback for submittal to VCHD requested survey of demographic information concerning City's CCC program. Met with HDI representative to discuss future horizon activities and regulatory updates. Responding to recent information request concerning program from Department of Health.
- Fire Hydrant Replacement Program – Four (4) hydrants were replaced on Cardinal, Northshore Drive and S. Washington Street. A request for proposal (RFP) to Nodarse for soils testing in paved areas is being processed.
- 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 continue to show intermittent clogging due to rags. The manufacturer's representative determined that additional bracing will be needed to allow the pumps to operate through their range without vibrating. The pump wet well will be examined to determine if rags are floating inside and not being pumped into the plant. Changes in the operating levels of the pumps may be required if a significant number of rags are found. Further training on the centrifuges is scheduled on 11/16/10. A notice of substantial completion will be issued for equipment already in service.
- Ormond Beach Wastewater Treatment Plant Expansion – Site clearing is being performed.
- Ormond Beach Wastewater Plant Operation – Mixed liquor in the carousels intermittently overtopping sides due to high liquid levels and wave action. Additional measures underway to enhance current bypass pumping operation and assessing underground pipe cleaning capabilities to improve flow conditions caused by unknown obstruction. A third pump, dedicated to pump into clarifier one, will be installed as a temporary solution until additional approaches prove successful.
- Gravity Sewer Pipeline Repair –The contract was changed to Chad Equipment Company; Inc. The name change was approved on the 11/3/10 City Commission agenda. A pre-construction meeting was held 11/10/10. The notice to proceed will be issued for 11/15/10.
- Water Treatment Plant High Service Pump Station VFD Conversion - Record drawings were received from the contractor in order to close out the project. These drawings need to be reviewed.
- Lift Station Repair and Replacement Project. The doors remain to be installed at lift station 6M. Contractor is waiting for doors to be delivered. Dewatering system well points are set at the Lift Station OM site. The projected delivery time for the doors at Lift Station 6M is three weeks. The construction contract has progressed beyond the time extension granted in the change order. The contractor was asked to provide documentation for the delays that caused the project to exceed the time extension. A letter was received from the bonding company requesting that all further payments be made to them directly. A meeting will be scheduled with the legal department to determine an appropriate response to their request.
- Root Control Services – A preconstruction meeting is scheduled on November 15th.
- Town Square and Lift Station 4M1 Rehabilitation –Staff initializing design phase in house. A field visit to the lift stations needs to be performed.
- Tymber Creek Road Phase 1 – Plans (100 % Design Phase) were received from Volusia County. A comparison was made with our existing design to make sure that there are no new conflicts present. New conflicts occurred with the drainage pipe proposed to be installed in the median strip. A meeting will be scheduled with operations and engineering to review the plans.
- Water Plant Aerator Rehabilitation –McKim and Creed provided a proposal to prepare plans and specifications to bid the project. This proposal is being reviewed.

- Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. This proposal is being reviewed.
- SPRC - The contractor completed drainage modifications in easement between Huntington Townhomes Flagler Co. and Hunter's Ridge Volusia Co. A power cable serving power to Hudson Well 34H was severed. Field notes were obtained from the engineering inspectors to determine the extent of contractor liability. Negotiating equitable solutions for power restoration with Developer.
- Coordinating alternative contract arrangement for biosolids transportation, treatment and disposal services and collective bid for these services with City of Daytona Beach. Specifications and front end documents were prepared and submitted to Daytona Beach for their comments. Coordinating draft agreement advertisement with Legal Dept.
- Attended Plans Review Meeting for Airport Road – An alternative piping arrangement is being investigated to provide reuse to Hunters Ridge and Breakaway Trails simultaneously.

Water Distribution

- Replaced 15 residential meters, installed 1 new water service, relocated water service-customer request 350 Cumberland Dr - driveway extension.
- Responded to 15 leaks, 1 low pressure calls, flushed 3 cloudy water complaints
- Replaced 5 water services (3 under road), 23 meter boxes
- Tested 6 city owned backflow preventers, Assisted Fratten Plumbing with the shutdown of 1183 Ocean Shore Blvd to repair Fire Line.
- Meter testing: tested an 8"-2-3"- 4", all accurate, tested a ¾" for customer (high usage) tested slow. Replaced the turbine and register on the 8" reuse meter serving Tomoka Oaks CC.
- Valve maintenance and exercising was continued on Hand Ave, Arrowhead Dr, Tam-O-Shanter Dr, Central Ave, S. Washington St, North Shore Dr
- Fire hydrants: Performed maintenance on 3 city owned fire hydrants- Completed 3 water main shutdowns with R&M Services to replace 4 fire hydrants on Cardinal Dr, (2)North Shore Dr, and S. Washington St
- Flushed Cardinal Dr, North Shore Dr, S. Washington St, Central Ave, Tymber Creek Rd, Moss Point Sub,
- Repaired a 2" main break on Lake Park Cir, and Repaired a 2" leaking valve and main on Tam-O-Shanter Dr
- Rescinded boil water notices on S. Halifax Dr, Cardinal Dr, Arlington Way, Valencia Dr, Tam-O-Shanter Dr
- Replaced the timer and repaired a leak on the flushing device in Hunters Ridge
- Cleaned and restock all trucks

Water Treatment

- Delivered City 35.945 million gallons week ending Nov. 7 (5.135 MGD).
- Backwashed 12 filters for a total of 534,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Completed weekly well audit and drawdown tests
- Completed water quality flushing at night.
- Completed monthly operating report for submittal to Dept. of Health
- Preparing lead and copper testing results notification letters and certifications.
- Preparing notification for free chlorine flushing event scheduled for November 29 through December 20, 2010.

Waste Water Collection - Reuse

- Crews responded to two trouble calls out west Breakaway/Hunters Ridge area and five in town. Cleaned all buildings and fueled equipment for weekend.

- Crews located reuse service at 25 Dormont Ave.
- Repaired sewer service at 3 Thomas.
- Flushed reuse on beach side area.
- Cleaned four sewer laterals and cleaned five hundred feet of sewer main.
- PEP System Maintenance Activities for period:
- Checked tank at 57 Deepwoods Way, found water in the J-box.
- Assisted Breakaway Trails maintenance with broken irrigation line at Club House. Butch, Tim, Larry and Dee received thank you letter from HOA for going above and beyond for assisting with irrigation system repair.
- Checked irrigation system at Breakaway and Hunters Ridge. Storage tanks are still running low.

Waste Water Treatment

- Domestic and Industrial Wastewater weekly flow 27.3 Million Gallons
- Produced 18.5 Million Gallons of Reuse
- Produced 8.8 Million Gallons of Surface Water Discharge
- Influent flows average day for period 3.9 MGD, plant designed for 6 MGD
- Hauled tons of sludge 123 (14%-18% Solids).
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

Utilities Maintenance Division

Water Plant - Well Fields - Booster Stations

- Opened valve on Granada Blvd for Well 19SR, well turned over to operations.
- Replaced broken mounting base on Lime slurry tank mixer.
- Reorganized shop installed new shelving and placed spare parts inventory in designated locations for visual inventory checking.
- Cleaned and ran weed eater around wells 33H and 34H.
- Received Quote from Economy Electric on Underground Power feeder repair, submitted to managers for further review.
- Replaced gear box on Hypo-chlorite pump #3 (Nord).
- Replaced air release valve on well 36R.
- Replaced Love Joy Pump coupling on High Service Pump #4
- Replaced grit blaster window.
- Replaced light bulbs in Aerator control room.
- Replaced photo cells for exterior lights on wells 9 and 11D.
- Repaired PVC pipe at well 7D.
- 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.
- Attended Weekly staff meeting

Wastewater Plant – Lift Stations – Reuse System

- Cleaned vacuum probe at 7P liftstation.
- Installed new battery for RTU at Forest Quest and 6P liftstations.
- Changed turbidity meter at Wastewater treatment final tank.
- Tested all 4-20 ma wires at final tanks for operations.
- Adjusted floats at Dewatering station for pump operation.
- Performed monthly generator checks at all liftstations with on-site generators. Submitted report to fleet maintenance.

- Repaired oil leak Fermentation mixer #1.
- Cleaned and serviced barscreens.
- Assisted operations calibrating chlorine dosage meter.
- Disassembled grit snail for contractors warranty repairs.
- Adjusted pump impeller at 4P liftstation #2 pump.
- Repair supports at suction plumbing, chlorine residual meter.
- Replaced pump #1 at Breakaway Trails liftstation with inventory pump due to excessive vibration, found bad bearings, sent pump to FLYGT for repair.
- Repaired broken seal cooling water line to RAS pump #4.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Assisted operations deragging influent pumps.(Twice)
- Assisted operations deragging recycle pumps.
- Assisted operations deragging RAS/WAS pumps
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 19 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 7 Liftstations. Pulled pumps check/replace impellers
- Utilities Division completed 66 work orders as reported in MP2 computerized maintenance management system, of which 44 were PM work requests and 22 were repair work orders.