

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 18, 2009

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
 - Met with City Engineer, discuss EVRWA meeting
 - Reviewed Hunter's Ridge agreement
 - Held weekly staff meeting with directors
 - Met with Economic Development Director and Airport Manager
 - Met with Commissioner Gillooly
 - Prepared agenda responses
 - Met with IT and City Clerk, new web page
 - Reviewed Ormond Crossings report
 - Met with Fire Chief
 - Met with Budget Director and Assistant City Manager, general budget discussion
 - Bi-weekly meeting with Joe Mannarino
 - Prepared Letter of Interest for FCCMA

- Attended:
 - Rotary meeting
 - BDP Executive Committee meeting
 - Pre Mediation meeting, Riverbend I with L. Bartlett and City Attorney
 - Farewell for Police Officer Bill Netterville
 - Attended Volusia County Council Meeting, Ormond Crossings
 - Ormond Beach Union Church, Young and Old Come Together ceremony
 - Grand Re-opening of The Casements
 - PAL Holiday Party at SONC
 - Ribbon Cutting Ceremony at The Casements
 - #1 Mediation, for Riverbend at Don Hawkins office in Daytona Beach

City Clerks Office

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

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
 - City Commission Regular Meeting

Community Development

- Planning
 - The Planning Department has arranged with the MPO to sponsor a **Make Your Mark in 2035** workshop where participants are allocated funds and decisions are made by the participants to place as a priority a range of improvement projects ranging from new roads to transit and trails. The workshop is planned at the Performing Arts Center on January 11, 2010 beginning at 6:00 pm (with a 5:00 pm set-up) and lasting until 9:00 pm. The Director participated in one on December 8, 2009 and it was informative as well as fun. **Make Your Mark in 2035** is designed by the MPO to educate the public about transportation planning, funding, and project development. The end goal is to develop the 2035 Long Range Transportation Plan (LRTP).
 - Interviews for the Senior Planner position were finally completed. The Department hired Becky Weedo, an Ormond Beach resident, with transportation experience both with Volusia County and Votran. She is filling the position vacated by Richard Benton who emigrated to England. Becky will be project manager on the City's Energy Block Grant project as well as preparing the required information for the City's Florida Green Building Council certification.
 - Much of this week was spent preparing for the transmittal of the revised Comprehensive Plan as a result of the EAR to DCA. A two year in-house effort is finally culminating with a DCA review with an expected final action in July/August 2010.
 - The Planning Board met to consider the T-1 rezoning changes along with a workshop on the wetland, flood, and sign amendments to the LDC. The T-1 rezoning changes were continued when an owner of a mobile home park objected to the City's requirement that should a disaster occur and over 50% of the mobile homes are destroyed, an in-place shelter requirement would be triggered for those residents not located in a flood hazard area. The Legal Department is reviewing FS 723 to determine whether the proposed requirement encroaches onto powers reserved by the State of Florida as it relates to regulatory authority over mobile home parks.
- Building Inspections, Permitting & Licensing
 - 30 permits issued with a valuation of \$555,457.00
 - 166 inspections performed.
 - 3 business tax receipts issued.
- Development Services
 - The SPRC met on Wednesday to discuss the following application submittals:
 1. Ormond Station, 3rd Review
 2. Seville Commercial - Volusia County BETNR hangers @ Airport.
 3. Other items considered by the SPRC include the Miro Medical - Wall waiver and Royal Floridian's Existing North building involving a \$6.2 million improvement. Discussion will be on site improvements.
 - Applications submitted this week include this week the Prince of Peace, 2nd Submittal site plan for an accessory retail store that caters to the needs of lower income people.

Economic Development

Ormond Crossings

- Staff met with officials from Volusia County transportation department, FDOT, and Tomoka Holdings to discuss the updated traffic analysis and determine the off-site transportation mitigation measures. As a result of the meeting, Tomoka Holdings is preparing plans to address mitigation at the US1 and I-95 interchange and revising

- language in the Remedial Amendments to clarify the agreement with VOTRAN on the multi-modal strategies.
- The Remedial Amendments are expected to be transmitted to DCA early next week.
 - Tomoka Holdings has prepared the plans and agreements for the Tymber Creek Road reconstruction and presented the plans and agreements to county staff. The County will continue the discussion following the completion and review the additional traffic analysis.
 - Staff presented to County officials a draft CRA delegation resolution and TIF program for funding a portion of Crossings Boulevard. Due to issues related to the new transportation analysis and mitigation plans and pending county resolutions to the delegation powers of existing and new CRAs, On December 10, Volusia County Council granted an extension of the CRA for 6 months.
 - Staff is planning to present the CRA and other development related documents to the City Commission in February.

Airport Business Park

- Continuing with the design of the new directory sign and permanent monument signs at the entrance of Sunshine Boulevard. The widening of the entrance of Sunshine Boulevard and Airport Road, as part of the County's Airport Road improvement project, is underway. Notification to Business Park owners/tenants and Airport tenants has been completed.
- Staff is scheduling a meeting to present proposed signage plans in January as well as to discuss electric power related issues that some of the businesses would like to jointly discuss with FPL officials.

Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff is working with representatives of the Chamber, Main Street, and local businesses to distribute local promotional campaign to shop locally. The promotional theme is "Shop Independent Businesses, Keep your \$\$\$ in Ormond Beach".
- Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.
- Staff is appointed to represent city economic development practitioners on the Business Development Partnership Collaborative Economic Information Technology Development Delivery System Committee. The purpose of the group is to improve the BDP's economic development website to include available properties within the city and county and to enhance local marketing programs to attract prospects to their communities.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the BDP and County staffs to discuss potential business opportunities.
- Staff responded to one request for information on the available Business Park lots and other available Ormond Beach properties for manufacturing prospects.
- Developing an inventory of available properties, with the assistance of the real estate brokerage community, to better match the prospects and appropriate sites.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.

Special Economic Development Projects

- The Halifax Area Business Development Partnership and the Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and has drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational

structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee is working towards a name change from BDP to Metro Daytona Economic Development Corporation.

- Staff attended the County Council meeting on December 10 to voice the Commission's oppositions to some aspect of the proposed CRA delegation powers proposed by the County. A follow up meeting with the County Council is scheduled for mid-January.

Airport Operation and Development

- Staff received approval from the City Commission to award a contract for phase 2 of the airport security upgrades project. An additional fencing project in the southeast quad (phase 3) is being contemplated. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
- Staff received a copy of a fully executed JPA between the City of Ormond Beach and FDOT. This agreement covers the State funding obligation for the installation of lighting, signage, a rotating beacon, and REILS at the Ormond Beach Municipal Airport. (FM# 420861-1-94-01)
- Staff presented to the City Commission the "Report on Findings and Recommendations" of the Aircraft Noise Abatement Task Force. Four action items resultant of this presentation have been forwarded to staff for response to the City Commission.
- Staff attended a teleconference of the Legal Affairs Committee of the Florida Airports Council. Staff was afforded an opportunity to discuss before the council matters relative to FAA oversight of non-aviation leases.
- Staff prepared and submitted the monthly FDOT Active Aviation Grants Status Report.
- Staff completed the initial drafts of three aviation leases at the southeastern quad. The three leases include BETNR Construction, Advanced Composite Solutions, and Joseph Wright. The leases are being reviewed by the lessees and are expected to be provided to the Commission in January or February.
- Staff worked with Sunrise Aviation and Hoyle, Tanner, & Associates to gather information needed to facilitate the site planning process for the new fuel farm to be constructed adjacent to Taxiway B.
- Staff secured FAA approval for the September 30, 2009 deadline to complete the design portion of the OMN heliport project to be extended to September 30, 2010. Site inspection for the proposed heliport has been completed, and approval of the proposed site has been received from the FAA. It is expected that the design portion will be complete before the end of this calendar year.
- Staff continues to work closely with prospective businesses to lease the remainder of the southeast quad properties.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Compile information for continuation of audit by IRS.
 - Preparation of year-end audit.
- Completed Projects - Weekly
 - Processed 44 Journal Entry Batches (# 5606-5612 & 907 – 1027).
 - Approved 15 Purchase Requisitions totaling \$123,888.48.
 - Issued 8 Purchase Orders totaling \$42,291.50.
 - Held pre-submittal conference for RFQ 2010-07, John Anderson Drive Roadway Improvements, on 12/15/2009.
 - Prepared 159 Accounts Payable checks totaling \$934,259.14 and 23 Accounts Payable EFT payments totaling \$143,306.56.
 - Transferred FL Sales Tax payment of \$1,607.68.

- Processed 4,188 cash receipts totaling \$408,135.39.
- Processed 1,240 utility bill payments through ACH totaling \$77,058.73.
- Processed and issued 5,294 utility bills with billed consumption of water of 22,308k.
- Issued 861 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Movies on the Halifax Cancellation
 - The Casements Grand Reopening

 - Media Contacts
 - Citizen Contacts

- Grants
 - Grant files maintenance, monthly/quarterly/annual reporting, reimbursements, closeouts.

Fire Department

- Operations
 - Concluded the Flu Shot Program on December 15th. Administered 42 vaccines this week with an overall total of 2,223 since September.
 - Continued preparation of the SAFER Grant application which was presented and received approval at the December 15th commission meeting.
 - Prepared outline for new Fire Department web pages.
 - Held bi-weekly administrative staff meeting.

- Weekly Statistics

1	Fire
2	Fire Alarms
4	Hazardous
71	EMS
4	Motor Vehicle Accidents
24	Public Assists
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106	TOTAL CALLS

- Training Hours

23	Tactics
17	Technical Rescue
2	Drug-Free Workplace
1	Telestaff
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43	TOTAL STAFF HOURS

- Activities
 - Updated 11 pre-fire plans
 - Conducted 2 fire inspections with 1 safety violation discovered
 - Conducted hydrant maintenance of 33 hydrants
 - Held weekly Fire Explorers meeting at Station 92

- Public Education Events:
 - Participated in the “Annual Holiday Parade” with Fire Explorers riding with our personnel in a reserve engine. Also provide emergency medical coverage by stationing Rescue Engine 93 at City Hall.
 - Transported Santa to the American Legion Post for children's Christmas party.
 - Conducted safety talk and tour of Station 91 – 30 children in attendance

- Significant Incidents
 - On Monday December 14th, Rescue Engine 93 (RE93) responded to an emergency medical call at Coquina Rehab Center. Upon arrival a 61 year old man, who was in cardiac arrest, was having CPR performed by the nursing home staff. The patient had stopped breathing and had no pulse. The crew of RE93 took over CPR and defibrillated the patient. They were assisted by EVAC's crew with continued CPR and two rounds of cardiac drugs being administered. Prior to transporting the patient, he had regained strong pulses. An Ormond Beach Firefighter/Paramedic accompanied EVAC during transport to assist with patient care. The patient was expected to recover fully.

Human Resources

Staffing Update

- Job Requisitions
 - Police Officer
 - Recreation Manager
- Approved/Active Recruitment
 - Maintenance Worker II~Wastewater
- Screening/Interviews Scheduled
 - PT Rec Leader Sports (selection made, waiting for signed memo to hire)
 - Police Officer, twenty-three applicants selected to interview, letters being sent 12/9 with questionnaire. Interviews to be conducted on Jan. 13th & 14th.
 - Community Service Officer - three in-house interviews will be conducted on 12/16
 - 12 applications for PT OA I – Leisure Services ~Typing test and interview scheduled 12/16
 - 12 applications for PT Custodian- Leisure Services ~ Interviews in process
- Background/Reference Checks

- Job Offers
 - Becky Weedo, Senior Planner effective January 4, 2010
- Terminations/Resignations/Retirements
 - Sgt. Police – Retirement - effective 12-18
 - FF – 4 Early Retirements effective 12-18
 - PT Community Events Tech – Termination - effective 12-10
 - Recreation Manager – Resignation - effective 12-18
 - Permit Technician – Resignation - effective 1-15-10
- Promotions
 - Police Sergeant Annual Promotional Selection Process underway. Exams and assessment exercises conducted. Schedule interviews with 3 candidates.
- Demotions
 -
- Transfers
 -

Leave Status & Restrictions Update

- FMLA – Public Works – request made 11-11-09. Approved. Expected return to work date 12/21/09 after follow-up visit and results of exam.
- FMLA – Neighborhood Improvement Manager, started December 7th. Expected return to work date unknown.
- FMLA – Plant/Pump Mechanic - Wastewater Plant, requested leave for birth of child expected February 13.
- FMLA –Records Clerk at Police Department. Requested 12/4/09 - for surgery. Expected return to work date 02-04-10

Policy Under Review

- Update email policy to expand proper use of email.
- Update cell phone use policy to include language regarding visual distractions while driving, i.e., texting, emailing, etc.
- Finalize 'Community Health Alert policy' (Also needs to be renamed. Internal policy to address with employments issue resulting from potential H1N1 outbreak.
- Update/Clarify Certification pay policies
- Update No Smoking policy – ban to extend to City vehicles

Risk Management

- Incident – Police were called to the Nova Community Center in response to a visitor becoming verbally hostile to an employee. The responding officer talked with everyone involved and left without making a report.
- Claim – A homeowner reports a sewer backup into the bathtub and overflowing the toilets. She called a plumber and her insurance company. She has temporarily left the residence while clean-up and restoration take place. An investigation is underway.
- Received payment in full for hydrant damaged in July mva (\$824.96).
- Subrogation demands made for damage to landscape material and irrigation due to a single car motor vehicle accident (\$1,692.07).
- Paid claim for auto body repair (\$3,573.86) due to motor vehicle accident caused by a city employee.
- Incident – Employee slipped/fell while walking. Report only; no medical treatment.
- Incident – Damage to a City storage building and a maintenance building was discovered by an employee. The police are conducting an investigation.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - HVAC – We finally got power!!! HVAC units were initialized and performing well
 - Electrical – Contractor is 99.1% complete, estimate 4 working days to complete
 - 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: - 43 New work - 43 completed - 41 in progress
- Virus Protection – Email

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

Total inbound E-Mails	46,979	Net Inbound E-Mails	31,374
Inbound Bad E-Mail	15,015	Percentage bad mail	32.2%
Virus Messages Blocked	505		

Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 3 Changes: 1 Corrections: 3
- Map/Information Requests: 7
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Attended 2-day Fire/EMS User Group Meeting in Orlando.

Leisure Services

- Administrative Services
 - Public Works Staff meeting
 - City Manager's Staff meeting
 - City Commission meeting
 - Facilities Maintenance Supervisor meeting
 - Agenda Items Preparation
 - Cobb Memorial Proposal
 - Contract Award PAC Sign
 - Alcohol Ordinance Revision
 - Casements Coordinator meeting
 - Volusia County Recreation Directors Meeting
 - Volusia County meeting regarding Beach Signage for Emergencies
 - Intergenerational Event
 - Casements Grand Re-Opening/Holiday Concert
 - Recreation Manager Position meeting
- Athletics
 - The City Men's Softball Winter League continued their season this week at the Dale Buttleman Softball Quad 4. This is the first winter season since 07/08. Six teams are now competing, with games running through February.
 - The Ormond Beach Soccer Club competitive program will continue practice this week leading up to the holiday break. They are preparing for the Challenger Cup Tournament that they play host to every year over Martin Luther King's birthday weekend.
 - Seabreeze Girl's and Boy's Soccer continued their practices and games this week on Soccer Fields 6-8 at the Sports Complex.
 - Girl's Basketball games continued this week at the Nova Gymnasium for the three age groups, Monday through Saturday. Currently, 14 teams are in the program.
 - Calvary Christian Soccer continued their practices this week on Soccer Field 5 at the Sports Complex.
 - OBYBA Boy's Basketball continued games this week at Nova, as well as the South Ormond Neighborhood Center. They play Monday through Saturday at Nova Gym and Monday, Wednesday, and Friday at SONC.
 - The City's Basketball Training League, designed for beginners ages six through eight enters their final week of the program. The program is there to teach the fundamentals skills of basketball, ranging from dribbling to team/game play.

- Many of the fields at the Sports Complex, as well as the Nova Community Park, are closed currently for the annual Winter Rye Seeding. Currently, that number is 18, with more to follow next week. Most fields will reopen January 4th.

- South Ormond Neighborhood Center
 - OBYBSA basketball games were held Monday, Wednesday and Friday.
 - PAL basketball practices were held Tuesday and Friday evening.
 - Youth basketball activities took place everyday except Sunday.
 - Work is being done in the inside storage areas in the morning while there is not a big park demand.
 - The PAL Holiday Party was held on Thursday night.

- Athletic Field Maintenance
 - Mowed soccer fields 5 - 8
 - Mowed common areas
 - Painted soccer fields 5 - 8
 - Mowed softball fields 3 - 4
 - South Ormond: 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
 - Fixed soccer goals and nets, replaced sandbag, inspected then fixed or replaced sprinklers on all baseball fields
 - Prepped soccer fields 5 - 8 for practice and games
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Mowed right-of way along Harmony Avenue
 - Cleaned up the fields that were used over the weekend and during the week
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Painted soccer field on field 7 for Seabreeze boys and girls, and Calvary Christian Varsity and JV teams
 - Over seeded softball field at South Ormond Park
 - Picked up Tri-King mower and three Tri-King mower reels from dealer in Tampa
 - Fixed irrigation problem on baseball field 1
 - Delivered 200+ poinsettias throughout the City
 - Delivered five bleachers to City Hall for the Christmas Parade

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

- Performing Arts Center
 - The Theatre Workshop spent Tuesday on stage preparing for their January production of Annie Get Your Gun. The Theatre Workshop is one of the PAC's internal show groups with proceeds from their shows going directly to benefit the PAC.
 - The PAC hosted the Rock'n in the New Year concert on Wednesday evening. The concert featured the Malt Shoppe Memories, a local group of vocalists that specialize in multiple genres of music.
 - The South Beach Dance Academy spent Wednesday, Thursday and Friday on stage preparing for their weekend production of Holidays Around the World. South Beach has already sold out of for what has become an annual holiday tradition for the Performing Arts Center.

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, Children’s Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet, Judo
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children’s Musical Theatre, KEDA
 - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
 - Friday – Greene Dance, Children’s Musical Theatre
- The Performing Arts Center is preparing to host the following events:
 - December 19th ♦ South Beach Dance Holiday Show - \$15- 7pm
 - December 22nd ♦ Theatre Workshop on Stage – 9am
- Community Events
 - Community Events staff began the week with the very successful Home for the Holidays Parade. There were 100 parade entries and over 1500 parade participants with thousands lining the streets to watch the parade.
 - Community Events staff put the final touches on the Holiday Concert at the Casements held on Thursday, December 17th at 6:30 p.m. with a ribbon cutting ceremony held at 6:00 p.m. for the Grand Reopening of the Casements. Staff also assisted with the strike of the event.
 - Staff is preparing for Santa’s Breakfast which will take place on Saturday, December 19th with seatings at 8:00 a.m., 9:00 a.m., and 10:00 a.m.
 - Santa on the Go is full steam ahead. Santa has reportedly been seen at various daycares and assisted living facilities throughout the City all week long by over 300 children and seniors.
 - Letters are pouring in for the Letters to Santa Program which ends December 21. Mailboxes are at the Nova Community Center and the Casements.
- Gymnastics
 - Students and coaches are working hard to improve skills in order for students to move up to the next level.
 - The team girls did their very best at the State Meet last weekend in Tampa. Their efforts paid off, and several medals were won.
 - The Ormond Beach Flames Cheer classes are in full swing, and they are working on new routines. They are having a fundraiser garage sale on December 19th at 1321 Ridgewood Avenue in Holly Hill from 9:00 a.m. until 2:00 p.m. to raise money for their uniforms and competitions.
- Nova Community Center and Special Populations
 - The Activity class for 2 to 5 year olds and Miss Debby’s Dance classes continued their fall season of classes throughout the week.
 - 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 throughout the week.
 - Athletics met for girl’s basketball practice on Monday through Friday in the evenings at Nova.
 - Athletics met for the Basketball Training League on Monday and Wednesday in the afternoons at Nova.
 - Girl’s basketball games were on Saturday morning from 9:00 a.m. until 2:00 p.m.
 - Girl Scouts Troop 195 met in the small classroom on Wednesday evening.

- Special Populations Division assisted with operations for the Home for the Holidays Parade on Saturday evening.
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place during the week for those who participated in basketball, the game room and the exercise room.
- Thank you letters were sent out to the Winter Holiday Party volunteers.
- Preparation for winter and spring programs began including writing lesson plans, sending the mail out announcements and going through inventory for supplies needed.
- The Casements
 - Tai Chi continues on Wednesdays at the Senior Center
 - Casement staff assisted with set up and strike of the Farmers Market on Thursday.
 - Replaced the 15' tree to the stage
 - Moved pictures and furnishings to their perspective locations throughout the home
 - Set up the kitchen
 - Set up the Gallery display
 - Set up the main tree in the atrium
 - Set up a tree in the Dance Room
 - Set up the Rockefeller Room tree
 - Set up the Preservation Room tree and display
 - Prepared program for Grand Reopening and Holidays at The Casements event on Thursday
 - Prepared items needed for Santa's Breakfast on Saturday
 - Prepared home for guests on Wednesday night for the Friends Private Preview from 6-8pm.
 - Prepared the home for the Grand Reopening and Holidays at The Casements on Thursday evening from 6-9pm
 - Received newly reupholstered furniture to display in room 202 and the Preservation Room
- Facilities Maintenance
 - Decorated MainStreet Association tree at City Hall
 - Replaced three snowflakes on Granada Bridge
 - Repaired partitions in the ladies room at City Hall
 - Repaired weather station at the Police Department
 - Replaced two timers at the PAC fountain
 - Repaired curtain for main stage at the PAC
 - Replaced handicap toilets in men's and women's room at the Senior Center Building B
 - Repaired art room sink at the Senior Center Building A
 - Repaired leak in pump 3 water line at the PAC fountain
 - Replaced pickets on gazebo at Cassen Park
- Parks and Irrigation
 - Moved one spray head over four feet at the Casements
 - Turned off water at multi locations for Holiday Parade
 - Replaced several heads and tested system at Riviera Park
 - Replaced 15 spray heads on North Nova Road medians
 - Replaced five spray heads on five US1 medians
 - Replaced rotor on bridge approach
 - Inspected Ormond Shores Park and Birthplace of Speed Park for running water complaints. None found.
 - Helped Building Maintenance with Central Park II clean up. Replaced ten-foot of Broben 1" PVC zone line

- Replaced Christmas tree timer at Fortunato Park
- Repaired streetlight in Bailey River Bridge Gardens
- Repaired door at the cupola in Fortunato Park
- Removed old playground equipment at Central Park I and Central Park II
- Repaired fishing pier railing at Cassen Park

Police Department

- Administrative Services
 - Staffed EOC during Holiday Parade.
 - Attended City Commission meeting.
 - Attended Department Directors' meeting.
 - Met with citizens regarding various issues.
- Community Services & Animal Control
 - Animal calls 27
 - Animal reports 4
 - Animal bite 1
 - Animals to FHS 13
 - Alarm Citation 1
 - The CSO Dept is planning a low cost shot clinic for 1-30-2010
 - Assisted by Concerned Citizens for Animal Welfare
- Criminal Investigations

Cases Assigned: 18
Cases Cleared by Arrest/Complaint Affidavit: 5
Cases Exceptionally Cleared: 3
Inactive: 10
Fraud: 4
Burglary Business: 0
Burglary Residential: 5
Larceny Car break: 7
Grand Theft: 1
Auto Theft: 0
Missing Persons: 1
Sex Offense/Rape: 0
Robbery: 0
Assaults: 0

 - Crime Trends: Rash of thefts and burglaries in the area of Parque. Suspect has been identified. Investigations ongoing.
- Records:
 - Walk ins / Windows 181
 - Phone Calls 366
 - Arrests / NTA's 15
 - Citations Issued 84
 - Citations Entered 236
 - Reports Generated 250
 - Reports Entered 125
 - Mail / Faxes / Records Requests 124

- Operations:
 - 12/10/09 – Burglary Carbreak – Spring Meadows – window broken out, iPod stolen.
 - 12/10/09 – Burglary Carbreak – Fernmeadows – window broken out; electronics and money stolen.
 - 12/10/09 – Burglary Carbreak – Fernmeadows – window broken out; GPS stolen.
 - 12/10/09 – Burglary Equipment Trailer – Parque Drive – lawn trailer forcibly entered; equipment taken.
 - 12/12/09 – Burglary Residence – River Beach – bicycles, cell phone and I-Pod taken from carport; suspects developed by officers; two suspects were apprehended and charged.
 - 12/12/09 – Burglary Residence – Putnam Ave. – climbing spikes taken from open garage.
 - 12/13/09 – Burglary Carbreak – W. Granada Blvd. – suspects took property from vehicle while owner was pumping gas.
 - 12-14-09 – Burglary Carbreak – Parque – blowers stolen from lawn trailer.
 - 12-14-09 – Burglary Residence – Division Ave. – flat screen TV stolen.
 - 12-14-09 – Aggravated Battery/Sexual Assault – S. Ridgewood Ave. – allegations made against ex-boyfriend; victim uncooperative; complaint affidavit filed.
 - 12-14-09 – Aggravated Battery – W. Granada Blvd. – female accomplice from shooting incident came to station and turned herself in.
 - 12/15/09 – Burglary Residence – Pine Street – money and other items taken.
 - 12/16/09 – Burglary Carbreak – Cypress View – window smashed out; GPS taken.
 - 12/15/09 – Burglary Carbreak – purse taken from unlocked vehicle.
 - 12/15/09 – Burglary Carbreak – Pine Shadows Trail – forced entry; GPS stolen.
- Traffic Unit:
 - 09-12-00215 Hit & Run: City Property Damage 550 N. Orchard Street (OB Wastewater) - Unknown vehicle backed into an out building overnight and caused \$5000.00 in damage. Employees interviewed, but nobody has claimed responsibility. We have information that a delivery truck might have been in the area. We are waiting for contact from that company.
 - The Traffic Unit was assigned to the Holiday Parade on Saturday. We handled the escort, deployment of signs, deployment of message boards, diversion of non-involved traffic, and maintained proper clearance of the parade route.
 - Parking lot enforcement is being conducted at major shopping areas for the holiday season. Seven (7) disabled parking permits have been seized from motorists fraudulently using the permit of another, including one that belonged to a deceased person.
 - A Stealth Stat speed survey was conducted on Lakebridge Plaza Drive in reference to resident complaints. Average speed was calculated at 23 MPH (25 MPH). No enforcement is indicated.
 - Timberline Trail was investigated in reference to a possible shortage of speed limit signs. We determined that there are no westbound speed limit signs, and one of the two eastbound signs was obstructed by trees. Kevin Gray was contacted and a work order to remedy the problem has been generated.
 - Officer Pavelka has acquired five (5) new police bicycles purchased from citizen donations. He also reorganized the motors / bicycle garage and is researching a better way to secure and assign the bicycles. Officer Pavelka has also planned an inter-agency police motorcycle training to take place here in January. Several agencies have expressed interest.
 - Traffic Citations 43
 - Parking Citations 21 Parking areas in shopping centers will be strictly enforced for the holiday season.
 - Crash - No Injury 17
 - Crash - Injury 6
 - Crash - Fatal 0
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 25
 - Self-Initiated Enforcement Locations:

- 500 BLK Division Avenue
- 600 BLK Hand Avenue
- N. Ridgewood Avenue
- OBMS School Zone
- US 1 / Hand Avenue
- SR A1A
- Granada Bridge
- Enforced Complaints:
100-500 Block Clyde Morris Blvd.
- Parking Complaints:
Ormond Towne Square
Wal-Mart
Lowe's

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 2 Cases Initiated
- Zone 2: 1 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 3 Cases initiated

(In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)

- 15 tree removal permit requests
- Administrative staff assisted with one (1) walk-in lobby and thirty-four (34) telephonic inquiries.

Public Works

Engineering

- **Project Summary - Construction Projects:**
- Hardened Data Center- Power was connected and ACs were turn on- Passed Electrical rough.
- Division Avenue Roadway Construction & Watermain Extension- Striping improvements were performed to correct deficiencies in the thermo-plastic coating.
- Wells 7A & 18 A, Division Ave- Contractor completed punch list items.
- US1 Forcemain Extension Phase II- Legal is reviewing project completion and additional work exposure as a result of the utility breaks from the river directional drill. Expecting a meeting with the contractor and Legal to determine course of action.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Contractor completed one forcemain offset.
- I-95 & SR40 Bridge Landscaping – The contractor will begin treating the medjool palms as required per the contract before the end of the year. They have also agreed to treat the slopes with one more application of weed control.
- CDBG Decorative Pavers – A pre-construction meeting was held and the Notice to Proceed was issued for January 4, 2010.
- Downtown Improvements – The new furnishings are scheduled to arrive in January 2010. Staff will be installing the new furnishings and removing the decorative planters along the entire downtown streetscape.
- OBSC Replacement Netting – The replacement net has been ordered and should arrive in January. The net will be installed on February 14th.

- **Design Projects:**
- Rima Ridge Wells 54, 55 & 56- Staff determined that VFDs on the new wells will be preferred for pumping based on expected future system operation. Plans are being modified to include design change.
- Water Treatment Plant Distribution System, Phase II- Consultant is revising proposal for preliminary structural design to submit a couple options for the WTP site tie-in, since underground connection appears unfeasible. Cost will be compared to determine which design is most beneficial for consideration of final design.
- Alcazar-Buena Vista Drainage Area Improvements- Design 30%. Utility replacement is also being considered for these streets receiving stormdrain improvements.
- Airport Rd Forcemain Extension- Design is 75%. Staff will be working with consultant to secure easements.
- SR 40 Sdwk/Trail Phase I – Process the bid award and submitted to City Commission
- SR40 Sdwk/Trail Phase II- Responded to FDOT's comments and insert new special provision. Sent environmental report.
- OBSC Boundless Playground – Staff is revising the preliminary concept plan to aid the manufacture in completing a finalized design.
- South Ormond Rec. Center Lighting- Received bids – evaluating submitted alternate.
- LED Lighting Conversion- Staff is working with the manufacture of the fixtures and poles to receive factory direct (wholesale) equipment cost estimates. The purchase is scheduled for City Commission approval on January 19th.
- Mast Arm Rehab- Received bids processing for City Commission.
- Granada Beach Approach- Processed additional permit fee with FDEP and Hall Construction is preparing a proposal for staff review.
- Ormond Crossings IJ / LAP- Submitted for time extension.
- Tymber Creek Widening Phase I- County resubmitted revised 90% plans. City plans are 75% completed based on the County modifications.
- Tymber Creek Widening Phase II- Plans are 80% completed.
- Rima Ridge Rd at SR40 Entrance- Created permit application submittal package for FDOT to review the right-of-way construction.
- Vining Court- Reviewing plans.
- Tomoka State Park- Responded to inquiries from FDEP land acquisition agent.
- Granada Bridge Decorative Pole Replacement – Staff is awaiting a response from the FDOT in regards to permitting procedures.
- Ormond Parkway Park – A site meeting with our consultant has been scheduled for next week.
- Urban Forestry Grant – Staff is preparing an application in efforts to receive a \$24,000 grant for a tree planting project. The grant requires no matching funds to qualify.

Department Activities

- **Administration:**
- Process pilings relocation for 1772 John Anderson
- Coordinated with Volusia County replacement of traffic signal cabinet at Nova and Wilmette.
- Petroleum Cleanup Participation Program- FDEP via Volusia County has required the cost ceiling to be increased for additional work needed to remove petroleum pollutants at the old public works (now Water Treatment Plat). Drafted resolution memo for amendment to the current agreement.
- Processed project invoices/pay requests totaling \$312,094
- Prepared a work authorization totaling \$965
- Prepared requisitions/PO's totaling \$1,250

- Grand Administration – prepared close-out report for the FRDAP Ormond Beach Sports Complex Field Renovations grant and the final reimbursement request for \$66,683.
- **Meetings:**
 - Kiwanis Field Lighting changes
 - Halifax Utilities Meeting- Larry & Alex attended regional meeting to discuss up coming projects and coordination needs for area utility providers.
 - 5 Tomoka View dock and revetment on site visit for permit compliance.
 - 37 Dresden Cir SWMP with builder.
- **Customer Service:**
 - Provide Ormond Beach Transfer Station As-Builts to CDM.
 - Provide 6M FM pipe drawings and info to Andy Wilbert surveying.
- **Other:**
 - 46 construction projects were inspected.
 - Create form for Slab elevation variance (re: 113 Shady Branch)
 - Create power point exhibit for Ormond Lakes Stormwater improvements related to May storm event.
 - Provide John Anderson Imps information, drawings and stormwater master plan info to GAI Engineers.
 - Provide Airport Rd Stormwater Improvements drawing to Sliger for As-Built drawing creation.

Environmental Systems

Street Maintenance - Projects Summary

Asphalt / Concrete

- Asphalt repairs at Ormond Shores, Andalusia/Hand, 300 Oak Dr. Country Club/A1A and S. Washington behind the Police Department
- Form up concrete gutter & sidewalk removed by Wastewater at Melrose and Andrews
- Poured concrete at Melrose & Andrews
- Poured sidewalk at Hernandez & N. Beach Street
- Repositioning of barrels along Christmas Parade route

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Trimming at Nova Recreation, Overbrook, & Nova Road
- Equipment maintenance on vehicles
- Pick up pile at Nova Ballfield
- Prep/clean #284 for service/inspection at Fleet

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge
- Weed control beneath Granada Bridge
- Weed control at DOT locations
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Park III & Division Avenue
- Maintenance of various vehicles
- Pick up pile at Memorial Gardens

- ROW trimming citywide
- Assist Alex at The Casements moving a safe
- DOT weed control on Nova & US1
- Assist concrete crew at Hernandez & N. Beach

Sign Shop

- Installed Duck Warning sign on Wilmette Ave., eastbound
- Installed memorial marker on Riverside Dr. at Fluhart Dr.
- Begin fabrication of HIP street names for intersections along W. Granada Blvd. from US1 going west
- Replace (11) damaged delineators in center of road at the Fluhart Dr. & Riverside Dr. curve
- Completed install HIP street names at intersections along N. & S. Nova Rd. (6)
- Check various locations on Timberline Tr. where the OBPD is requesting 25 MPH signs
- Assist with installation & removal of orange barrels to change traffic patterns at the Christmas Parade
- Repair damaged or old signs at the following locations:
 - 1316 Northside Dr., replace vandalized 25 MPH sign
 - 1102 Northside Dr., replace vandalized 25 MPH sign
 - 1208 Northside Dr., replace old 25 MPH sign
 - 1303 Northside Dr., replace old 25 MPH sign
 - 1107 Overbrook Dr., replace old 25 MPH sign

Stormwater Maintenance Projects Summary

Maintenance Crew

- Locates citywide
- Carp Gates inspected and cleaned
- Basin cleaning - citywide
- Parade preparation, trucks
- Waste Management – event boxes and bags picked up
- Gradall – cleaned out ditch on Lincoln Avenue
- Removed curb gutter and sidewalk on Melrose
- Basin Repair – 45 N. St. Andrews
- Chemical spraying – ditches on Fleming Ave. & Laurel Oaks Circle
- Edge & weedat on N. US1
- Cut concrete and create swales on John Anderson
- Assist Wastewater Department with main repair on Melrose Avenue

Street Sweeping - Streetsweeper

- Cleaned 124.6 miles of roads
- 52.0 cubic yards of debris removed

Fleet

The following statistics have been compiled for the week of December 11– December 17.

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

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
12	24

- **Road Calls for the week:**

Total: 1

- **Accidents for the week:**

Total: 0

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

Diesel

7548 gallons

Gas

8186 gallons

- **Comments:**

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

Utilities

Projects Summary

- Received RAI resulting from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. District staff visited with staff on Wednesday Dec 16 to tour the City's water treatment, storage and supply facilities an develop and overview of the City's water supply operations.
- Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): Received amended draft CCC Plan and Ordinance for review by staff. Meeting scheduled with HDI for Friday 12-11 to discuss plan format for final draft preparation.
- Wilmette Ave. Forcemain Replacement Project - Clearance was received from FDOT.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project –Reviewed the construction meeting minutes. Staff to prepare Change Order upon final understanding and receipt of additional contract time request and justification from Contractor. The proposal will be modified to be actual cost with an estimate for 120 days of time. Field Order 005 adds solenoid valve to provide water to sludge pump seals and timer to the control panel. Field Order 006 enables conveyor, sludge feed pumps, polymer feed systems and in-line grinder pumps operations from the centrifuge control panels. Requested by operations staff and will be included in the change order to the contract. Influent pumps, HVAC ductwork and electrical components are being installed in the influent pump station.
- Division Ave. Well 7A and 18A Rehabilitation. Minor electrical and remote telemetry work also remains for completion prior to final acceptance.
- Water Treatment Plant High Service Pump Station VFD Conversion –Prepared drawings for change order 1 and distributed them to the contractor, design engineer and staff for discussion at a project meeting..
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) –The design engineer was asked to include variable frequency drives in this project.
- Pump Station Repair and Replacement – McDonalds lift station –A lift station startup was delayed for this station due to service voltage motor compatibility concerns. The pumps were sent back to the manufacturer to be rewired. Rewired pumps were received and placed into operation. The wetwell needs to have a vent installed to eliminate the buildup of hydrogen sulfide gas. The SCADA antenna is not working. The cable is ordered that needs to be replaced. Continuing work and bypass pumping considerations at LS 6M. The access ladder to the wetwell is deteriorated. A quotation is being solicited to replace the ladder. Shadow Lakes lift station - punch list for items requiring corrections was prepared and distributed. The valve vault, pumps and piping are being installed at the

- Laurel Oaks Lift Station. Plans for the Ormond Mall lift station were reviewed and comments forwarded to the engineer for resolution – reviewing pump curves. Electrical conduit is being installed at Shadow Crossings Lift Station.
- State Road 5 at State Road 40 (US1 & Granada) – FDOT forwarded tentative schedule for utility relocation work to begin in February. The necessary utility relocation project will be designed in-house. Base maps are being requested from SRD Engineers (FDOT consultant) for assisting the design. Lane widening necessitated by the turn lane additions requires FPL pole relocation and City water main relocation for entire length of project on westerly side of roadway. FDOT encouraging utility relocation work to be completed prior to award of the roadway construction contract.
 - State Road No. 40 from the West End of the Granada Bridge to SR A1A – Sent drawings to the engineer showing the manhole rings and covers requiring replacement. No valve boxes were deemed to require adjustment under the JPA portion of the contract.
 - Airport Road Widening Project (Utility Relocation JPA) – Water main and sewer force main relocations are nearing completion by the contractor.
 - Tymber Creek Roadway Widening from SR 40 to Peruvian Lane - Received the draft construction plans from engineering. Received revised 90% construction plans from the county. Reviewed the plans Tymber Creek Roadway Widening from Peruvian Lane to Airport Road – Received the draft construction plans from engineering. Reviewed the plans. Performed a field check with the engineering department to verify accuracy of the plans and marked up the plans to include items found in the field. Comments were returned to the drafting department for preparation of a draft construction plan set.
 - Water Main Extension from the Water Treatment Plant to US Highway 1 – Reviewed the 90% plans and returned comments to engineering.
 - Water Storage Tank Rehabilitation – Received a revised proposal from CECS to repair the Standish Avenue Water Storage Tank. The rehabilitation cost remained at \$18,950.
 - SPRC – Reviewed Seville Street Commercial Site plans. Reviewed the conceptual plan for Star Capitol Loading Ramp. Prince of Peace Social Services Building. Sewer service from Daytona Beach is readily available. Based on the agreement between Daytona Beach and Ormond Beach concerning the service areas, the site would be served by Daytona Beach since sewer service is located on the site. Obtained revised plans from Racetrac Service Station at I-95. Met with developer for Maria Bonita Restaurant.
 - Significant Meetings: Site visit Alcazar – Buena Vista Drainage Project with Engineering and Consultant. Gave utility drawings to engineering department to obtain an estimate for design engineering services to include increasing the water main sizes for better pressure flow in the area.
 - Airport Rd Force Main – Reuse Main to Breakaway Trails – met with consultant onsite to discuss plan details and operations aspects of future improvements. Met with Hunter's Ridge Consultant and Planning Dept. for discussing additional information request from SJRWMD for developers ADA for Land Use Amendment in Flagler Co. Discussed sewer aspects of development of two residential lots on Hammock Lane.
 - Roberta Road and John Anderson Drive – Water Distribution crews coordinating utility relocation to support Volusia County drainage improvement activities. Drawings and estimated quantities were distributed to contractors to obtain bids for construction. Hazen Construction provided the low bid for \$9,250.00. City contractor performed completed relocation work this week.
 - Attended SJRWMD staff visit and tour of City's Water Treatment and Supply Facilities.

Public Works – Utilities Division

- Water Distribution
 - Repaired or replaced 19 residential, and replaced 4 water services, installed 1 meters and services

- repaired 4 service leaks, flushed 3 dirty/cloudy water complaints, replaced 20 boxes/lids, responded to 2 low pressure complaints, tested 3, installed 3 city owned backflow preventers
 - repaired 5 city fire hydrants
 - replaced 50 feet of 6" water main on Ormond Shores Dr due to a collapsed storm drain, also flushed the water main
 - perform a shut-down and reopen and flush Roberta Rd to facilitate the water main deflection due to county storm water improvements, Tapped and reattached the 2" water main to the 12" water main on John Anderson Dr. Pressurized and flushed the 8" water main after the completion of pipe deflection.
 - Installed and tested 2 backflow preventers on fire hydrant meters, resod 1303 and 1305 N. Beach St due to a recent water service replacement.
 - Assist the meter readers by pumping out a large meter vault so they can read the meter
 - All vehicles were cleaned and re-stocked.
-
- Water Treatment
 - Delivered City 30.974 million gallons for the week ending December 13.
 - New delivered to city flow = Finish water flow meter(32.329 mgd) minus backwater(.610 mgd) minus HVAC flow(.108 mgd) minus chlorine production(.027 mgd).
 - Backwashed filters 13 times for a total of 610,000 gallons.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Drained, cleaned and inspected claricone #2.
-
- Waste Water Collection - Reuse
 - Crews Responded to five trouble calls and one odor complaint.
 - Continuing flushing reuse mains on beach side due to snails in system.
 - Crews raised manhole at Melrose Ave. and Andrews St.
 - Five sewer laterals televised and three laterals cleaned.
 - Crews installed one pep tank and one pep tank rehab this week.
 - Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
 - Main sewer line cleaning this weeks total was 3,250'.
 - Cleaned buildings and fueled all equipment for weekend.
-
- Waste Water Treatment
 - Estimated Domestic and Industrial Wastewater flow 30.33 Million Gallons
 - Produced 8.30 Million Gallons of Reuse
 - Produced 22.03 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 4.33 MGD, plant design @ 6 MGD
 - Hauled 0.00 gallons of liquid sludge (1.0%-1.5% Solids).
 - One Centrifuge was installed (temporary) and is fully operational. Centrifuge optimization is planned by manufacturer at future date. Currently the centrifuge is being used for sludge production by plant staff and hauling of liquid sludge is not anticipated.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
-
- Utilities Maintenance Division
WATER PLANT - WELL FIELDS - BOOSTER STATIONS
 - Sand Filter process controller went bad, operations ordered new control, filters being washed manually.
 - Adjusted feed belt on #2 Lime Slaker.

- Installed new water fountain in maintenance shop.
- Installed trial automatic greaser on Lime slurry pump, tubes are not receiving enough grease and if successful this will eliminate this problem. Grease system is being wired into AC drive and will only come on when pumps are running.
- Installed copper water line for operations.
- Cleaned up junction boxes and control wiring at Hudson wellfield.
- Replaced indicator light at well 34H.
- Performed PM's to LPRO and Lime softening plant equipment.
- Replaced Air release valve at Well 38R.
- PM's to Rima Wellfield.
- Performed PM's to Booster pumping stations
- PM's to Division wellfield.
- Checked 21SR well for construction progress, fencing and landscaping is installed but no progress to wetwell.
- Cleaned shop and put away spare parts.
- Performed Reuse system PM's.

WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM

- Attended liftstation startup at McDonalds, no SCADA as of this time.
- Worked with Emerson RAS to resolve Reuse system pressure and tank level SCADA alarms to the Win/911 system. Corrected tank levels and tested alarms. All OK.
- Installed chlorine analyzer at WWP for operations
- Replaced bell with buzzer for Chlorine alarm.
- Deragg all 3 gas powered liquid pumps for operations. Also provided fuel.
- Replaced #1 pump at 8M with one from inventory, sent pulled pump out for repair and placement back to inventory.
- Assisted Collections crew repairs at 4M station.
- Repack pump gland on RAS pump #2.
- Re-primed back wash pump sand filter #2.
- Met with contractor to go over plant rehab activities at influent station.
- Cleaned shop and office area and put away spare parts.
- Reset motor inboard submersible aerator #1.
- Deragg 4 submersible aerators
- Monthly PM Service to 21 liftstations (clean and deodorize).
- Annual PM service to 6 Liftstations
- Utilities Maintenance performed 93 work orders for week of which 72 were preventative maintenance and 21 were repair work orders, as reported in MP2 system.