

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 11, 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
 - Attended Claims Committee meeting
 - Prepared for PBA bargaining session with HR Director
 - Met with Planning Director on CTLC
 - Held weekly staff meeting with directors
 - Met with HR Director, discussed Sr. Planner position
 - Met with HR Director and Finance Director on Police staffing requisition
 - Met with Police Chief, general discussion
 - Met with Economic Development Director to discuss proposed County CRA resolutions
 - Met with Finance Director, general budget discussion
 - Followed up with Clay Gibson of Park Avenue Bank on status of Surfside Property. Advised of on-going issues needing attention.

- Attended:
 - Rotary meeting
 - Met with CTLC and City staff on Hand Avenue PD&E
 - Meet & greet with Walter Koss & Lennon Moore of Ghyabi & Assoc., discussed John Anderson Drive
 - Met with Kirby Green and Maryam Ghyabi on Volusia County water issues
 - Attended County Council meeting on the CRA resolutions and Ormond Crossing CRA. The CRA resolutions were tabled to the 2nd County Council meeting in January for the attorneys to come to some agreement on the language with regard to the unilateral modification or repeal of delegation. The OC CRA resolution was extended for six months.
 - Walked the Granada Bridge with constituents while sharing ideas, comments and suggestions: issues discussed included Riverfront Park, Planning Board issues with regard to requirements concerning manufactured home. It was a chilly day and only three folks turned out. ☹
 - Open house breakfast, Habitat for Humanity

City Clerks Office

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

- Prepared packets for December 15 City Commission meeting.
- Completed preparation of 2010 election candidate packets.
- City department liaisons continue to develop new departmental content for the new website.

Community Development

- **Planning**

- Staff met with representatives of VCARD to review the last comments on the wetland standards before they are placed on the Environmental Advisory Board and Planning Board for review and a recommendation to the City Commission.
- Staff met with the Leisure Services Board to discuss Riverwalk since the November meeting had no quorum.
- Staff met with the Environmental Advisory Board to discuss the draft wetland and flood plain regulations. No action was taken since some members on the EAB had concerns with the City's proposed compensatory storage requirements for single family platted lots which are exempt from replacing displaced flood volume as a result of building.

Staff is proposing that all exempt lots be required to provide at least a 1:1 replacement for lots less than 20,000 square feet and a 1:1.15 replacement for lots exceeding 20,000 square feet. If a lot is unable to provide the required flood volume replacement on site, a fee in lieu of is proposed based upon the total flood volume and the cost of providing said volume which is under study at this time.

- Staff participated in the "Making Your Mark in 2035" MPO workshop held at Daytona Beach International Airport. Staff is pursuing the possibility of having the MPO conduct a similar meeting in Ormond Beach.
- Staff met with Consolidated Tomoka, Volusia County, and Daytona Beach to discuss the Hand Avenue Extension PD&E. It was discovered that FDOT completed a feasibility study for SR40 that looked at 4 alternatives. The recommendation was to pursue alternative 4 which indicated that combined capacities of SR 40 (combination of 4 and 6 lane sections) and Hand Avenue (combination of 2 and 4 lane sections) would accommodate the future Year 2025 traffic demand. The specific study preferred recommendations included:
 - 1) SR 40 from Breakaway Trail to Williamson Boulevard (Widen to 6 lanes);
 - 2) Hand Avenue from Clyde Morris to Shangri La Drive (Widen to 4 lanes);
 - 3) Hand Avenue Extension from Williamson to Tymber Creek Road (Widen to 4 lane section);
 - 4) Tymber Creek Road from Hand Avenue Extension to SR 40 (Widen to 4 lanes).

The recommended alternative 4a was estimated at \$31.6M while widening SR40 from Cone to Nova in either alternative 1 or 2 was estimated at \$39.5M and \$37.5M respectively. Alternative 1 was not recommended because it would require 10 lanes and Alternative 2 was not recommended because the improvements would not alleviate the adverse conditions along SR40.

It was agreed that time would be given for everyone to digest the study and in the meantime FDOT will pursue the Efficient Transportation Decision Making Modeling (ETDM) of the corridor to determine the existence of any fatal flaws. The ETDM modeling would include the preferred recommendations in the short term (alternative 4a) but the widening of that segment of Hand Avenue between Clyde Morris Road and Williamson from 2 to 4 lanes would be included for modeling as the long term goal (alternative 3a).

- **Building Inspections, Permitting & Licensing**

- 53 permits issued with a valuation of \$1,411,974.00
- 163 inspections performed.
- 6 business tax receipts issued.

- **Development Services**

- Received a third submittal for Ormond Station to review and the first submittal for BETNR hangers @ Airport.
- Both the project manager for Mr. Whitley's flood proofing of 350 Cumberland and the Planning Director met with his neighbor to discuss concerns regarding the proposed elevation

of the home. Concerns still exist regarding the potential impact the elevation of the home will have on adjacent neighbors.

Economic Development

- **Ormond Crossings**
 - Staff met with Tomoka Holdings and their transportation consultants to review the updated traffic analysis to determine the off-site transportation mitigation measures. The results of the analysis will be the basis of modifications to the draft development agreement and remedial amendments to the comprehensive plan.
 - The transportation analysis and subsequent mitigation plan will be discussed between Tomoka Holdings and County staff on December 16.
 - 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 of the additional traffic analysis.
 - Staff presented to County staff, 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, County staff recommended to the County Council a 90 day extension of the Ormond Crossings CRA. ***The County Council granted a six month extension to July of 2010 at their meeting yesterday.***
 - Following the completion of the additional traffic analysis, discussion of the findings, and negotiation/resolution of transportation matters with all interested parties, staff will be revising the schedule for City Commission review of the documents. Once approved by the Commission, the documents will be submitted to the various state and county agencies.

- **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 met with representatives of the Chamber, Main Street, and local businesses to develop a 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 three requests 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 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. Staff worked with the City Managers group and the municipal practitioners to make comments and suggestions on the latest draft report. Mayor Costello, City Manager Joyce Shanahan, and staff attended a meeting on November 23 at Stetson University in Deland to discuss the eighth draft report prepared and presented by the KMK Consulting to the public and officials from Volusia County. Staff has prepared disposition item for the December 15 Commission meeting regarding proposed changes to the BDP structure.
 - 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.

- Airport Operation and Development
 - Staff prepared and submitted supplementary documentation to FDOT in support of a request for an extension of the airport security fencing and surveillance technology grant. New developments in the southeast quad will require a reconfiguration of the perimeter fence in that area of the airport. Staff proposes to use funds from this grant to facilitate this reconfiguration, which will constitute phase 3 of the fencing and surveillance project.
 - Staff placed on the December 15, 2009 City Commission Agenda a request to award a contract for phase 2 of the airport security upgrades project. Staff received an executed JPA from FDOT relative to Resolution #2009-60, a grant application to provide 100% funding for airport security fencing and surveillance technology.
 - Staff received notice that a JPA between the City of Ormond Beach and FDOT has been executed as of December 8, 2009. This agreement covers the State funding obligation for the installation of lighting, signage, a rotating beacon, and REILS at Ormond Beach Municipal Airport. (FM# 420861-1-94-01)
 - Staff completed a database of aircraft noise complaints received in 2009, and submitted it to GIS for mapping and data analysis. The results will be provided as a supplement to the "Report on Findings and Recommendations" of the Aircraft Noise Abatement Task Force, which will be presented on December 15, 2009 to the City Commission. See attachment (1).
 - Staff completed the initial drafts of three aviation leases at the southeast 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.
 - Staff is working with the Planning Department and Hoyle, Tanner, & Associates regarding the site plans for the Parcel 3 projects.
 - Staff worked with the Engineering Department to acquire 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 73 Journal Entry Batches (# 5585-5605 & 761 – 906).
 - Approved 17 Purchase Requisitions totaling \$44,205.05.
 - Issued 18 Purchase Orders totaling \$150,070.29
 - Held opening of SOQ-2010-06, Pre-Qualification for bidding of the city of Ormond Beach's Wastewater Treatment Plant Expansion Project, on 12/8/2009.
 - Issued Addendum No. 1 for Bid No. 2010-05, Rehabilitation of the Traffic Signals-on Granada Blvd at Ridgewood Avenue & Halifax Drive, on 12/8/2009.
 - Held opening of Bid No. 2010-05, Rehabilitation of the Traffic Signals-on Granada Blvd at Ridgewood Avenue & Halifax Drive, on 12/10/2009.
 - Held Evaluation Committee Meeting for RFP 2010-01, Performing Arts Center Marquee Design & Install, on 12/10/2009.
 - Held opening of Bid No. 2010-04, South Ormond Neighborhood Center Field Lighting Upgrade, on 12/11/2009.
 - Prepared 178 Accounts Payable checks totaling \$443,996.88 and 28 Accounts Payable EFT payments totaling \$328,795.62.
 - Prepared 58 Payroll checks totaling \$51,085.13 and 324 Direct Deposits totaling \$395,333.03.
 - Transferred IRS 941 payment of \$154,377.91.
 - Processed 4,433 cash receipts totaling \$828,305.54.
 - Processed 888 utility bill payments through ACH totaling \$58,316.27.
 - Processed and issued 7,164 utility bills with billed consumption of water of 37,810k.
 - Issued 600 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Walking with the Manager
 - Seasonal Flu Shots Ending at Fire Station 91
 - Harry Wendelstedt's Umpire School
 - Labyrinth – World Healing Day – December 31st
 - Media Contacts
- Grants
 - Grant files maintenance, monthly/quarterly/annual reporting, reimbursements, closeouts.
 - Attended quarterly Local Mitigation Strategy (LMS) meeting.

Fire Department

- Operations
 - Fire Chief Skip Irby participated as a "guest reader" in the Traveling Story Time program sponsored by the Early Learning Coalition of Flagler and Volusia.

- Administered H1N1 vaccinations to 21 City employees. The vaccine remains available to any City employee through Friday December 18th. You may contact Fire Administration if interested.
- Updated the NIMS chart for all city employees to ensure we are in compliance with federal emergency management guidelines in the event of a disaster.
- Continued the seasonal Flu Shot Program at Station 91. Administered 45 vaccines this week with an overall total of 2,181.
- Continued preparation of the SAFER Grant application in anticipation of Commission approval at the December 15th meeting. If approved, will provide 100 percent funding for two years to fill 2 positions that have recently been vacated.

- Weekly Statistics

2	Fires
10	Fire Alarms
5	Hazardous
48	EMS
8	Motor Vehicle Accidents
18	Public Assists
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91	TOTAL CALLS

- Training Hours

4	CPR Instructor
11	Firefighter Training
1	12 Lead EKG
2	RIT & 2 In / 2 Out
30	Tactics
10	Technical Rescue
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58	TOTAL STAFF HOURS

- Activities

- Updated 5 pre-fire plans
- Conducted hydrant maintenance of 57 hydrants
- Held monthly "Health Care Providers" CPR class – 6 students
- Held weekly Fire Explorers meeting at Station 92

Human Resources

- Job Requisitions
 - Police Officer
 - Approved/Active Recruitment
 - Screening/Interviews Scheduled
 - PT Rec Leader Sports (selection made, waiting for signed memo to hire)
 - Selection has been made for Senior Planner
 - 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
 - Twelve applications for PT OA I received and forwarded to hiring manager 12/1
 - Twelve applications for PT Custodian received and forwarded to hiring manager 12/1
- Background/Reference Checks
- Job Offers
 - Treatment Plant Operator "A" – Wastewater, started 12/7
 - Treatment Plant Operator "A" – Wastewater, started 12/9

- Terminations/Resignations/Retirements
 - Sgt. Police effective 12-18
 - Four FF Early Retirements effective 12-18
 - Recreation Manager effective 12-18
- Promotions
 - Police Sergeant Annual Promotional Selection Process underway. Exams and assessment exercises conducted – still awaiting results.
- Demotions
- Transfers

- Leave Status & Restrictions Update
 - FMLA - Capt. Fire – request made 11-4-09. Intermittent Leave approved, must recertify every 30 days.
 - 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. Paperwork from physician returned. Requested approximate return to work date.
 - FMLA – Plant/Pump Mechanic - Wastewater Plant, requested.
 - FMLA –Records Clerk at Police Department. Requested 12/4/09 - rehab expected to be 6 to 8 weeks.

- Union Issues
 - PBA wage reopener – Negotiations held 12-07

- 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'
 - Update/Clarify Certification pay policies
 - Update No Smoking policy – ban to extend to City vehicles

- Risk Management
 - Incident – A boy playing at the Hull Road Sports Complex reportedly injured his wrist. EVAC was called and provided care.
 - Claim – A homeowner reports a sewer backup into the bathtub. He called Roto-Rooter; technician told him to contact the City. The City responded to the Trouble Call. An investigation is underway regarding the claim.
 - Received payment in full for PD vehicle damaged in October mva (\$1,308.76).
 - Incident – an employee slipped and fell to the ground after entering a building. The employee reports having wet shoes from the rain outside.
 - Payment was received for damage done to a City vehicle during a motor vehicle accident in November (\$1,086.80).

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - HVAC – Waiting on Electrical contractor for power availability
 - Electrical – Contractor is 99% complete, estimate 5 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: - 30 minutes (Sunday evening)
- Networking System: - 30 minutes (Sunday evening)
- Work Orders: - 68 New work - 73 completed - 43 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	44,071	Net Inbound E-Mails	29,973
Inbound Bad E-Mail	13,755	Percentage bad mail	32.0%
Virus Messages Blocked	343		

Notable Events: Lost power at the Wastewater facility for an extended period of time, Computer equipment powered down after UPS batteries exhausted. Once power restored all systems ok. Looking in to further power redundancies for this critical network facility.

- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 60 Corrections: 0
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 00
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administrative Services
 - Administrative Services highlights
 - Public Works Staff meeting
 - City Manager's Staff meeting
 - Supervisory Staff meeting
 - Facilities Maintenance Supervisor meeting
 - Leisure Services Advisory Board meeting
 - Recreational Adult Soccer Program discussion meeting
 - Gymnastics Program meeting
 - Community Events staff meeting
 - Parade discussion
 - Movies on the Halifax
 - Home for the Holidays Parade
 - Recreation Manager Meeting
- Athletics
 - The City Men's Softball Winter League started their season this past Tuesday at the Dale Buttleman Softball Quad 4. This is the first Winter Season since 07-08. Seven teams are competing, with games running through February.
 - The Ormond Beach Soccer Club competitive program will continue practices for a few more weeks 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 started this week at the Nova Gymnasium for the three age groups, Monday through Thursday. Currently, 14 teams are in the program.
 - Calvary Christian Soccer continued their practices and games this week on Soccer Field 5 at the Sports Complex.
 - OBYBA Boy's Basketball began 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; however this week because of Hanukah Friday's play at SONC was changed to Thursday.
- The City's Basketball Training League, designed for beginners aged six through eight, continue their six-week program. This is week five of the program. It is designed 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 17, with more to follow next week. Most fields will reopen January 4th.
 - South Ormond Neighborhood Center
 - OBYBSA basketball games were held Monday, Wednesday and Thursday.
 - 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.
 - A youth basketball tournament is scheduled for Friday night and Saturday until 4:00 p.m.
 - Athletic Field Maintenance
 - Mowed soccer fields 5 - 8
 - Mowed common areas
 - Painted soccer fields 5 - 8
 - Mowed softball fields 3 - 4
 - South Ormond Rec: 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 fields 1, 2, and 7
 - Over seeded soccer fields 1 - 4 and 9 -10
 - Secured the fields with closed signs and fencing
 - Over seeded Nova park fields 1 - 5 and secured all fields
 - Organized equipment and clean around Maintenance Building
 - Took 3 Tri-King mower reels to dealer in Tampa
 - 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 spent the latter part of the week constructing the first ever parade float. The float will be manned by all the groups who utilize the PAC in an effort to draw awareness to the programs.
- 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 12th ♦ KEDA Holiday Dance Show 2:30pm – \$8
 - December 13th ♦ My Studio Piano recital (SC) 5pm
 - December 16th ♦ Rock'n in the New Year (PAC) \$15 – 7:30pm
 - December 19th ♦ South Beach Dance Holiday Show \$15 – 7pm
 - December 22nd ♦ Theatre Workshop on Stage – 9am
- Community Events
 - Community Events staff assisted with the setup and strike of the Christmas Gala at the Casements.
 - Staff completed staging for the beautiful and colorful Home for the Holidays Parade set for this Saturday, December 12th. Notices have been sent to all parade participants and confirmation calls have been made. Staff will also be setting the stage for the judges and bleachers for the officials and decorating them with festive lights and evergreen boughs.
 - Staff is loading the trailer with equipment necessary for setting the scene for the upcoming holiday events.
 - Letters to Santa are being picked up by Santa's Elves daily and being taken to Santa.
 - Staff is in the final stages of preparing a ribbon cutting for the reopening of the Casements set for 6:00 p.m. prior to the start of the Holiday at the Casements Concert featuring the Moonlighters Orchestra on December 17th at 6:30 p.m. The concert will take place in Rockefeller Gardens, and admission is free.
 - Next week the Santa on the Go program will begin from December 14-18. Staff will be escorting Santa and Mrs. Claus to various day care centers and assisted living facilities throughout the week.
 - Staff is also collecting and preparing items needed for Breakfast with Santa which takes place at the Casements on Saturday, December 19th.
- Gymnastics
 - The state meet will be held this weekend in Tampa. The girls are well prepared and excited to be attending.
 - The Ormond Beach Flames cheer team now has 26 girls on the team with three volunteers from Seabreeze helping out this year.
 - Classes are going well.
 - The gym will be closed from December 21 - December 28 and also on January 1.
- 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.
- Challenger Basketball for special needs met at Nova for their last practice on Tuesday. Girl Scouts troop volunteers assisted with the drills and the game. The special needs participants were given their certificates of completion and their awards at the end of the practice.
- The Elk's Club annual Hoop Shoot was on Saturday morning. Over 100 participants and spectators attended the event.
- Girl Scouts Troop 195 met in the small classroom on Wednesday evening.
- Open play took place during the week for those who participated in basketball, the game room and the exercise room.

- The Casements
 - Yoga Classes continue on Tuesday and Thursdays at Bailey Riverbridge, but will be breaking for the holidays after this week and will resume inside The Casements in January.
 - Tai Chi continues on Wednesdays at The Senior Center
 - Casement staff assisted with set up and strike of the Farmers Market on Thursday.
 - Preparations for the Holiday Double Feature set for Friday night at 6:00p.m. This includes securing the movie, previewing the movie and testing the equipment for the big event.
 - Confirmed Tomoka Christian Church will be the vendor for the movie night, helping them raise money for their upcoming mission to Haiti in January. We welcome their help.
 - Removed the 15' tree from the stage for the Cobb wedding on Saturday, December 12. Will move the tree back into place for the remainder of the holidays on Monday of next week.
 - Prepared Bailey Riverbridge for the Holiday Tour of Homes set for this Sunday, December 13th. We decorated inside and out to welcome guests. The historical display will be the focus for the day.
 - Worked with Community Events and Parade Chairman to prepare for the Parade on Saturday. Casements staff will assist the night of the parade, and have helped with badges, parade numbers, judges notebooks, emcee notebook and emcee notes, donated staging & skirting, décor for the VIP reception, arranging cars for dignitaries, and VIP invitations and assisting with review stand decorating and sign placement the day of the parade.
 - Attended Weekly staff meeting
 - Met with a local Boy Scout this week to confirm an Eagle Scout project helping with the preparation and planning of the 100th year of Boy Scouting event, planned for Saturday, Feb. 13th 2010.

- Facilities Maintenance
 - Repaired receptacle in courtyard at City Hall
 - Replaced ballast in decorative light on Granada Boulevard
 - Repaired lights on horse and carriage at City Hall
 - Replaced ballasts in two streetlights by Fire Station #91
 - Serviced electronic gates at Police Department, Airport, Public Works, Water Department and Wastewater Department
 - Repaired lights in elevator at City Hall
 - Installed new soap dispensers at Nova Rec. South restrooms
 - Installed new mini stop sign on bike path at Nova Rec.
 - Installed new bike rack at City Hall

- Replaced three light fixtures in green room at the PAC
- Replaced broken taxiway light at Ormond Beach Municipal Airport
- Parks and Irrigation
 - Repaired Christmas tree on stage at Rockefeller Park
 - Repaired men's room toilet at Central Park I
 - Repaired stall door in ladies room at Airport Sports Complex
 - Repaired sink in ladies room at Central Park II

Police Department

- Administrative Services
 - Attended PBA Negotiations.
- Community Outreach

The Ormond Beach Elementary Science on Patrol program concluded the first elementary school science outreach program through the Police Athletic League. Seventeen youth received certificates of completion at the Awards Luncheon on December 3 held in the Library of the Ormond Beach Elementary School. Division Chief Osterkamp gave each youth their certificate and congratulated them for their dedication to learning and education.

OBPAL hosted the annual Winter Tournament at the South Ormond Neighborhood Center. Six teams from area schools and organizations participated in the tournament. The entry fee to the tournament was a toy to be given to youth attending the Annual OBPAL Holiday Party to be held December 17 at the South Ormond Neighborhood Center.

Members of the Ormond Beach Youth Directors Council participated in a regional community service project December 5th and Embry Riddle University. Youth assisted the State of Florida Police Athletic League with the SFAPAL Cheerleading Championship. The OBPAL YDC assisted with sales and greeted guests at the competition.



YDC youth after the SFAPAL



SOP Youth Luncheon

- Community Services & Animal Control
 - 25 animal calls responded to
 - 5 animal reports
 - 3 animals to FHS
 - 1 alarm citation
- Criminal Investigations
 - Cases Assigned: 26
 - Cases Cleared by Arrest/Complaint Affidavit: 5

- Cases Exceptionally Cleared: 7
- Inactive: 7
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 11
- Larceny Car break: 6
- Grand Theft: 5
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Robbery: 1
- Assaults: 1

Narcotics Task Force: Six buy walks, four attempted buy walks, assisted VBI on a grow house investigation, one search warrant in Ormond Beach and the unit did a reverse operation in Edgewater.

Comments: The shooting incident from Walgreens resulted in a warrant issued for the shooter and her companion.

Crime Trends: We have seen an increase in residential burglaries in the past weeks. The prints obtained from these scenes have been sent to Volusia County Tech. Services for results.

- Records:
 - Walk-ins / Windows 178
 - Phone Calls 298
 - Arrests / NTA'S 18
 - Citations Issued 90
 - Citations Entered 73
 - Reports Generated 233
 - Reports Entered 88
 - Mail / Faxes / Records Requests 116
- Operations:
 - 12/04/09 – Burglary Residence – Pebble Beach – occurred over weekend; jewelry and firearm stolen.
 - 12/04/09 – Burglary Carbreak – W. Granada Blvd. – window broken out; GPS taken.
 - 12/07/09 – Bomb Threat – W. Granada Blvd. – bank received message that they were going to be robbed via a suspect with a bomb; investigation continuing.
 - 12/07/09 – Recovered Stolen Vehicle – Wilmette – vehicle reported stolen from Colorado; recovery made; charges pending.
 - 12/08/09 – Burglary Residence – Melrose Ave. – items removed from garage.
 - 12/08/09 – Burglary Residence – Lorillard Place - back door kicked in; nothing missing at this time.
 - 12/08/09 – Burglary Residence – Buena Vista – screen cut; jewelry and change taken.
 - 12/08/09 – Burglary Carbreak – Fleming Ave. – concrete saw taken from truck.
 - 12/08/09 – Armed Robbery – S. Atlantic Ave. – victim relieved of his Methadone; suspects known and their vehicle located in Daytona; victim did not want to pursue investigation/prosecution.
- Traffic Unit:
 - Traffic Citations 33

- Parking Citations 15, 12 were for Handicapped Parking
- Crash - No Injury 8
- Crash – Injury 1
- Crash – Fatal 0
- Self-Initiated Enforcement Locations:
 - Wal-Mart
 - Lowes
 - City Hall
 - Granada Plaza

- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 2 Cases Initiated
 - Zone 2: 7 Cases initiated
 - Zone 3: 1 Cases initiated
 - Zone 4: 2 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.)
 - 6 tree removal permit requests.
 - Administrative staff assisted with zero (0) walk-in lobby and thirty (30) telephonic inquiries.

Public Works

- Engineering
 - Hardened Data Center- Electrical 90% complete
 - Division Avenue Roadway Construction & Watermain Extension- Contractor will be installing additional catch basin near Beach St to correct a ponding problem. Contractor will also be reworking the thermo-striping due to substandard installation in spot areas.
 - Wells 7A & 18 A, Division Ave- Construction is substantially complete. One check valve needs to be replaced- will have meeting with manufacturer to explain malfunction.
 - US1 Forcemain Extension Phase II- Final tie-ins of forcemain are being completed.
 - Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Contractor completed one forcemain offset.
 - I-95 & SR40 Bridge Landscaping – Staff is processing final payment and all related closeout documents required for FDOT grant reimbursement.
 - Casements Renovation – The new landscape planting and irrigation have been completed and inspected.
 - 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.
 - 2009 Roadway Resurfacing- All resurfacing completed including CO work.
 - 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 Variable Frequency Drives 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 working up proposal for structural design of bearing wall to support proposed watermain on the WTP site. This wall will also act to replace the dilapidated existing retaining wall.
- Alcazar-Buena Vista Drainage Area Improvements- Design 25%. Consultant is considering design restrictions based on limited budget.
- Airport Rd Forcemain Extension- Design is 75%. Staff will be working with consultant to secure easements.
- SR 40 Sdwk/Trail Phase I – Processed the bid award.
- SR40 Sdwk/Trail Phase II- Responded to Environmental permitting issues, fill in env. checklist, received budget amendment for project, prepared a stormwater pollution prevention plan, responded to FDOT last comments.
- OBSC Boundless Playground – Staff is revising the preliminary concept plan to aid the manufacture in completing a finalized design.
- South Ormond Rec. Center Lighting- Attended Pre-bid meeting and issue minute of meeting
- 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- Responded to questions on bid
- Granada Beach Approach- Set up meeting with FDEP, Hall Construction is preparing a proposal for staff review.
- Ormond Crossings IJ / LAP- Requested information 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- Forestry Department has given permission for City to act as their representative for obtaining ROW permits from FDOT.

- Development Review:
 - Reviewed 5 South Yonge Street variance application

- Capital Projects:
 - Roberta Road Utility Relocation- Create plan for relocation, make changes and forward to Contractor.
 - VFD Change Order 1- Make modifications to drawings, create PDF's of project.
 - Tymber Creek Phase 1- Make Changes to Drawing, plot 3 plan sets.
 - I-95 Landscaping- Take pictures of finished project.

- Administration:
 - Petroleum Cleanup and Monitoring- Work authorization given to consultant to proceed with required testing and reporting at PD parking lot. Discussed transfer station tank removal testing requirements with Volusia County and negotiated a scope of work to perform minimum limited sight assessment report for minor contaminant detected.
 - 242 Military Blvd- Investigated progress of removing illicit backfill. Owner is approximately 85% complete with site corrections.
 - Processed project invoices/pay requests totaling \$3,357
 - Prepared a work authorization totaling \$26,476

- Meetings:
 - EVCTS committee
 - Met with Consultant on Main Trail Bridge inspection
 - McKim & Creed office to go thru plans changes SR 40 Trail Phase 2

- Customer Service:
 - Issue permit for grading 132 Beach Street
 - 1772 John Anderson dock pilings permit
- Other:
 - 41 construction projects were inspected.
 - Locate and provide WTP security wall specs to Mike Dunn
 - Develop S Halifax sidewalk drawing
 - Update and provide Mirror Lake proposed utilities drawings to M. Dunn
 - 113 Shady Branch Trail SWMP on site visit
 - Research available OBMA Lease Lot 3 utilities and provide As-Built drawings to McKim & Creed
 - 415 N Ridgewood easement determinations for resident
 - Take pictures of Ormond Lakes drainage structures
 - Clean and take in for service vehicles 304 & 155
 - Attend AU classes
 - Find Prefab Concrete Wall Details

Environmental Systems

- Street Maintenance
Asphalt / Concrete
 - Form up sidewalk across from 1305 N. Beach St.
 - Repair pot holes citywide
 - Pick up Memorial Gardens
 - Form & pour concrete sidewalk removed by Water Department – 1305 N. Beach St.
 - Assist Wastewater at Melrose/Andrews (concrete patch was a rain out)
 - Put lights on barrels for parade in Public Works Yard
 - Concrete utility patch for Water Department at Hernandez/N. Beach St.
 - Deliver poinsettias on beachside

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Clean up tree debris at Nova Recreation
- Trim over ROW at Fairview, Roosevelt for parade
- Trimming at Riverbluff/Baywood, 9 Crooked Tree and Overbrook
- Shell apron at 66 Riverview
- ROW trimming at various locations

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
- Finish banners on Granada Bridge, Cassen & Riverbridge
- ROW trimming citywide

- Prepare for parade – mark bridge pavement at SR40 – Granada Bridge
- Deliver poinsettias South/City limits
- Taken broken concrete to Chips

Sign Shop

- Continue fabrication of HIP street names for N & S Nova Road
- Set up road work signs for Utilities Department at Melrose & Andrews
- Fabricate memorial marker for Riverside Dr. at Fluhart Dr.
- Marking locations on the Granada Bridge, US1 & Granada and US1 at Division for signs & barrels to be placed on Saturday prior to the Christmas Parade
- Fabricate “Duck Warning” signs for Wilmette Ave.
- Set up road work signs for the Water Department at N. Beach St. & Hernandez Ave.
- Assist with attaching lights to barrels to be used at the Christmas Parade
- Repair damaged or old signs at the following locations:
 - Pineland Trail – straighten (7) leaning signs
 - 230 Wilmette Ave. – replace bent post & 25 mph sign

Stormwater Maintenance – Maintenance Crew

- Locates citywide
- Carp Gates inspected and cleaned
- Basin cleaning - citywide
- Vacon – line cleaning – Druid Circle & N. Halifax, Tomoka Oaks & Melrose Avenue
- 100 ft. 12 inch pipe delivered to S. Nova Road
- 3 days Melrose Ave. for broken sewer main repair (used the Gradall, Loader, Dump Truck, Dump Trailer and (3) pick up trucks)
- Barricades for Christmas Parade

Street Sweeping - Streetsweeper

- Cleaned 141.3 miles of roads
- 45.5 cubic yards of debris removed

Fleet Operations

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
9	33

Road Calls for the week:

4

Accidents for the week:

Total: 0

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

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

<u>Diesel</u>	<u>Gas</u>
8225 gallons	10861 gallons

Comments:

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

- **Utilities Division**

- District staff preparing Request for Additional Information resulting from their review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. District staff has scheduled facility visit and overview with City staff on December 16.
- 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 - The project is complete. Record drawings were received. Sent a clearance request and record drawings to FDOT.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project –The polymer feed system and grinder pumps need to be connected to the alarm circuit on Centrifuge #1 to shut off automatically when centrifuge operation disruptions occur. 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 No. 005 adds a solenoid valve to provide water for the sludge pump seals and a timer to the control panel. Field Order No. 006. allows the conveyor, sludge feed pumps, polymer feed systems and in-line grinder pumps to be operated from the centrifuge control panels. This item was requested by operations staff and will be a change order to the contract. Influent pumps are being installed HVAC ductwork is being installed in the influent pump station.
- North Beach Street Water Valve Replacement near intersection of Hernandez –Water crews replaced the valve.
- Division Ave. Well 7A and 18A Rehabilitation. Minor electrical 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. Continuing work and bypass pumping considerations at LS 6M. Shadow Lakes lift station A 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. Electrical conduit is being installed at Shadow Crossings Lift Station. Processed pay application #7 for Construction Services.
- 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 - Reviewed plans. Returned the marked up plans to the drafting department to prepare final construction plans.

- Tymber Creek Roadway Widening from Peruvian Lane to Airport Road – 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 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.
- Attended SJRWMD Board Workshop for Water Conservation Meeting held in Palatka on Monday 7th and Volusia Minimum Flow Level Workgroup on Wednesday 9th in Deland. District Staff presented updates to District Board of Water Conservation Workgroup findings and recommendations for future rule making activities. West side Volusia cities consultant presented format of transient groundwater model project for alternate assessment of groundwater withdrawal impacts on spring and lake flows to compare with District steady state model results. Goal of Volusia MFL Workgroup to define implementation strategy for sustaining acceptable groundwater levels defined by District.
- Water Distribution
 - Repaired or replaced 12 residential, and replaced 3 water services, installed 5 meters and services
 - repaired 7 service leaks, flushed 5 dirty/cloudy water complaints, replaced 23 boxes/lids, responded to 2 low pressure complaints, tested 3, repaired 1, installed 2 city owned backflow preventers
 - researched location and depth of 12 fire hydrants to be replaced as part of the fire hydrant replacement program, removed overgrowth from around a FH at 121 E. Granada Blvd, repaired 4 city fire hydrants
 - locate main line valves on Seacrest, Seabreeze, Rivocean for support to Volusia County drainage project and necessary water main deflection - relocation on Roberta Rd
 - Fill, grade, and sod work area on Roberta Rd from the valve insertion
 - perform a shut-down and reopen and flush Airport Rd to facilitate the last water main deflection to accommodate county roadway widening drainage improvements
 - Replaced a 6" main line valve at corner of N. Beach and Hernandez
 - All vehicles were cleaned and re-stocked.
- Water Treatment

- Delivered to the City 32.949 million gallons for week ending Dec. 6, 2009.
- New delivered to city flow = Finish water flow meter (33.684 mgd) minus filter backwash water (.600 mgd) minus HVAC flow (.108 mgd) minus chlorine production (.027 mgd).
- Backwashed filters 13 times for a total of 600,000 gallons backwash water.
- Produced and hauled 81 wet tons of dewatered sludge.
- Operators began flushing schedule to improve water quality due to change in corrosion inhibitor.
- Well 21SR Repairs – Calvary Church. Electrical panel installations and vault modifications nearing completion. Well pump replacement and bacteriological testing scheduled in upcoming weeks.

- Waste Water Collection - Reuse
 - Crews Responded to four trouble calls.
 - Continuing flushing reuse mains on beach side due to snails in system.
 - Main sewer on Melrose Ave. and Andrews St has been repaired.
 - Ten sewer laterals televised, Four sewer laterals root controlled and three laterals cleaned.
 - Crews checking all trouble spots for weekend.
 - Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
 - Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Estimated Domestic and Industrial Wastewater flow 27.62 Million Gallons
 - Produced 13.34 Million Gallons of Reuse
 - Produced 14.28 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 3.95 MGD, plant designed for 6 MGD
 - Hauled 60,000 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 dewatered sludge production by plant staff and hauling of liquid sludge is no longer 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
 - Repaired shop pressure washer.
 - Installed new motor bracket on Discflo pump #1
 - Changed rotation on sodium Hypochlorite pump #7. New trial gear box reverses rotation.
 - Replaced Lovejoy motor coupling on #2 aerator pump to Claricone.
 - Installed new meter on Well #35R
 - Repaired meter on Well #29H
 - Repaired damaged underground control line to well 28H, operations now has control from plant.
 - Tested and located underground control wiring to well 29H, replaced with spare wiring, operations now has on/off control from plant.
 - Started tagging and identifying underground control wiring to Hudson Wellfield, also terminating loose wiring. This project will take several weeks to complete.
 - Performed PM's to LPRO and Lime softening plant equipment.
 - Performed PM's to Hudson and SR 40 wellfields.
 - Cleaned shop and put away spare parts.
 - Performed Reuse pump station PM's.

WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM

- Replaced indicator lights on controllers at several points in plant.
- Wired light for Centrifuge liftstation to come on when running and flash when high level reached for operations awareness.
- Deragg all 3 gas powered pumps
- Removed bad impeller from recycle pump #2 and replaced with #3 that was salvaged from replacement job.
- Installed davit cranes on scum stations #1 and 2 to aid in removal and cleaning of debris from pumps, without having to call in crane truck.
- Cleaned check valves on 1M and Charleston Square liftstation.
- Repaired sump pump in Decant room.
- Replaced gear box main shaft top hat on Fermentation mixer #4.
- Installed valve box on #3 clarifier water line.
- Replaced coupling, repaired grease seal and aligned motor RAS pump #1.
- Performed PM service to all plant equipment.
- Ordered spare parts and cleaned shop.
- Assisted contractor on site with moving of items related to Influent pump station rebuild project.
- Monitored/ assisted progress of ongoing liftstation rehab project.
- Built pallets for spare pump and part inventory storage.
- Deragg 4 submersible aerators.
- Replaced preaeration motor with new 15 HP.
- Monthly PM's to 22 Liftstations (cleaned and deodorized) also started monthly valve exercise program.
- Annual PM's to 7 Liftstations (pull pumps, etc)
- Utilities Division completed 71 work orders as reported in MP2 system, of which 49 were PM work requests and 22 were repair work orders.