

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 16, 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

- Attended H1N1 update presentation by Volusia County Health Department Director, Dr. Bonnie Sorensen.
- Participated in a joint meeting with City staff and Flagler County Administration on Hunters Ridge Public Safety (police and fire possible partnership) and Utilities.
- Held weekly staff meeting with Directors.
- Discussed website design set up and monitors in the Chambers with IT manager.
- Reviewed Heritage Forest stormwater conditions with staff.
- Prepared comments for presentation to the Ormond Beach Chamber on Economic Prosperity
- Guest Speaker at the OB Chamber on Economic Prosperity.
- Held weekly meeting with Human Resources Director.
- Attended a YMCA Strategic Planning Committee interview.
- Responded to Commission questions on John Anderson Drive.
- Held weekly/bi-weekly meetings with Fire Chief and Planning Director.
- Discussed with staff Property Foreclosure issues, update on the FAA meeting, Change Order for WWTP and Division Avenue milling and resurfacing.
- Attended Amendment 4 Presentation on Different perspectives of Florida Home Town Democracy
- Attended City's City Employee's Health Fair at Nova Community Center.

City Clerks Office

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

- Prepared packets for:
 - October 19 Special City Commission meeting.
 - October 20 City Commission meeting.
- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
 - Firefighters Pension Board
- Completed vendor selection process for updated City website.

Community Development

- Planning
 - Staff attended the 2nd Video Conference regarding Mobility Fees at FDOT5 Urban Office in Orlando. The meeting was four hours long and it featured Jacksonville, Charlotte County, and Broward County's approach to mobility. A presentation from the 1000 Friends of Florida along with a presentation on backlog road facilities and how it is calculated was also given. The Center for Urban Transportation and Research also presented its Mobility Concepts Report and the stakeholders around the table

- discussed replacing transportation concurrency with mobility plans. There are many more questions than answers and if this meeting and the first meeting is any indication, there probably will be no mobility fee established within the next two years in order to implement mobility plans provided for in SB360. It was a topic of discussion at the meeting among attendees that DCA indicated they may approve jurisdictional mobility plans if a jurisdiction makes a concerted effort in addressing transit, walking, trails, and land use considerations to reduce vehicle miles traveled even if the financial feasibility hasn't been totally worked out. If so, the City's mobility plan should do well when submitted to DCA.
- Drafted a rewrite of the Property Improvement Grant Program (PIGP). Staff is desirous of realigning the property improvement program to better implement the adopted Redevelopment Plan and transition funding assistance from a grant for cosmetic assistance to a funding vehicle that provides the city with program income to continue downtown assistance without the use of TIF funds. This is being reviewed in house and eventually will be shared with Main Street before it is scheduled before the City Commission as a discussion item.
 - FDOT requested to meet with staff regarding Ormond Crossing. FDOT expressed their concerns regarding the removal of developer improvements to US 1 and the I95 interchange without providing the proper analyses to ensure local concurrency has been met. This may move back the action staff had planned for Ormond Crossing on November 17, 2009.
 - Staff attended a meeting along with Daytona Beach officials at Consolidated Tomoka's office. This meeting was an attempt to resolve the issues articulated in the City's response to CTLH. There seems to be agreement on three of the four issues. Staff has asked for policy language revisions and additions to the Neighborhood V policies for the 2000 acre site only south of SR40. Policy revisions include a request to delete TCEA as a method to mitigate traffic impacts, while new policy language requested be added include that cross jurisdictional impacts on OB shall be addressed in accordance with Volusia County Metropolitan Traffic Impact Assessment procedures. While Daytona Beach has adopted these procedures in the LDC they have not adopted them in the Comprehensive Plan. Finally, a policy shall be added regarding entry into a Joint Planning Agreement regarding Hand Avenue Extension. However, yesterday staff received the revised traffic methodology required by VC. Consequently, issues expressed by the City still remain unresolved as to the triggers when certain roads will be constructed. Staff is looking for road commitments to be added in the form of a policy to Neighborhood V policies based upon certain development thresholds.
 - Building Inspections, Permitting & Licensing
 - 60 permits issued with a valuation of \$991,115.00
 - 195 inspections performed.
 - 8 business tax receipts issued.
 - The Building Division received its five year ISO Building Code Effectiveness Grade. Out of a classification from 1 – 10 (1 = top rating and 10 = bottom rating) the Building Division was rated a class of 3. This rating was similar to the rating received in 2004 although in both the residential and commercial classification the rating in 2009 is below that of 2004. In points awarded for code administration, plan review and field inspection, the Division had a higher average rating than equivalent building organizations in Florida and United States. This ISO rating may then be used by insurance companies to price insurance rates in the community.
 - Development Services
 - A Development Order was issued for the Parham Building located in the business park. This is an office/warehouse building.

- The SPRC met on Wednesday to consider the 7-11 at 125 East Granada Boulevard; Halifax Paving (unincorporated); and Ormond Grande which is a resubmittal of a previous plan that was approved but expired.

Economic Development

- Ormond Crossings
 - Staff met with representatives of FDOT this week regarding transportation impact mitigation for the project. Further discussions are expected between Tomoka Holdings and FDOT over the next several weeks prior to finalizing the draft documents to the development agreement, comprehensive plan amendment, and stipulated settlement agreement.
 - Tomoka Holdings has prepared the plans and agreements for the Tymber Creek Road reconstruction and presented the plans and agreements to county staff. Follow up with the county is expected in the next few weeks to finalize the agreements.
 - Due to the need to meet with FDOT officials, staff will be revising the schedule for City Commission review of the documents. Following Commission approval, the documents will be submitted to the various state and county agencies.
 - The CRA delegation resolution is expected to be presented to the City Commission and County Council in December.
- Airport Business Park
 - The Real Estate Brokerage Commission program materials have been advertised in the News Journal on October 6 and October 14. Staff presented the program to the Association of Realtors on October 7 and to the Ormond Beach Chamber Economic Development Prosperity Committee on October 14. The program forms are also included on the city website.
 - 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 November.
- Ormond Beach Chamber and Business Development Partnership (BDP)
 - Staff is working with the Chamber and local businesses to promote local business activities throughout the city.
 - Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.
- Prospective Business Attraction
 - 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 for a manufacturing prospect and working with a site selector on an out of state prospect.
 - Developing an inventory of available properties, with the assistance of the real estate brokerage community, to better match the prospects and appropriate sites.
- 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. The eighth draft report was presented to the Executive Committee this week, which resulted in the recommendation for the BDP to arrange a countywide public meeting to solicit comments from elected officials and the general public regarding the proposed plans. Staff will provide the Commission with details as the meeting arrangements are known.
- Volusia County has proposed amendments to the CRA delegation powers. The changes are to allow the county to have greater oversight of local CRA budgets, plans, expenditures, as well receive greater public awareness of their financial participation in CRA projects. The proposed countywide CRA legislative changes will impact existing and proposed new CRAs throughout the county. The county has delayed action on these resolutions until the cities have had more time to review the documents.
 - Airport Operation and Development
 - The first pre-construction meeting for the Airfield Electrical Improvements project is expected to take place this month. Sufficient funding has been made available by FAA to complete concurrently all four FY2009 AIP projects comprising the Airfield Electrical Improvements project (bid request 2009-13). Staff is in receipt of the "recommendation to award" documentation for the construction phase of the project. The low bid of \$308,236.90 was made by H.L. Pruitt Corporation.
 - Staff composed and forwarded to FDOT a formal request for FDOT to join the City in a JPA to provide matching funds for the Airfield Electrical Improvements project. The total cost for these electrical upgrades is estimated to be \$356,236.90, of which \$308,236.90 is allocated for construction, and \$48,000.00 is allocated for engineering. The City is in receipt of a grant award from the FAA to fund 95% of the costs for this project. The City's cost share will be 2.5% (\$8,905.92), and it is anticipated that FDOT will join the City in a JPA to fund the remainder, which shall also be 2.5%, or at least \$8,905.92. Installation of these upgrades could begin as early as 30 days after receipt of funding.
 - 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. Installation of the phase one fencing is complete, and the first invoice has been submitted for processing. Final bids have been received for phase two of the fencing project. Approval from the City Commission will be required in order to award a contract for phase two, and staff is working to place a request for such approval on an upcoming agenda. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
 - Staff attended a meeting with a representative of Thor-Guard Technologies this week. The meeting was called in order to discuss the potential benefit of installing lightning detection equipment at the airport, to include warning service to the airport and the airport sports complex.
 - Staff completed the submission of an aviation lease proposal for parcel 2 of the southeast quadrant of the airport. It is anticipated that this lease will be placed on the consent agenda for the November 3rd meeting of the City Commission. This lease will generate rent payments to the airport fund of \$7,840.80 per year.
 - Staff attended a meeting with the FAA to discuss the details of the FAA's recent disapproval of the amended and re-stated ground lease for the Riverbend Golf Course.
 - Staff completed and submitted the monthly FDOT Active Aviation Grants Status Report this week.
 - 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 well 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 31 Journal Entry Batches (# 5379 – 5390 & 70 – 129).
 - Approved 18 Purchase Requisitions totaling \$26,075.33.
 - Issued 44 Purchase Orders totaling \$848,042.05.
 - Prepared 62 Payroll checks totaling \$95,417.21 and 325 Direct Deposits totaling \$390,781.80.
 - Processed 3,837 cash receipts totaling \$682,899.80.
 - Processed 839 utility bill payments through ACH totaling \$58,776.58.
 - Processed and issued 4,704 utility bills with billed consumption of water of 20,258K.
 - Issued 844 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Men's Winter Softball
 - Media Contacts
- Grants
 - Grant files maintenance, reporting, setting up new grant files, following up on grant reimbursements.

Fire Department

- Operations
 - The Fire department responded to four fire incidents; one grass fire, one dumpster fire, one brush fire and a road freight vehicle fire. The estimated property value saved from fire was \$50,000 with the estimated value loss of \$0.
 - Fire Chief Irby met with Flagler County regarding fire protection in the Flagler County portion of Hunters Ridge.
 - Hosted Volusia County Department of Health Director Dr. Sorensen for the presentation of the H1N1 Flu Virus update in the City Commission Chambers.
 - Provided EMS personnel for the Prince of Peace October Fest.
 - Continued the Flu Shot Program at Station 91. Administered 116 vaccines this week.
 - Conducted "Quality Assurance" on state incident reporting.
 - Continued updating and converting business preplan data for implementation of new preplan software.
 - Fall fire hydrant maintenance program continued, to include painting, flowing and inspecting condition of hydrants totaling 61 staff hours.
- Significant Incidents
 - At 9:13 PM on Thursday, October 8th, the Fire Department responded to a single motor vehicle accident. The accident was at the 1300 block of West Granada in front of Dustin's BBQ Restaurant. A single occupant was entrapped in the vehicle which was wrapped

around a tree in the median. The occupant/driver was a 27 year old male who hit the tree at a high rate of speed. Ormond Beach Fire Department, Ormond Beach Police, Volusia County Sheriff's Office and EVAC were on scene. The occupant was considered to be in critical condition and required two Ormond Beach firefighters to accompany EVAC, for treatment, to the hospital. The cause of the accident is being investigated by the Ormond Beach Police Department.

- On Saturday October 10th, Rescue Engine 93 responded to a motorcycle accident at the intersection of Lincoln St. and N. Yonge St. A single patient was found lying unresponsive in the road face down. The patient had significant head injuries. A trauma alert was called. An Ormond Beach Firefighter Paramedic joined EVAC with continued patient treatment during transport to the hospital.
- On Tuesday October 13th at 7:54 PM, Rescue Engine 94 (RE94) responded to a motor vehicle accident/hazardous material incident on Interstate 95 involving an SUV, two semi-tractor trailers and a fuel spill. Volusia County Squad 13 (SQ13) also responded. It was determined that all vehicles involved struck a metal hand truck in the roadway, cutting a hole in the fuel tank of one semi-tractor trailer. The tractor trailer leaked approximately 60 gallons of fuel. RE94 established command and began diking the fuel to stop it from entering the storm drain. They also contacted the State Warning Point along with the County Hazmat Team. SQ13 assisted with the clean-up. RE94 remained on scene until the clean-up team arrived. Scene was cleared at 9:21 PM and turned over to the Florida Highway Patrol.
- Weekly Statistics
 - 4 Fires
 - 2 Fire Alarms
 - 4 Hazardous
 - 70 EMS
 - 9 Motor Vehicle Accidents
 - 19 Public Assists

108 TOTAL CALLS
- Training Hours
 - 3 Aerial Operations
 - 10 EMT Refresher Module
 - 12 Rapid Intervention
 - 44 Technical Rescue

69 TOTAL STAFF HOURS
- Activities
 - 3 Pre-Fire Plan Updates
 - 3 Fire Inspections conducted with 7 fire safety hazards discovered
 - Weekly Fire Explorers Meeting
 - Instructed CPR "Friends and Family" class for residents of Breakaway Trails - 10 students
 - Station 91 Tour – 50 Children from Noah's Ark Preschool
 - Public Education Events attended for "Fire Prevention Month":
 - Osceola Elementary – 80 Children
 - St James School – 45 Children
 - KidsKo – 60 Children
 - KidsKo North – 50 Children
 - Ormond Beach Library – 50 Children

Human Resources

- **Staffing Update**
 - Job Requisitions
 - Senior Planner
 - OA II (Neighborhood Imp)
 - Police Officer I
 - PT Custodian (Casements)
 - Approved/Active Recruitment
 - Senior Planner – Internally, Website, Florida Planning Assc. website
 - PT Rec Leader (Sports) – Internally, Website, Florida Wastewater website
 - Operator, WWT – Internally, Website, ?
 - Screening/Interviews Scheduled
 - PT Rec Leader Nova
 - Engineering Inspector
 - MW II Streets
 - Background/Reference Checks
 - MW II Streets (2 applicants)
 - Job Offers
 - 2 for PT PAL Tutors
 - Terminations/Resignations
 - 1 Leisure Services - effective 10-16-09
 - Promotions
 - Police Sergeant Annual Promotional Selection Process scheduled
- **Union Issues**
 - GEA Negotiations – Wage Re-Opener scheduled 10-14
 - FF demotions effective 10/24 – letters developed – Chiefmet personally w/individuals
 - Early Retirement offer for FF – setting-up meeting with union TBD
 - PBA wage reopener – tentative meeting schedule 10-28-09
- **Policy Issues**
 - 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'; simplify sections.
 - HR Policy needs to be updated to reflect change in gun laws.
 - Certification pay policies need to be clarified.
 - No Smoking policy.
- **Employee Benefits Program Update**
 - AOE – process completed
- **City Events/Employee Relations Update**
 - Health Fair on 10-16-09
 - Employee Appreciation Day – f/u w/Joyce – coordinate with Jackie
 - Upgrade to City's website
- **Training & Development Opportunities**
 - Recommend update on public records/government-in-the-sunshine for HR.
- **Regulatory & Compliance Issues**
 - Workers' compensation third-party administrator completed/filed the annual State self-insured report.

- Risk Management
 - 2nd floor safety/security concerns follow-up meeting. Several controls installed and being used. Additional concerns under review.
 - Follow-up with Leisure Services (Building Maintenance) and Public Works (Engineering) for final information on property values of facilities. Property schedule appears incomplete; some properties, if missing from schedule may be un-insured. High Priority -
- Appointment set for next week to finalize list.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - HVAC - Vendor has begun work
 - Electrical – POs issued to Vendor
 - Server Virtualization – Benchmarking prototype server base image
 - Document Imaging – City Clerk project – Project moved to FY 09-10 implementation
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - Email server down 30 minutes on Tuesday, log file error
 - Networking System: - None
 - Work Orders: - 56 New work - 60 completed - 62 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	50,233	Net Inbound E-Mails	36,374
Inbound Bad E-Mail	13,586	Percentage bad mail	27.6%
Virus Messages Blocked	207		

Notable Events: None.

- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 4 Corrections: 2
 - Map/Information Requests: 4
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 2
 - Notable Events: None.

Leisure Services

- Administrative Services
 - Administrative Services highlights
 - Director attended NRPA Congress
 - Facilities Maintenance Supervisor was Acting Director
 - Public Works Staff meeting
 - City Manager's Staff meeting
 - Normal Day to Day Operations
- Athletics
 - Luis Camacho continues to run Adult Men's Soccer Leagues, 11 vs. 11 and 6-a-side. These are held on Sunday afternoons and Monday evenings.

- The City Coed Adult Softball League continued their 2nd half games, which have been divided into an "A" and "B" Division.
- The City Men's Softball Fall League continued games this week at the Dale Buttleman Softball Quad.
- The City Youth Flag Football Program continued games this week, Monday through Friday. Four to five games are held nightly. Monday and Tuesday of this week was picture night for all 22 teams. Players get individual photographs as well as a team picture.
- The Ormond Beach Youth Baseball/Softball Association continued their fall game season this week at the Nova fields. This includes Boy's Baseball as well as the Girl's Softball.
- The Ormond Beach Soccer Club once again played its recreational games this Saturday and also continued competitive games.
- The City Youth Volleyball Program is continuing at the Nova Gymnasium. Training/games are held every Tuesday and Thursday evenings from 6:30 to 8:00 p.m. Currently 46 participants (all girls) are signed up. There was no practice this past Thursday due to the Health Fair.
- Seabreeze JV Football had its final home game at the Sports Complex this past Thursday at 6:00 p.m. at Field 7.
- Seabreeze Girl's Soccer started practices this week on Soccer Field 6 at the Sports Complex. The boy's team is slated to begin next week.
- Upcoming Fall Activities: Lady Renegades Tournament November 7- 8.

- South Ormond Neighborhood Center
 - Splash pad operational hours are 10:00 a.m. until 7:30 p.m.
 - Open gym and weight room as per operational hours 1:00 p.m. until close.
 - Neighborhood Park opens from sunrise until 11.00 p.m.
 - Adult basketball league play is held Tuesday and Thursday evenings.

- Athletic Field Maintenance
 - Mowed infields and outfields of baseball fields 1 - 4
 - Mowed soccer fields 1 - 10
 - Mowed common areas
 - Painted soccer fields 1 - 10
 - Mowed softball fields 1 - 5
 - Prepped softball fields for practice
 - South Ormond: cleaned tennis and basketball courts, mowed and prepped softball field
 - Osceola Elementary: prepped softball fields, cleaned tennis, basketball and handball courts
 - Nova Park: mowed infields and outfields, cleaned skateboard park, tennis and handball courts, prepped fields 1 - 5 for practice
 - Prepared fields 2 - 5 for weekend baseball and softball tournament
 - Replaced sprinklers on soccer fields 4 - 6
 - Fixed soccer goals and nets
 - Prepped football field for Calvary Christian and Pop Warner games
 - Fixed irrigation problems on soccer fields 1 - 6
 - Placed player benches and garbage cans for all soccer fields
 - Prepped, painted foul lines, dragged and marked softball field 7 for coed
 - Applied final coat of paint for football field before weekend games
 - Crew worked Saturday and Sunday for Lady Renegades Tournament
 - Prepped soccer fields 1 - 10 for games
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Placed rugs, benches, garbage cans and football field markers for weekend games
 - Cleaned up fields that were used over the weekend

- Prepped and marked fields at Osceola for tee-ball games
- Prepped and laid out flag football fields on softball fields 3 - 4
- Prepared fields at Nova for Golden Spikes Little League

- 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
 - Staff spent the week preparing for the return of the Miss America Preliminary Pageants. This pageant marks the fifth time the system has used the PAC. Included this year is both the Miss America and Outstanding Teen Pageant.
 - The PAC hosted the Thousand Oaks annual homeowners meeting in the Conference Room and Lobby on Tuesday evening.
 - The PAC hosted a full day of seminars on Wednesday when United Healthcare conducted both training sessions for their field representatives and their cliental.
 - The Kopy Kats Club spent Thursday on stage this week preparing for their November show. The Kopy Kats are one of the PAC's internal show groups with proceeds from their shows going directly to benefit the PAC.
 - 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:

October 17 th	◆	Miss America Pageant (rental)
October 18 th	◆	Daytona Beach Concert Band (rental)
October 23 rd	◆	Motown & Mo Show (rental)
October 24 th	◆	Motown & Mo Show (rental)
October 31 st	◆	KEDA Halloween Special (rental)

- Community Events
 - Senior Games: attended the Senior Games Committee meeting, assisting with tasks, completed refurbishing of props and equipment used in games, performed needs assessment for all games, conducted information calls about games and registration, collected Senior Games applications.
 - Employee Health Fair: Staff assisted with the Employee Health Fair held October 16th from 10:00 a.m. until 1:00 p.m. Community Events staff assisted with the pre-set activities on Thursday and helped work the event on Friday. Staff also coordinated the pickup of classroom props from local schools. Once the event was over, staff did the strike, returned props and cleaned and stored items for the next event which will be the Senior Games Kick off Celebration on October 23rd.
 - Ormond Beach Presbyterian Church Health Fair: Staff developed a display for the event to promote Leisure Services activities, parks and programs, staff attended OBPC Health Fair handing out numerous flyers and giving up-to-date information on upcoming events within the City. 22 vendors were present at the Health Fair with approximately 200 attendees.

- Veterans Day: flyers were distributed, catering menu reviewed, entertainment contracts confirmed, program development ongoing, sponsorship mailing complete.
- Holiday Parade: Registration mailing complete, developing sponsorship flyer and letter.

- Gymnastics
 - Classes are running smoothly; the team girls are gearing up for their second competition this weekend in Orange City.
 - The Friday Rec class and the Teen Class have really taken off, and the kids are really enjoying class.
 - The coaches are continuing to work hard making sure that all the students are having fun while learning their skills correctly and safely.

- Nova Community Center and Special Populations
 - The Phonics Game, the Activity Class for 2½ to 5 year olds and Miss Debby's Dance Classes continued their fall season of classes throughout the week.
 - Challenger Soccer met for the fifth week of the fall season on Tuesday. The participants enjoyed expanding their soccer skills with drills such as Relay Tag, The Challenge, Bandit and Shooting Circuit. The last ½ hour they played a game of soccer.
 - An inclusive Jazzercise class for both typical and special needs children and adults met for the fourth week on Thursday.
 - Nova conducted regular classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
 - The Employee Health Fair took place on Friday from 10:00 a.m. - 1:00 p.m. City of Ormond Beach employees had the opportunity to get flu shots, ask a doctor questions they might have about staying healthy, play a variety of games, have lunch, get a massage, get health screenings and visit exhibitors.
 - HealthFair sponsored their own health fair in the Nova Community Center parking lot for the community on Thursday.
 - Planning and preparation for the City of Ormond Beach and the Special Populations Activity and Recreation Council (SPARC) Halloween Dance continued including confirming all aspects of the event.
 - FitGyms conducted their personal training, tennis lessons and Fit Moms throughout the week.
 - Athletics met in the Nova gymnasium on Tuesday and Thursday for coed volleyball.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place on during the week for those who participated in basketball, the game room and the exercise room.

- The Casements
 - Tai Chi continues on Wednesdays at The Senior Center
 - Yoga Classes continue on Tuesday and Thursdays at Bailey Riverbridge
 - The Casement Guild Crafters met this week on Thursday at Bailey Riverbridge to continue working on craft items for the Gala.
 - The Casements Guild Executive Board met on Monday, October 12th at Riverbridge from 9:30 to noon.
 - The Coordinator and Guild President, Arlene Halsey, met with Susan Rockefeller Flanagan on Monday at The Casements. Ms. Flanagan donated two books from the Rockefeller Genealogy Library to The Casements.
 - Casement staff assisted with The Farmer's Market set up and strike on Thursday.
 - The Coordinator and several Guild members visited The Stetson Mansion on Tuesday evening for a special guided tour of the home.
 - The Coordinator met with members of the Guild on Wednesday afternoon to discuss interior decorating for the holiday season.

- The Coordinator attended the First Friday meeting on Thursday as a wrap up for the October event and discussion on the upcoming November First Friday.
- Members of the Gala Planning Board met with the Coordinator to discuss the upcoming 30th Gala event that will be held in Rockefeller Gardens the first weekend in December.
- The Ferguson wedding and reception will be held on Sunday at Bailey Riverbridge between 1:00 p.m. and 4:00 p.m.

- Facilities Maintenance
 - Replaced soffit on Major League Baseball Building
 - Repaired A/C unit at Maintenance Building at Water Plant
 - Replaced lights at the Water Plant
 - Replaced six street lights on Ridgewood and Tomoka
 - Removed and enclosed garage door at MLB
 - Replaced lighting in city restrooms with energy efficient T8 fluorescents
 - Repaired ice machine at the Water Plant
 - Repaired gate at the Water Plant
 - Repaired beacon light at Ormond Beach Municipal Airport

- Parks and Irrigation
 - Replaced solenoid at Woodhaven Circle
 - Ran all Streetscape zones; replaced four spray heads and fixed three line breaks
 - Replaced three spray heads on West Granada medians
 - Removed snails from valve and flushed system at Cassen Park
 - Replaced bubbler on planters under Granada Bridge (vandalism)
 - Ran new 3/4" reuse line to waterwheel at Rockefeller Gardens
 - Cut tree roots, repaired 1-1/4" zone line break at City Hall and replace two spray heads
 - Capped one spray head at Rockefeller Gardens for sidewalk extension to Granada Boulevard
 - Replaced two rotors on Granada medians (car accident)
 - Repaired broken hose bib at Ormond Beach Memorial Gardens
 - Replaced pump that services streams at Memorial Gardens
 - Repaired water cooler at Central Park I
 - Patched holes in men's room at Fortunato Park
 - Replaced ladies' room faucet at Fortunato Park
 - Replaced lights at Ormond Beach Soccer

Police Department

- Administrative Services
 - Attended Department Directors' meeting with City Manager.
 - Attended Health Department's H1N1 presentation at City Hall.
 - Met with Flagler County and Hunter's Ridge representatives regarding provision of services within the Flagler County section of Hunter's Ridge.

- Community Outreach

Ormond Beach Police Athletic League began the Tutors R Us program in partnership with the Department of Leisure Services October 12th. Students in the program receive one-on-one tutoring with Volusia County teachers and para-professionals. Currently there are 20 youth in the program. We anticipate the number to increase as the program continues. The 2009-2010 program is funded in part by a Justice Assistance Grant. The fall semester will continue through the first week of December.

- Community Services & Animal Control
 - 46 Animal calls
 - 8 Animal Reports

- 18 Animals to FHS
- 4 Solicitor Permits
- 1 dog reclaimed \$20.00

- Criminal Investigations
 - Cases Assigned: 25
 - Cases Cleared by Arrest/Complaint Affidavit: 4
 - Cases Exceptionally Cleared: 9
 - Inactive: 13
 - Fraud: 1
 - Burglary Business:1
 - Burglary Residential: 7
 - Larceny Car break: 10
 - Grand Theft: 3
 - Missing Persons: 1
 - Recovered Missing Persons: 1
 - Robbery:1
 - Assaults: 1
 - Narcotics:
 - 3 Search Warrants
 - 15 Buys Walks

 - Comments:

Home invasion robbery on Country Club Dr. A guest visiting at the residence was attacked with a blunt object causing serious head injury. The subject was rushed to the hospital in critical condition. As on 10-13-09 the victim has been listed as stable. This does not appear to be a random act and investigators are following up on several leads.

- Records:
 - Walk-ins / Windows 187
 - Arrests / NTA'S 13
 - Citations Issued 237
 - Citations Entered 357
 - Reports Generated 313
 - Reports Entered 136
 - Mail / Faxes / Records Requests 125

- Operations
 - 10/08/09 – Stolen Vehicle Recovered – S. Yonge Street – stolen motorcycle recovered; two individuals arrested.
 - 10/08/09 – Traffic Crash – W. Granada Blvd @ Seminole – single vehicle struck tree, entrapment, Traffic Homicide Investigation conducted.
 - 10/08/09 – Baker Act – Granada Bridge – W/F reportedly hanging over the edge of bridge; contacted and transported to Halifax Medical Center for Baker Act.
 - 10/09/09 – Burglary Residence/Aggravated Battery – Country Club Drive – resident came home and found back door open; guest of family found unconscious and bleeding from the head inside home which showed signs of a fight; apparently suspect(s) entered home to commit theft did not know victim was inside; fight ensued, victim suffered severe injury; suspect being sought.
 - 10/09/09 – Burglary Carbreak – Bay Hill Drive – unlocked vehicle entered electronics taken.
 - 10/10/09 – Robbery Strong-arm – Ocean Shore Blvd. – elderly female struck from behind by unknown suspect; dragged until she release her purse.

- 10/10/09 – Burglary Hotel Room – S. Atlantic Avenue – purse stolen from room during night; victim left balcony door open to hear surf.
- 10/10/09 – Traffic Crash – N. Yonge @ Lincoln – single motorcycle involved in crash; victim is expected to recover; another driver passing by was looking at initial crash scene and caused another crash by rear ending the car in front of him.
- 10/10/09 – Aggravated Assault - South Atlantic Avenue – individual arrested after threatening others with knife during argument over parking spot.
- 10/11/09 – Escort – Officers assisted with the Rossmeyer-Boggy Creek Run escort through City.
- 10/11/09 – Burglary Carbreak – N. Beach St. – window broken out, two purses taken.
- 10/12/09 – Burglary Residence – Arroyo Parkway – entry via rear door; electronic items taken; suspect is ex-husband.
- 10/13/09 – Grand Theft – Sante Fe – victim gave suspect \$650 for a TV, suspect fled from rear of house with money (no TV); suspect later arrested in Holly Hill after committing a Robbery at a motel; charges pending.
- 10/13/09 – Burglary Carbreak – S. Atlantic Avenue – vehicle entered; purse and contents taken.
- 10/14/09 – Burglary Carbreak – N. Beach Street – unlocked vehicle; occurred Saturday, removed Wednesday; purse and contents taken.

Traffic Unit:

- 09-10-00143 - Crash w/ Serious Injury - SR 40 / In front of Lowe's: Single vehicle / single occupant. Crashed head on into a tree in the center median of SR 40 at 80-100 MPH. This split the vehicle (a BMW) almost completely in half. The driver is still alive, but in critical condition. Cpl. Bandell was called out to initiate a Traffic Homicide Investigation.
- 09-10-00202 - Traffic Stop / Arrest - SR 5A / Nova Road: Traffic stop led to arrest of subject with open warrant for battery.
- The Traffic Unit continues to rigorously enforce ongoing complaints of speeders on Division Avenue and Hand Avenue through the Central Park area.
- Motor Units worked the Octoberfest Detail for traffic and crowd control.
- Traffic Citations 161
- Parking Citations 1
- Crash - No Injury 8
- Crash - Injury 3
- Crash - Fatal 0 (One in critical condition.)
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 108
 - Self-Initiated Enforcement Locations:
 - 1200 Block N. US 1
 - 100 Block N. Beach Street
 - 600 Block S. Yonge Street
 - 500 Block Riverside Drive
 - 500 Block Hand Avenue
 - 300 Block Division Avenue
 - 500 Block Division Avenue
 - US 1 / SR 40
 - US 1 / Hand Avenue
 - Ridgewood Avenue / Wilmette Avenue
 - John Anderson Drive
 - SR A1A
 - Granada Bridge
 - Enforced Complaints:
 - 100 Block Clyde Morris Blvd. (Crossings)
 - School Zones

- Parking Complaints:
- 10 Capri Circle
- 198 S. Lindenwood Circle

- Neighborhood Improvement:
- Weekly inspection statistics by Commissioner Zones
- Zone 1: 5 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 7 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.)
- 12 tree removal permit requests
- Administrative staff assisted with fifty-five (55) telephonic requests.

Public Works

Engineering

- Construction Projects:
 - Hardened Data Center- PO was issued for the AC and Electrical phases of the project
 - Division Avenue Roadway Construction & Watermain Extension- Asphalt paving between S. Ridgewood Ave and US1 was reworked to smooth out bumps and roughness, but was unsuccessful. Contractor to check paving with straight edge for tolerance and rework as needed. Paving from Ridgewood to S. Beach St. is expected to take place third week of October.
 - Wells 7A & 18 A, Division Ave- Well startup was conducted. Well output was good. Contractor is resolving punchlist items.
 - 2009 Roadway Resurfacing- Resurfacing is substantially complete. Final paving will be performed on Pineland Trail.
 - Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Contractor began setting up MOT.
 - I-95 & SR40 Bridge Landscaping – The contractor finished the tree planting by installing the 90 Crape Myrtles this week. To date, 32 Medjool palms, 156 Sabal palms and 120 Crape Myrtles have been installed. Also, the planting beds were sprayed with herbicides as the contractor will begin planting ornamental grasses and groundcovers next week.
 - US1 Forcemain Extension Phase II- Contractor began directional drill of 600 linear feet run of directional drilled 20 inch forcemain, south of Airport Rd.
 - Ann-Rustin Underdrain- Construction is approximately 90% complete. Underdrain is installed, restoration is in progress.
 - Granada Medians Landscape Renovation –. The contractor returned to complete the median planting east and west of Williamson Boulevard.
 - Downtown Plant Replacement – The work was inspected and approved by staff.
 - Avenue La Vista Stormdrain Repair- Construction is approximately 60% complete. Construction has paused until pipe liner materials can be ordered.

- Design Projects:
 - Mast Arm Rehab- Bid package being prepared.
 - Granada Beach Approach- Staff is preparing a cost analysis to address Main Street board comments.
 - Beach Ramp Beautification Grant – Preparing grant applications for Milsap and Harvard approaches.

- Rima Ridge Wells 54, 55 & 56- Design Plans are complete. VCHD permits prepared for construction of production wells.
- Water Treatment Plant Distribution System, Phase II- Extension plans from US1/ Division Ave to WTP are 95%
- Alcazar-Buena Vista Drainage Area Improvements- Design project has been authorized. Staff will hold kick-off meeting in October.
- Airport Rd Forcemain Extension- Design is approximately 60% complete. Held design review meeting to discuss options on reuse water service into Breakaway Trails and Hunters Ridge.
- CDBG Decorative Pavers – Staff is waiting for County approval to move surplus funds from other completed projects. The project is schedule for City Commission award on 11/3.
- South Ormond Rec. Center Lighting- Final review of bid package specs for control system and 25 year performance. Send requested information on yearly use of lights.
- SR40 Sidewalk /Trail- Coordinate with FDOT for guy down wires in conflict and addressed their comments. Waiting for NTP
- Hull Rd and US 1 - Preparing plans and specs for submittal.
- Wastewater Treatment Plant Expansion and Rehabilitation –
- Downtown Improvements – Working on planting design for sidewalk planters and researched replacement bench and trash receptacles to present to the Downtown Board.
- John Anderson Drive Improvements – Prepared color rendering for presentation and created plan set.
- SR 40 Sdwb/Trail Phase II - Issue WA for survey and design.
- Tomoka State Park - Send new survey and review plans.
- Halifax Drive Resurfacing – Plans and specifications are being prepared.

- Capital Projects:
 - Tomoka State Park Sidewalk – Make changes to Plan and start calculating quantities
 - Tymer Creek Rd Utility Relocates- Finish Draft Plan Set
 - N. Beach St. Valve Replacement- Make Changes to Plan

- Department Activities
 - Administration:
 - Processed project invoices/pay requests totaling \$338,855
 - Prepared ECHO quarterly report for The Casements & Rockefeller Gardens Renovations project and a reimbursement request for \$110,962.53
 - Provide plans from City and FDOT to Billy Hathaway as requested from Main Street Committee
 - Meetings:
 - Billy Hathaway Meeting with Main Street Committee
 - Customer Service:
 - 85 John Anderson – met with homeowner
 - Ellsworth @ S. Beach Sight Triangle
 - 113 Shady Branch Tree Locate
 - 506 Cherrywood Rear Yard Property Line Locate
 - 65 Riverside Dr Tree Locate
 - Other:
 - Stakeout Santa Lucia Right of Way @ Oak Forest Outfall
 - HOA Pond Ownership & Maintenance Costs Calculations Spread Sheet
 - Start Map of North Halifax Storm System

Environmental Systems

Street Maintenance

- **Asphalt / Concrete**
 - Repaired brick sidewalk at SR40 and Riverside
 - Repaired sidewalk at Rockefeller Gardens
 - Repaired concrete apron by storm drain at Ormond Lakes Blvd and Lake Bluff Dr.
 - Formed concrete pad at Fortunato Park
 - Concrete repair from utility cut on Oak Forest Drive
 - Repaired access road to Transfer Station (5 yds of recycled concrete)
 - Conducted interviews for Maintenance Worker II position
- **Tree Crew**
 - Trimmed Brazilian Pepper bush near 599 John Anderson Drive
 - Trimmed at City Hall and Corbin Street School parking lot
 - Removed dead tree on Woodland Blvd
 - Cleaned debris on Old Tomoka Rd at SR40
 - Cleaned debris on Harvard Drive
 - Inspected SR40 ROW
 - Maintained Streetscape (trimmed ROW)
- **Maintenance Crew**
 - Arranged tables for Health Fair
 - Set up barrels and fencing for Biketoberfest
 - Debris cleanup on Granada Bridge
 - Weed control beneath Granada Bridge
 - Road Grading at City parks and at Airport Sports complex
 - Graded canoe ramps at Central Park III and Division Ave.
 - Rotated Special Event Bridge signs
 - Trimmed along South Forty ROW.
- **Sign Shop**
 - Repaired (5) stop sign posts
 - Installed 16 new street names north of Granada Blvd, on beachside
 - Fabricated (10) new street names
 - Set up road closures on
 - Greenwood Ave for Wastewater Section
 - Riverside and SR40 for sidewalk construction
 - Repaired damaged signs at Bermuda Estates Dr and Hamilton Cir (stop sign post hit by a vehicle).
 - Installed delineators on South Forty Blvd.

Stormwater Maintenance

- **Maintenance Crew**
 - Locates citywide
 - Carp Barricades inspected and cleaned
 - Pump Stations inspected and cleaned
 - Reachout Mower on N US1 Hwy
 - Slope Mower at SR40
 - Menzi Muck – cleaned from south City limits north
 - Poured concrete on Hammock Lane
 - Located and inspected basin at 825 John Anderson Dr
 - Inspected drainage at 813 Lucerne Circle
 - Maintained Mainsail Pump Station

- eliminate the need for a transformer. A revised cost of \$4,987.32 was received which was \$314.63 lower. The option to change the fixtures was selected. Centrifuge Manufacturer - Additional information was requested on the centrifuge shop drawings to determine how the framework and high efficiency motor will be resolved. These items were discussed with the legal department. Legal department recommended that the delivery be postponed until structural certification is received. Received engineering cost proposal from CDM for additional engineering services for construction management of the project for an additional 90 days. Sent a copy of the \$34,608.60 engineering cost proposal to contractor-CenState and requested a letter from them agreeing to pay this expense. This request is presently being reviewed by the contractor. The contractor requested an additional 30 days for a total of 120 days because the pump delivery for the influent pump station was delayed. Change order No. 1 was sent to CDM for transmittal to the contractor. The contractor executed the change order and sent it back for processing. Received approved shop drawings for the HVAC and ductwork .
- Ormond Beach Wastewater Treatment Plant Expansion – Project nearing 100% staff and design consultant coordinating a few outstanding design items. Plans are completed and were sent to the Site Plan Review Committee (SPRC) for review. The plans were discussed at the SPRC meeting. Final comments will be generated next week.
 - North Beach Street Water Valve Replacement – Sent plans and the permit application form to Volusia County to obtain the Right of Way Permit. Volusia County responded with a request for additional information letter.
 - Division Ave. Well 7A and 18A Rehabilitation –Performed walk through with St. Johns River Water Management District. Well tags were missing and need to be installed. Tags found and installation coordinated.
 - Water Treatment Plant High Service Pump Station VFD Conversion –Excavations were performed at the site to determine how the existing water mains connect near the filters. The best alternative seems to be connecting to the filter backwash line at filters one through four and installing an above ground 12-inch main to connect to filters five and six. A sketch is being prepared for the contractor to determine what additional costs may be needed to perform this connection. Other decisions that were made include removing a defective 16-inch valve that is frozen shut and replacing it with a sleeve since a continuous water flow will be required in the backwash cycle.
 - Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – Final plans and specifications were received by the Engineering Department.
 - Pump Station Repair and Replacement – Continue to assess alternate electrical feed configuration from existing irrigation pump building for promoting full time generator backup capability and one billing drop for facility at Shadow Crossings Lift Station. Awaiting receipt of additional cost breakdown for review. McDonalds lift station – Volusia County electrical permit application was received. The electrical contractor is performing work at this lift station. Continuing work and bypass pumping considerations at LS 6M. . Due to the irregular shape of the valve vault at Shadow Lakes lift station, the top slab will need to be poured in place. The contractor submitted a proposed change order price of \$6,744.75 to perform the work. A sketch of the work to be done was requested in order to determine if the additional cost is reasonable. The contractor is fabricating a valve vault at this location and the electrical contractor began working at this location. A proposal to design the relocation of the Ormond Mall Lift Station (OM) was received from Quentin L. Hampton for \$17,120. A work authorization is being prepared. Sent the proposed easement description for the OM Lift Station relocation site to the Ormond Mall owner for review and execution. The easement is presently being reviewed by their legal staff.
 - State Road 5 at State Road 40 (US1 & Granada) – Received plans from SRD Engineers for this intersection. The 6-inch main north of Granada on US 1 may need to be relocated to avoid conflicts with the utility poles. Plans need to be reviewed to determine if our utilities are properly shown.

- State Road No. 40 from the West End of the Granada Bridge to SR A1A – Received plans of the proposed FDOT work to be performed in this area for review.
- Ormond Beach Wastewater Treatment Plant Operation Permit – The final version of the permit was received from FDEP. The notification was published in the legal section of the newspaper. Forwarded signed consent agreement for time extension to FDEP. Resolution remains included in eventual FDEP WWTP Operating Permit.
- Airport Road Widening Project (Utility Relocation JPA) - The contractor will use insert-a-valves on the water main to avoid shut downs. The installation of these valves will be scheduled with the utility department.
- Tymber Creek Roadway Widening from SR 40 to Peruvian Lane - plotted the utilities onto the County's 90% plans for conflict review.
- SPRC –The Dollar General contractor adjusted the water mains to install a storm sewer on 10/13/09. Coordination effort with the building department was successful and no problems occurred for the water system shutdown. Reviewed the site plan for Halifax Paving Office Building. Completed a Concurrency Determination form for Volusia County on Halifax Paving Main Office. Discussed the request for a reduction in the number of hydrants and a change in the standard utility location within the right of way to allow for the planting of trees. Received a conceptual plan for Garden Plaza Stor-It.
- Prepared CC Discussion item for Resolution request regarding Fla. SW Association petition to FDEP and ERC concerning state surface water classifications rule amendments as recommended by Florida League of Cities. Also prepared SJ Water Conservation Partnership request.
- Assisted preparation of utilities related green activity components to Planning.
- Water Distribution
 - Repaired or replaced 15 residential water meters and installed 4 new water meters w/ services, replaced 3 water services
 - Tested a 4" water meter serving 1133 Ocean Shore Blvd due to low usage, tested at 100%
 - repaired 13 leaks, flushed 3 dirty/cloudy water complaints, replaced 20 boxes/lids
 - tested 13 city owned backflow preventers
 - maintained/ repaired 10 fire hydrants, continued maintenance on the Ormond Beach peninsula
 - Continued phase 1 flushing route to check CL2 residual and cleanliness, flushed Lake Isle Way and S. Yonge St due to water main issues.
 - repaired permanent flushers on Lake Isle Way and 700 Hull Rd. Ordered parts for Lake Isle Way flusher
 - Exercised valves on Raymonde Cir due to main break, assist with locating a valve at the WTP.
 - performed a water main shut-down at N. Yonge St and Dix Ave to lower the 6" and 12" WM. Boil water notification was issued.
 - Leak Detection- implemented water base map book A2 for leak detection, placed 65 loggers on the beachside area designated for leak detection.
 - All vehicles were cleaned and re-stocked.
- Water Treatment
 - Delivered to the City 34.254 million gallons for the week ending October 11th , 2009
 - New delivered to city flow = Finish water flow meter (35.069 mgd) minus backwash water (.680 mgd) minus HVAC flow (.108 mgd) minus chlorine production (.027 mgd). Note: HVAC water use cut in half by building maintenance.
 - Backwashed filters 14 times for a total of 680,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.

- Well 21SR Repairs well underway with contractor at site. Coordinating electrical panel installations and vault modifications. Well pump replacement and bacteriological testing scheduled in upcoming weeks.
- Division Ave Well 7A & 18A Startup Oct 30th, awaiting punch list completion for City to take possession.
- Received three quotes and completed lab testing of Poly/orthophosphate – alternate corrosion inhibitor to current orthophosphate. Developing operational controls and testing protocol for DOH consideration - review.
- Waste Water Collection - Reuse
 - Crews Responded to one trouble call.
 - Assisting contractor at WWTP with Influent Pumping Station associated with Project.
 - Continuing flushing reuse mains on beach side due to snails in system.
 - Crew Cleaned 1,592' of sewer main.
 - Five sewer laterals was televised this week.
 - 1M system - performing I & I inspection.
 - Crews removed broken manhole at 236 Greenwood. Ave. and repaired with laterals and main section piping.
 - 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 30.30 Million Gallons
 - Produced 20.17 Million Gallons of Reuse
 - Produced 11.47 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 4.33 MGD, plant designed for 6 MGD
 - Produced and Hauled 145.57 Wet of Tons of Dewatered Sludge (13%-15% Solids).
 - 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
 - Replaced feed belt on Lime Slaker #1.
 - Installed rebuilt check valve on LPRO clearwell pump #4.
 - #2 LPRO clearwell pump was seized up from lack of use. Freed up and placed in lead rotation, operations will rotate pumps from lead to lag on monthly rotation.
 - Tightened grit belt on Slaker #2.
 - Replaced drive pin on Lime centrifuge twice.
 - Assisted operations with cleaning of jammed centrifuge.
 - Pulled discflo pump #1 apart and cleaned broken plastic fittings out of suction side of pump.
 - Performed PM's to LPRO and Lime softening plant equipment.
 - Pumped out meter vault on west side of facility for operations.
 - Performed PM's to all Booster pumping stations.
 - Performed PM's to SR40 and Rima Ridge wellfield equipment.
 - Repaired Meter on well 35R
 - Repaired Bermad valve on well 37R.
 - Replaced 4" camlock fitting on salt tank fill hose.
 - Removed antenna from light pole at well 21SR - support contractor rehab.
 - Assisted contractor on site for VFD and altitude valve project.
 - Met with Avanti Company Representative. They are our sole source vendor for well meter parts and authorized service. They are conducting a training class in November at no cost to the city on proper meter repair. Two water plant technicians will attend.
 - Cleaned shop and put away spare parts.

Wastewater Plant – Lift Stations – Reuse System

- Assisted contractor with relocation of control wiring in Influent room.
- Reset 5M liftstation controller.
- Continued with work on 3M liftstation panel replacement.
- Tested controller at Il Villagio LS. Replaced alternator.
- 5M liftstation on Bypass, contractor on site to start rehab work on pump bases and guide rail installation.
- Performed PM's to all plant equipment.
- Performed PM's to Reuse High service pump equipment.
- Installed new electric winch at inboard aerator davit crane.
- Incident with delivery truck backing into barscreen bypass valve and piping. No visible damage, filed incident and police report.
- Installed sod at 11M liftstation after pipe repair job.
- Performed monthly generator checks at liftstation sites.
- Cleaned sump and trough at decant room, also serviced sump pump.
- Serviced sump pump in recycle room.
- Changed oil at centrifuge backdrive.
- Changed out fuel filter on steam cleaner.
- Assembled new 3152 pump and delivered to contractor at 5M liftstation.
- Deragged 3 submersible aerators.
- Cut asphalt at centrifuge and level 6" clean out cap.
- Deragg both check valves at Halifax hospital liftstation.
- Repaired fence at Chelsea #1 liftstation.
- Performed weekly trouble spot inspections at Beachside liftstations.
- Performed monthly PM service to 23 liftstations.(clean and deodorize)
- Performed annual PM service to 6 liftstations. (pull pumps, resleeve impellers)
- Utilities Maintenance performed 102 work orders for week of which 84 were preventative maintenance and 18 were repair work orders, as reported in MP2 system.