

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 9, 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 a CRA policies meeting of participating cities and County staff.
- Reviewed with staff upcoming agenda items and weekly events at Director's meeting.
- Responded to agenda questions from City Commission.
- Held bi-weekly meeting with Police Chief.
- Attended EAR workshop prior to city commission meeting.
- Attended seminar of Grow Your Business – Economic Gardening held at Daytona State College.
- Lunch meeting with New Smyrna Beach to introduce new Human Resources Director.
- Held bi-weekly meeting with Joe Mannarino to discuss Fiscal Impact Analysis of Ormond Crossing and other economic development issues.
- Conducted a site visit with staff to view the I95/SR40 plantings of 55 palms trees and crepe myrtles.
- Staff and I attended a BDP Executive Board meeting together with Chamber Staff. The committee decided next step would be to discuss the proposed changes with elected officials. A joint meeting is being planned for sometime in the next 30-45 days.
- Attended State of the City Luncheon at Oceanside Golf and County Club and read Commissioner Kent's report.
- Held financial issues meeting with Kelly and Ted to discuss budget, audit and other pending financial issues.
- Met with Bob Guido to continue discussions on beach access/beach parking issues.
- Attended Noise Abatement Task Force meeting. The Task Force proceeded to refine their list of recommendations.
- Held first "Walking with the Manager" over the bridge event. There were about 10 participants.
- Briefly attended Main Street meeting to discuss Downtown design issues with consultant and former FDOT employee Billy Hattaway.

City Clerks Office

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

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

Community Development

- Planning

- Now that the City Commission has confirmed that staff is taking the right direction regarding the EAR based amendments, preparations are underway for the formal public hearing process in November (PB) and December (CC) related to the transmittal to DCA.
- The Department is in receipt of the final sketch plans for concept 2 of the Riverwalk project. Contact with the Chamber and Main Street has been made in preparation for a future discussion item by the City Commission concerning this item. Gladding Jackson has completed its responsibility under the Scope of Work and the contract has been closed out.
- Staff attended on Friday both the Main Street workshop with Billy Hattaway in the morning and the Mobility Fee Video Conference held at FDOT5-Urban Office in Orlando in the afternoon.
- Building Inspections, Permitting & Licensing
 - 38 permits issued with a valuation of \$571,103.00
 - 191 inspections performed.
 - 9 business tax receipts issued.
- Development Services
 - Emerald Lakes (North US 1) and Halifax Paving (Hull Road) – both projects located in unincorporated Volusia County was reviewed for utilities by SPRC. In addition, the city's waste water treatment facility expansion was submitted for SPRC review
 - Staff met with Pastor Powell and Will Davis regarding the Oasis Christ Fellowship Church matter. Priority 1 for staff and the church is to get constructed a dry hydrant in order to pull water from the stormwater pond to ensure fire protection. Estimated time for completion is 2 weeks. Priority two is completion of the stormwater facility according to the approved plans along with the restoration of the disturbed wetlands and conservation area to include removal of debris. Final step is completing the approved landscaping plan. Once the dry hydrant is constructed, inspected, tested and approved, the City will provide a CO for the Fellowship Hall with conditions for the rest of the unfinished site issues. This will permit Oasis an opportunity to come into compliance with the Development Order on a more gradual basis.

Economic Development

- Ormond Crossings
 - Staff is completing the final 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 2 weeks to finalize the agreements.
 - The regulatory documents are expected to be completed for City Commission review on November 3 and November 17. Following Commission approval, the documents will be submitted to the various state and county agencies in December. The CRA resolution is expected to be presented to the 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 will be re-advertised on October 14. Staff presented the program to the Association of Realtors on October 7 and is scheduled to present 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.
 - Staff participated in a joint city/county meeting this week to discuss the CRA resolutions. Comments will be provided to the County staff on a proposed standardized report system and other provisions for existing and proposed new CRA districts.

- Airport Operation and Development
 - The first pre-construction meeting for the Airfield Electrical Improvements project is expected to take place in mid-October. 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 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 hosted an FDOT inspection of the phase one airport fencing project this week.
 - Staff submitted an aviation lease proposal for parcel 2 of the southeast quad of the airport. It is anticipated that this lease will be included on the October 20th or November 3rd City Commission agenda for review and approval. This lease will generate rent payments into the airport fund of \$7,840.80 per year.
 - Staff hosted a meeting of the residents of Timothy Street at the ATC tower this week. Residents gathered to discuss ongoing issues with helicopter noise over their community. Staff committed to engaging helicopter operators about noise abatement on a regular basis, and to provide additional maps and visual aids to better illustrate noise sensitive areas for helicopter pilots.
 - Staff attended the weekly airport safety meeting at Daytona Beach International Airport.
 - The ninth meeting of the Noise Abatement Task Force was held on October 8th at 6:00 PM at the Senior Center. Staff prepared and reviewed documentation for this meeting. Documentation presented included the recommendations of the task force members, organized per the discussion and evaluation of the recommendations by Mr. Ted Baldwin of Harris Miller & Hanson, Inc.
 - Staff assisted Tomlinson Aviation, Inc. with submission of an application for a sign permit.
 - Staff received notice from FDOT that grant FM 418463-1 has been closed, per the deadline of October 1, 2009. The project activities funded by this grant are complete, and the outstanding balance of \$104,613.77 will be used by FDOT to pay outstanding invoices pending a final inspection and receipt of project completion and agency certification documentation.
 - 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 interim and year-end audit.
- Completed Projects - Weekly
 - Processed 46 Journal Entry Batches (# 5344 – 5370 & 1 – 61).
 - Approved 31 Purchase Requisitions totaling \$514,848.43.
 - Prepared 217 Accounts Payable checks totaling \$874,030.52 and 15 Accounts Payable EFT payments totaling \$43,555.17.
 - Processed 4,923 cash receipts totaling \$620,017.82.
 - Processed 800 utility bill payments through ACH totaling \$41,259.43.
 - Processed and issued 6,470 utility bills with billed consumption of water of 36,447K.
 - Issued 437 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Walking with the Manager
 - F.A.I.T.H. Proclamation

- Shanahan ICMA Credentialed
- Flu Update/Presentation – Seasonal and H1N1
- Boys Youth Basketball Registration
- Basketball Training League
- Responded to Citizen Requests

- Grants
 - Bulletproof Vest Partnership (BVP)
 - This week, staff was notified that it will receive \$8,070 in BVP funding to purchase bulletproof vests. This program provides for 50% of the cost of bulletproof vests which are required to be replaced every 5 years. The funding received will assist the City in purchasing approximately 30 vests. The City has been receiving BVP funds since 1999.

Fire Department

- Operations
 - Continued the Flu Shot Program at Station 91. Administered 131 vaccines this week.
 - Conducted “Quality Assurance” on state reporting.
 - Continued updating and converting business preplan data for implementation of new preplan software.
 - Fall fire hydrant maintenance program continued, to include painting and inspecting condition of hydrants.

- Weekly Statistics

0	Fires
5	Fire Alarms
2	Hazardous
76	EMS
6	Motor Vehicle Accidents
22	Public Assists
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111	TOTAL CALLS

- Training Hours

2	ACLS
3	Aerial Training
3	Aerial Operations
4	Company Officer
29	EMT Refresher Module
6	Rapid Intervention
4	Search and Rescue
3	Technical Rescue
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54	TOTAL STAFF HOURS

- Activities

- 135 Hydrants Serviced
- 46 Pre-Fire Plan Updates
- 6 Fire Inspections Conducted
- 5 Smoke Detector Checks
- Weekly Fire Explorers Meeting
- Monthly CPR Health Care Provider Class - 10 students
- Attended “Public Safety Day” at Temple Bethel – 200 Students
- Attended Public Education Event at Little Feet Academy – 50 Children

Human Resources

- **Staffing**
 - New Hire Requisitions: 1 - PT Recreation Leader
 - New Hire Processing: 2 - K. Marks, R. Bethea -- PAL Tutors
 - Promotions Processed: 0
 - Terminations Processed: 0 -

- **Regulatory/Compliance**
 - Completed EE0-4 Report

- **Policies**
 - Continued drafting of Pandemic Policy
 - Processed 1 public records requests

- **Payroll & Benefits**
 - Continued processing of employee enrollment forms
 - Updating deduction tables w/in payroll system
 - Inputting benefit changes and annual payroll changes into system
 - Reviewed new insurance contracts
 - Filed 3 death benefit claims

- **Wellness**
 - Final preparations for Health Fair (on October 16th)

- **Claims Related Activity**
 - Subrogation demand for damage to landscape material (\$500) as a result of motor vehicle accident.
 - Report of incident at WWTP. Visiting truck struck large sewage pipe.
 - Investigating property damage in park for subrogation opportunity.
 - Medical only injury report.

- **Property & Casual**
 - Conducting final review of property appraisal report and analysis at Public Works and Leisure Services.

- **Safety**
 - Follow-up discussions from PD Safety Committee meeting
 - Two post-accident drug tests

Information Technology (IT)

- **Work Plan Projects**
 - Fiber Project – Implemented – No issues.
 - 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:** - None

- **Networking System:** - None

- Work Orders: - 74 New work - 86 completed - 57 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	64,141	Net Inbound E-Mails	44,827
Inbound Bad E-Mail	19,007	Percentage bad mail	30.1%
Virus Messages Blocked	196		

Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 2 Corrections: 0
- Map/Information Requests: 9
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: 2009 State of the City Presentation Boards.

Leisure Services

- Administrative Services
 - Administrative Services highlights
 - Supervisory Staff meeting
 - Met with contractor regarding skateboard park refurbishing
 - Public Works Staff meeting
 - Pre-Agenda City Manager's Staff meeting
 - City Commission meeting
 - Year-end administrative tasks
 - Met with Dickens & Associates regarding Nova tennis court lighting
 - Met with Planning staff to discuss Recreation LOSS
 - State of the City Luncheon attended
 - Met with staff regarding Boundless Playground for OB Sports Complex
 - Basketball Programs Registration began October 5th
 - Preparations for Director's travel to NRPA Conference next week
- Athletics
 - Louis 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 Lady Renegades Softball held their first fall home tournament this past weekend, with 35 teams competing at both the Sports Complex and the Nova Complex, field 2. Their next scheduled home event is November 7-8.
 - The City Coed Adult Softball League started their second half games, which have been divided into an "A" and "B" Division. We also added two teams for the 2nd half, giving us 5 "A" teams and 8 "B" teams.
 - The City Men's Softball Fall League continued games this week at the Dale Buttleman Softball Quad. Currently, eight teams are signed up to compete, with games slated through November.
 - The City Youth Flag Football Program continued games this week, Monday through Friday. Four to five games are held nightly. Twenty two teams are competing in three divisions.
 - The Ormond Beach Youth Baseball/Softball Association continued their fall game season this week at the Nova fields. This includes the 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 this past weekend.

- 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 p.m. Currently 46 participants (all girls) are signed up. There was no practice this past Tuesday due to voting, and the program will also be cancelled next Thursday due to the Health Fair.
- Calvary Christian Academy had its Homecoming game at the Sports Complex this past Friday at 7 p.m. at Field 7. They have three home games remaining.
- Upcoming Fall Activities: Youth Flag Football Picture Night in 2 weeks

- 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.
 - Oak Ridge Cemetery Committee hosted a community meeting on Thursday at 6:30 p.m.
 - Adult basketball league play will begin Thursday evening.

- 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 Game
 - Fertilized field 7 with 21-0-0
 - 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
 - Prepped soccer fields 1 - 10 for games
 - Prepped softball fields 1 - 3 for weekend 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
 - Received and spread out two loads of shell for maintenance lot
 - Prepped and marked fields at Osceola for tee-ball games
 - Prepped softball fields 1 - 4 and 7 for weekend tournament
 - Sprayed fence lines and other areas with round-up
 - Moved display cases at the Casements
 - Mowed right-of-way on Harmony Avenue between complex entrance and Hull Road for the Streets Department

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

- Performing Arts Center
 - Staff spent the week preparing for the much anticipated Danny & The Juniors Concert on Saturday.
 - The PAC hosted Ormond Beach Mainstreet's volunteer recruitment meeting on Thursday in the lobby. The meeting is to build a base of volunteers for the upcoming inaugural Riverfest event.
 - 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.
 - Staff attended the Senior Expo at the Volusia County Fair Grounds on Wednesday to promote activities and events. Two of the buildings show groups have been invited to perform.
 - 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 10 th	◆	Danny & the Juniors Concert (rental)
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, refurbished props and equipment used in games, performed needs assessment for all games, conducted information calls about games and registration.
 - Employee Health Fair: continue to assist with the upcoming Employee Health Fair scheduled for October 16th reserving and ordering supplies, coordinating the pick-up/drop-off of supplies and props at various local schools, soliciting for door prizes, attended planning meeting for event, planning Nova gym layout and logistics.
 - Ormond Beach Presbyterian Church Health Fair: Staff is developing a display for the event to promote Leisure Services activities, parks and programs.
 - Veterans Day: Scheduled and held first Veterans Day Committee meeting to plan celebration event, flyer development, catering menu review, entertainment contracts, program development, and sponsorship mail-out.
 - Holiday Parade: Preparing for the massive Parade registration mail out, developing sponsorship flyer and letter.
 - Attended Holiday Concert planning meeting with entertainers.
- Gymnastics
 - Classes are running smoothly; the new session is off to a good start.
 - A new air conditioning unit has been installed at the gym and is working beautifully.
- 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 fourth week of the fall season on Tuesday. The participants enjoyed expanding their soccer skills with drills such as Relay Tag, The Challenge, Bandit and Cops and Robbers. 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 third week on Thursday.
- Nova conducted regular classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
- Voting for three precincts took place on Tuesday from 7:00 a.m. until 7:00 p.m.
- Planning and preparation for the City of Ormond Beach and the Special Populations Activity and Recreation Council (SPARC) Halloween Dance continued including organizing arts and crafts projects and planning the dinner menu.
- Athletics met in the Nova Gymnasium on Tuesday and Thursday for Co-ed Volleyball.
- 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 Coordinator met with Metro Security and the Guild to select a security system for The Casements. The system was purchased by The Casements Guild as a donation.
 - The Coordinator attended the Ormond Memorial Art Museum Board meeting on Tuesday evening from 5:00 p.m. to 6:00 p.m.
 - The Coordinator attended the Home for the Holidays Parade meeting on Tuesday.
 - The Coordinator met with Dr. Joe Mirante of The Moonlighters to discuss the upcoming Holidays at The Casements open house and outdoor concert.
 - The Coordinator assisted with the Farmer's Market set up and strike on Thursday.
 - The Coordinator met with Barbara Adams, the Yoga instructor to finalize her monthly contract.
 - The Coordinator met with Andrew Hall of Hall Construction this week to review new doors and re-keying issues.
 - Staff assisted with a wedding ceremony and reception at Bailey Riverbridge on Saturday.

- Facilities Maintenance
 - Installed picnic table at PAC break area
 - Repaired eye wash station at Nova Maintenance Building
 - Installed new A/C unit at Gymnastics Center
 - Replaced pump for sculpture at Fortunato Park
 - Repaired timer for lighting circuit at Fortunato Park
 - Replaced heavy duty ceiling fan at Public Works
 - Repaired door on Bait House at Cassen Park
 - Cleaned out scuppers on roof behind City Hall Chambers
 - Repaired tile in men's room at Public Works
 - Removed graffiti at Riverbend Park
 - Installed sign box at the Labyrinth in Central Park II
 - Repaired park bench at Birthplace of Speed Park
 - Repaired broken water line at Major League Baseball
 - Repaired toilet at Meals on Wheels
 - Repaired broken water line at City Hall fountain

- Parks and Irrigation
 - Adjusted spray heads and installed new nozzles at Police Departments
 - Repaired two valves on South US1 medians
 - Replaced 14 damaged heads on Nova Road medians (vandalism)
 - Replaced two damaged heads at Cassen Park
 - Installed five new timers on West Granada medians
 - Installed 14' of new zone line and two new spray heads at Casements renovation
 - Installed new zone value at City Hall
 - Repaired broken solenoid at Cassen Park
 - Replaced two broken rotors on West Granada medians

Police Administrative Services

- Attended Department Directors' meeting with City Manager.
- City Commission meeting.
- Bi-weekly meeting with City Manager.
- Attended State of the City Luncheon

- Community Services & Animal Control
 - 55 Animal Calls
 - 11 Reports
 - 1 Animal Bite
 - 9 Animals to FHS
 - 2 False Alarm Citations
 - 3 Solicitor Permits
 - 5 Kittens (given) fostered to Pawsibilities
 - Savings - \$175.00 (impound fee)

- Criminal Investigations
 - Cases Assigned: 21
 - Cases Cleared by Arrest/Complaint Affidavit: 3
 - Cases Exceptionally Cleared: 5
 - Inactive: 4
 - Fraud: 4
 - Burglary Business: 3
 - Burglary Residential: 5
 - Larceny Car break: 6
 - Grand Theft: 1
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 0
 - Sex Offense/Rape: 1
 - Robbery: 0
 - Assaults: 0
 - Death Undetermined: 1
 - Narcotics:
 - One search warrant
 - Six buy walks

 - Comments: Two subjects from Jacksonville, Fl were arrested at the Wal-Mart after purchasing approximately \$7,000.00 worth of electronics with fraudulent credit cards and gift cards. Further investigation revealed an organized fraud scheme operating out of the Jacksonville area.

- Crime Trends: Car break activity on the west side of the city has increased over the past week. Investigators are working on identifying the suspects responsible for this activity.
- Records
 - Walk-Ins / Windows - 190
 - Phone Calls - 327
 - Arrests / NTA'S - 19
 - Citations Issued - 211
 - Citations Entered - 120
 - Reports Generated - 131
 - Reports Entered - 149
 - Mail / Faxes / Records Requests - 113
- Operations
 - 10/01/09 – Burglary Residence – S. Washington Street – entry via unlocked window; prescription medications taken.
 - 10/01/09 – Fugitive Arrest – assisted VCSO with Bank Robbery investigation; possible suspect vehicle stopped; not robbery suspect but arrested by VCSO for another crime.
 - 10/01/09 – Burglary Carbreak – Gallentan Road – occurred on previous night; electronic equipment removed from unlocked vehicle; neighbor advised that their vehicle had also been entered but did not wish to file a report.
 - 10/01/09 – Vandalism – N. Yonge Street – window to business hit several times but shatter proof glass prevented entry.
 - 10/01/09 – Fraud – W. Granada Blvd. – two suspects purchased approximately \$7,000 worth of electronic equipment with fraudulent gift cards; arrests made.
 - 10/02/09 – Burglary Carbreak – Winding Woods – unlocked vehicle; medications taken.
 - 10/02/09 – Burglary Carbreak – Colina Place – unlocked vehicle; radar detector and stun gun taken.
 - 10/02/09 – Burglary Carbreak – Fiesta Drive – unlocked vehicle; GPS and checks taken.
 - 10/02/09 – Burglary Residence – Dix Avenue – two week time frame; appliances taken from residence.
 - 10/02/09 – Sex Offense – Hull Road – suspect exposed himself to two young females.
 - 10/03/09 – Disturbance – Skate Park – three juveniles trespassed from the Skate Park due to inappropriate behavior.
 - 10/04/09 – Burglary Residence – Hollow Branch Crossing – entry via broken window; liquor taken; suspects identified and interviewed.
 - 10/04/09 – Narcotics – Arroyo Parkway – during traffic stop driver of vehicle dropped a pipe and baggie of Crack while talking to officer; traffic charges and narcotics charges filed.
 - 10/05/09 – Burglary Business – W. Granada Blvd. – window smashed out; cash taken from business.
 - 10/05/09 – Fleeing & Eluding – Deerlake Circle – vehicle fled from Deputies on west side of County; spotted later entering Ormond Beach; Air 1 observed vehicle as it parked in a driveway on Deerlake Circle attempting to hide from officers; driver arrested for numerous charges to include Fleeing & Eluding, Habitual Driving While License Suspended; Narcotics and warrant for Domestic Violence; passenger arrested for narcotics charges.
 - 10/06/09 – Burglary Carbreak – Cobblestone Trail – vehicle entered; face plate of radio removed.
 - 10/06/09 – Burglary Carbreak – Parkview Lane – unlocked vehicle entered; electronics and other items taken.
 - 10/06/09 – Burglary Carbreak – River Bluff – unlocked vehicle entered; GPS and other items taken.

- 10/06/09 – Burglary Residence – Riverside Drive – two day time span; computer, camera, other items removed.
- 10/06/09 – Burglary Carbreak – S. St. Andrews – unlocked vehicle; stereo removed.
- 10/06/09 – Burglary Carbreak – S. St. Andrews – unlocked vehicle; stereo removed.
- 10/06/09 – Burglary Carbreak – W. Granada Blvd. – window broken; GPS removed.
- 10/07/09 – Burglary Carbreak – Woodlands Trail – occurred two months ago; medications removed from vehicle.
- 10/07/09 – Burglary Residence – S. Nova Road – back door pried open; hairdresser equipment and food stolen.

- Traffic Unit:

- 10/05/09: 09-10-0090 - City property damage: Semi truck making a delivery to the waste water plant backed into the main sewer pipe minor damage.
- 10/02/09: 1500-1900 - Suzanne Holy Funeral/Memorial - Motors escorted family from Holly Hill to Lohman's Funeral Home then assisted with the parking and were door greeters.
- Traffic Citations - 115
- Parking Citations - 1
- Crash - No Injury - 11
- Crash – Injury - 2
- Crash – Fatal - 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 73
 - Self-Initiated Enforcement Locations:
 - 1200 Block N. US 1
 - 500 Block Riverside Drive
 - 500 Block Hand Ave.
 - 500 Block Division Ave.
 - N US1
 - SRA1A
 - 300-500 Block Clyde Morris Blvd.
 - Wilmette/N Ridgewood
 - SR 5A / Sterthaus Drive

- Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 2 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 0 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.)
- 11 tree removal permit requests
- Administrative staff assisted with sixty-six (56) telephonic requests and two (1) lobby calls during this week.

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. Grout

- repair on old stormdrain pipe is also scheduled to begin. Ridgewood to S. Beach St. curb & gutter is being completed including new driveways and sidewalk.
- Wells 7A & 18 A, Division Ave- Well startup was conducted. Well output was good. Some final punchlist items need to be addressed to finalize project.
 - 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 installing all of the new palms trees this week. To date, 32 Medjool palms, 156 Sabal palms and 30 Crape Myrtles have been installed. The irrigation system is 100% complete and fully operational.
 - US1 Forcemain Extension Phase II- Contractor began directional drill of 300 linear feet run of directional drilled 20 inch forcemain, south of Airport Rd.
 - Ann-Rustin Underdrain- Construction is approximately 85% complete. Underdrain is installed, restoration is in progress.
 - Granada Medians Landscape Renovation – The contractor returned to complete a few minor punch list items that had been identified during the final inspection.
 - Nova Gym Landscape Renovation –
 - Downtown Plant Replacement – The contractor has completed the project but the work has yet to be inspected.
 - Bailey Riverbridge Lighting – The decorative LED bollards were installed and inspected. Staff noted two (2) defective fixtures and received replacement parts which will be installed next week.
 - Santa Lucia Avenue Outfall Repair- Met with contractor on site for pre-construction.
 - Avenue La Vista Stormdrain Repair- Construction is approximately 60% complete. Construction has paused until pipe liner materials can be ordered.
 - Casements Architectural Improvements- Contractor working on bathrooms, roof replacement, ceiling replacement, and stairwell.

Design Projects:

- Mast Arm Rehab- Bid package being prepared.
- Granada Beach Approach- Staff is preparing a cost analysis to address Main Street board comments and discussed the maintenance agreement with Joe Nolin – Volusia County.
- SR40 Sidewalk /Trail- Coordinate with FDOT for guy down wires in conflict and addressed their comments. Waiting for NTP
- Beach Ramp Beautification Grant – Preparing grant applications for Milsap and Harvard approaches. Staff met with the management of the Georgian Inn Beach Club to discuss this future project.
- 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 early 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- Attended a meeting for final review of bid package

- Hull Rd and US 1- Changes to the plans have been done prepared spec. package.
- Vining Court- Site visit for plan review with Consultant
- Stormwater Study – The consultant has scheduled a meeting on October 9th to review the findings of the study with staff.
- Wastewater Treatment Plant Expansion and Rehabilitation – Consultant is working on preparing bid documents in order to advertise the project for bidding.
- Hand Avenue- Consultant is finalizing response to SJRWMD's RFI, preparing legal descriptions for required utility easements, and finalizing design plans.

Capital Projects:

- Tomoka State Park Sidewalk - Make Changes to Plan and start calculating quantities.
- Tymber Creek Rd Utility Relocates- Finish Draft Plan Set
- N. Beach St. Valve Replacement- Make Changes to Plan
- Created N. Halifax (John Anderson to Granada) plan set for stormpipe replacement.
- Created Ormond Mall Lift Station Easement and legal description
- Completed Wilmette Force Main plans (5 copies to Utilities Div.)

Administration:

- 132 N Beach dock Piling Removal Permit
- Ormond Shores Dr Stormdrain Replacement- Quotes for repairing/ replacing pipe too costly to obtain construction services by purchase order. Will need to be bid.
- Processed project invoices/pay requests totaling \$454,854
- Prepared Work Authorization's totaling \$21,169
- Prepared requisitions/PO's totaling \$17,190
- Coordinated the Work Authorization for SR 40 Multiuse trail Phase 2
- Coordinated Purchase Order for AC and Electrical for the Hardened Data Center.

Meetings:

- Meeting with Consultant and planning for the Granada Beach Approach schedule.

Customer Service:

- Cistern Dr. Information for surveyor
- City Hall plans for planning Division
- Copied WTP Filter bldg specs and plans for WTP Supervisor
- Breakaway Trails Irrigation and Tymber Ck / Airport Rd As-builts for QLH
- McDonalds Lift Station As-Builts for Dave Ponitz
- Easement vacation @ 18 Sea Bridge

Other:

- Magnolia St leaning wall measurement
- Create Display Boards for John Anderson Drive
- Start Map of North Halifax Storm System

Environmental Systems

• **Street Maintenance**
Asphalt / Concrete

- Level roadway at Cardinal Drive
- Repair pot holes at Cassen Park & Pineland Trail & other various locations
- Concrete utility patch for the Water Department at 61 Pleasant Drive
- Put up fencing and barrels on Airport Road for Biketoberfest
- Asphalt repair from utility cut at Bass & A1A
- Asphalt patch at Marvin & Palmetto

Tree Crew

- Daily trimming at Corbin School Parking Lot, City Hall & City Yard
- ROW trimming at various locations
- Removing trees at the Airport
- Trimming for ROW clearance at RR track at West Granada
- Trimming at various bench locations
- Trimming at Tomoka Avenue and Harmony Road
- Removed dead tree at Memorial Gardens
- Removed fallen tree & trim tree over ROW at Collins Avenue

Maintenance Crew

- Rotated Special Event signs
- Clean debris in ROW's on state & city roads and Granada Bridge
- Road grading at all parks, Airport Sports, & Old Tomoka
- Grade canoe ramps at Division Park, Central Parks III & IV & Fortunato Park
- Debris pick up at Memorial Gardens
- Assist w/flagging & trimming at Tomoka Avenue
- Put recycled concrete next to road at driveway of 418 Pine Road
- Fill low area at edge of road with recycled concrete at 384 Pine Road
- Weed control at DOT locations

Sign Shop

- Repair or replace signs at various locations beachside N/O E. Granada Blvd. (12 locations)
- Fabricate & install a "Lane Use" sign on Division Avenue westbound between Bostrom Lane & US1
- Repair damaged signs at the following locations:
 - * Airport Sports Hull Road entrance, replace post & No Parking sign hit by a vehicle
 - * SE Parque Dr. & Hand Ave., replaced post & stop sign hit by a vehicle
 - * Ormond Green Blvd. & Airport Rd., repair stop sign post hit by a vehicle

 - * Pineland Trail & Ormond Green Blvd., replace post, stop sign, & street names that were hit by a vehicle
 - * 140 Cardinal Dr., replace post on 25 mph sign hit by a vehicle
- **Stormwater Maintenance**
Maintenance Crew
 - Locates citywide
 - Dig up Casements – lower ring & cover
 - Carp Barricades inspected and cleaned
 - Pump Stations inspected and cleaned
 - Met w/homeowner at 15 Aaron Circle regarding flooding issues
 - Pump out Casements pond for water tie-in
 - Put concrete lid ring & cover on pipe at 142 Mound Avenue
 - Reachout mowing at Old Tomoka & SR40, Fred Gamble Way, and SR40 & N. US1
 - Slope Mower at Wilmette Ave, N. US1, Airport, Northbrook, SR40, Tomoka Ave. and Fleming
 - Pipe inspection at 38 Wilmette Ave.
 - Measure pipe & take grade elevations at 31 Stratford Place
 - Vac-Con - Ormond Lakes – cleaning basins and line cleaning

- De-litter FDOT ponds
- Basin repair at Lakebluff Drive
- **Street Sweeping**
Streetsweeper
 - Cleaned 125.1 miles of roads
 - 19.0 yards of debris removed

Fleet Operations

- **Accomplishments for the week:**
Safety inspection was completed at fleet operations with favorable reviews noted with only minor defects.
- **PM Services completed for the week:**

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
18	14
- **Road Calls for the week:**
0
- **Accidents for the week:**
Total: 1 Public Works
- **Fuel on hand (central fueling station at fleet operations):**

<u>Diesel</u>	<u>Gas</u>
6931 gallons	9407gallons
- **Comments:**
Cummins Southeastern inspected gen set #E 148 located at fire station #091. The results of their findings will be available by the end of next week. This unit failed after 67 hours of operation.

Utilities Division

- **Projects Summary**
 - Staff coordinating with Barnes Ferland and Associates, consultant, on final draft of Consumptive Use Permit (CUP) Compliance Report. Final edits forthcoming from BFA.
 - Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): hazard surveys for commercial properties ongoing. Draft CCC Plan and Ordinance reviewed by staff. HDI well into actual management of program and database records.
 - Wilmette Ave. Forcemain Replacement Project –Shop drawings for piping, valves, manhole lining and related appurtenances were reviewed by staff.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A change order was prepared with backup material and submitted to legal for inclusion on the 10/20/09 City Commission agenda. The change order includes an additional transformer for converting power rating of existing panel for serving equipment capabilities loads, although an alternative lighting scenario is under consideration for eliminating the need for the transformer. Centrifuge Manufacturer - Westphalia resubmitted shop drawings. Additional information was requested on the centrifuge shop drawings to determine how the framework and high efficiency motor will be resolved. 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. Change order No. 1 was sent to CDM for transmittal to the contractor. Received approved shop drawings for the Field Order 2 OSHA signage and sludge transfer pump start stop button. Received the certified pump curve for the sludge transfer pumps.

Reviewed shop drawings for the centrifugal blowers, HVAC, ductwork and valve Operation and Maintenance Manuals.

- 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.
- North Beach Street Water Valve Replacement – Sent plans and the permit application form to Volusia County to obtain the Right of Way Permit.
- Division Ave. Well 7A and 18A Rehabilitation –Performed well start ups and final punch lists on 9/29/09.
- Water Treatment Plant High Service Pump Station VFD Conversion –Performing excavations at the site to determine how the existing water mains connect near the filters. There is an additional 8-inch main existing that is not shown on record drawings. This main needs to be located to determine how it affects the proposed backwash filter connection location.
- 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 is presently being processed. 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. 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. A City Commission memo was prepared for acceptance of the easement and is scheduled on the 10/20/09 City Commission agenda.
- State Road 5 at State Road 40 (US1 & Granada) – Reviewed plans to determine locations of potential conflicts between the proposed storm sewer modifications and our existing utilities.
- Chemical Bids – Staff is preparing purchase requisitions for chemical suppliers. Two vendors have been contacted for insurance information. Purchase requisitions are completed for the remaining suppliers.
- Ormond Beach Wastewater Treatment Plant Operation Permit – Awaiting receipt of the permit from FDEP. Prepared request for time extension to FDEP for consent order as resolution is included in eventual issuance of FDEP WWTP Operating Permit.
- Airport Road Widening Project (Utility Relocation JPA) - Tested isolation valves to make sure they are operable when the need to shut the system down occurs.
- Tymber Creek Roadway Widening from SR 40 to Peruvian Lane - plotted the utilities onto the County's 90% plans for conflict review.
- SPRC – Met with the developer and engineer to discuss utility department comments pertaining to Maria Bonita Restaurant. Sent utility information to the design engineer for the Maria Bonita restaurant site. Met with the owner to identify what is associated with the manholes on the site. Received approved site plans for Miro Medical center. Dollar General proposes to adjust the water mains to install a storm sewer on 10/7/09. Coordinated preparations with the building department for the water system shutdown.

- Water system shut down was postponed. Additional pipe restraint is needed that will impact one lane of Dix Avenue. The information was passed on to the Water Distribution Supervisor so the necessary preparations could be performed. Received a preliminary plot for the Emerald Isle project, a 144 unit subdivision proposed on US 1, North of Interstate 95. There is a 12-inch water main and a 6-inch force main for service. Received the site plan for Halifax Paving Office Building for review. Met with the owner of Oasis Church to discuss various issues that need to be completed before a certificate of occupancy can be granted. Fire protection needs to be prioritized.
- Prepared CC Discussion item for Numeric Nutrient Criteria and 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.
 - Assisted preparation of utilities related components of the State of the City presentation.

Utilities Division

- Water Distribution
 - Repaired or replaced 11 residential water meters and installed 2 new water meters w/ services, replaced 8 water services
 - Tested a ¾" residential meter for customer complaining of a high water bill
 - repaired 13 leaks, responded to 2 low pressure complaints, flushed 5 dirty/cloudy water complaints, replaced 5 boxes/lids
 - tested 7 city owned backflow preventers
 - maintained/ repaired 12 fire hydrants, continued maintenance on the south peninsula
 - Started the phase 1 flushing route again to check CL2 residual and cleanliness
 - Leak Detection- patrolled 70 loggers for second time after leak was repaired to make certain that no other alarms were leaks. No leaks were found, removed loggers from valve boxes and turned off to reconfigure programming for next run of logging in a different area.
 - All vehicles were cleaned and re-stocked.
- Water Treatment
 - Delivered to City 33.362 million gallons week ending October 4th, 2009.
 - New delivered to City flow = Finish water flow meter (35.606 mgd) minus backwater (.765 mgd) minus HVAC flow (.216 mgd) minus chlorine production (.027 mgd)
 - Backwashed filters 16 times for a total of 765,000 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, developed punch list.
 - Assisted contractor with piping and valve installation associated with High Service Pump VFD Project.
- Waste Water Collection - Reuse
 - Crews Responded to five trouble calls.
 - Assisting contractor at WWTP with Influent Pumping Station associated with Project.
 - Flushed reuse mains on beach side due to snails in system.
 - Crew Cleaned 425' of sewer main. Vactor #353 in for repair.
 - Five sewer laterals was televised this week.
 - 1M system - performing I & I inspection.
 - Crews assisted Professional Piping Services Inc. in completing pigging of our Ten and Twelve inch force main on Ocean Shore Blvd. The job was completed in three days
 - 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 32.14 Million Gallons
 - Produced 17.92 Million Gallons of Reuse
 - Produced 14.56 Million Gallons of Surface Water Discharge
 - Influent flows average for week is 4.59 MGD, plant designed for 6 MGD
 - Produced and Hauled 128.11 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
 - Fabricated and installed low voltage controller for Polymer pump tank fill.
 - Started swapping out rusted and corroded electrical connectors and flexible conduit on odor control scrubbers. All metal connectors were used and are corroding off after 2 years of service.
 - Replaced Diaphragm valve on lime slurry tank.
 - Installed primary power supply wiring to well 21SR, awaiting lid from contractor and new meter with remote 4-20 ma capability. Have received pump and motor and will install all items together upon receipt.
 - Performed PM's to Booster pumping stations.
 - Performed PM's to LPRO and Lime softening plant equipment.
 - Performed PM's to Division and Hudson wellfield.
 - Attended start up of new division avenue wells, created punch list for contractor of items still needing completion.
 - Reset HSP #'s 1, 2 and 8, pumps are cycling on and off to frequently causing the soft starts to overload. VFD project should take care of this issue.
 - Assisted contractor with shut down of lines for there activities on site.
 - Ran temporary water to static mixer during contractor shutdown.
 - Assisted liftstation mechanics with troubleshooting of electrical issue at 6M station.
 - Checked complaint of loud noise coming from Riverview booster station called in by citizen. Station has not been operated in some time now and no noise could be found.
 - Pumped out 12" meter vault for operations.
 - Removed ammonia injector valve for operations to evaluate.
 - Performed PM's to Reuse HS pumps.
 - Clean shop and organize spare parts.

- Wastewater Plant – Lift Stations Reuse System
 - Continued with work on new control box replacement for 3M liftstation.
 - Restored power to PH meter at WWP disconnected during contractor activities.
 - Checked and tested Harley LS RTU. All ok
 - Replaced batteries in RTU at 6M, also replaced faulty wiring.
 - Repaired burnt wiring to motor starter contactor on Centrifuge.
 - Reset motor starter at #9 fermentation mixer.
 - Boxed in Reuse valves that were replaced last week for easier access.
 - Removed asphalt behind maintenance shop and dug out buried valves, also leveled ground and installed new valve covers. Submitted work order to Streets department to install new asphalt.
 - Removed old pump from Shadow lakes rehab and brought to shop, will repair pump and put into inventory as a liftstation spare.
 - Assisted contractor on site.
 - Performed PM's to all plant equipment.
 - Completed pressure washing of recycle room.

- Pulled pump at 8M liftstation with assistance from Water distribution and new hydrant truck.
 - Change back drive oil at Centrifuge.
 - Deragg 3 submersible aerators.
 - Walk through inspection with safety inspector.
 - Adjust pump packing at Reuse transfer pumps.
 - Monthly PM's to 19 liftstations.(clean and deodorize)
 - Annual PM's to 5 liftstations (pull pumps, etc.)
-
- Utilities Maintenance performed 122 work orders for week of which 79 were preventative maintenance and 43 were repair work orders, as reported in MP2 system.