

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: September 25, 2009

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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 United Way Board of Directors meeting.
- Held meeting with the Planning Director to discuss Consolidated Tomoka Land Holdings (CTLH) Development.
- Held weekly meeting with HR Director.
- Attended Volusia Managers Association Meeting with Ted and other area Managers.
- Met with Rita and Marty Press to discuss upcoming speaking engagement and CTLH.
- Conducted a tour of the City with Ted identifying areas in need of improvement.
- Attended annual VCARD event
- Attended Open Enrollment for Health Insurance at City Hall.
- Attended Business Development Power breakfast with staff. Speaker was Dr. Dale Brill, Director of the Governor's Office of Tourism Trade and Economic Development.
- Participated in Heart Walk program held at the Daytona Beach Band Shell.
- Attended the Claims Review Committee meeting.

### **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 Special Meeting

### **Community Development**

- A complete rewrite of the sign code and reformatting of said chapter in the LDC has been undergoing internal review and comment. A final draft is to be discussed this week and can be released to the Chamber of Commerce for their subcommittee to review and comment.
- A draft copy of the Downtown Overlay District Design Guidelines has been prepared for in-house review and comment. This document accompanies the draft Form Base Code prepared for in-house review and comment reported last week.
- Staff continues to meet with Volusia County and Consolidated Tomoka Land Holding (CTLH) concerning the land use plan amendment (LUPA) for 2000+ acres south of SR40 and west of Tymber Creek Road. Volusia County is requiring the applicant to conduct a re-analysis of their traffic impacts. The City received a letter from the CTLH through their attorney Cobb & Cole offering resolutions to concerns expressed by staff in our first meeting. In a meeting on 9/23/09, staff conveyed to CTLH that:
  - 1) Language indicating that Daytona Beach would consider establishing a Transportation Concurrence Exception Area for the land bordering Ormond Beach was unacceptable. We have asked Daytona Beach to delete such language from the neighborhood policies which are applicable to this land.
  - 2) The City is desirous of linking Ormond Beach impacts to the construction of Tymber Creek Road Extension and Stagecoach Road to LPGA Boulevard. As of yet, no real

- traffic analysis has been provided that adequately provides comfort to either Ormond Beach or Volusia County.
- 3) Since the VGMC is the only venue for Ormond Beach to have the impacts from the CTLH LUPA addressed, staff is looking for an agreement that permits the City to review the traffic studies when development is being approved and impacts on Ormond Beach are mitigated through road improvements in Ormond Beach if the LOS is negatively affected below an adopted level of service standard (LOSS); or if the road/intersection which is affected is already below the LOSS then a contribution through a Prop Share to mitigate the impact would be sought;
  - 4) An agreement is needed that formalizes a partnership between CTLH, Volusia County (VC), Daytona Beach, and Ormond Beach to move Hand Avenue Extension forward once the PD&E Study is completed. This parallel road reliever is needed to mitigate the impacts of CTLH, Hunter's Ridge, and Ormond Crossing on SR 40.  
Staff has been invited by VC to attend a meeting on Monday where CTLH will discuss the revised traffic methodology for the re-analysis of the LUPA.
- Staff coordinated the Hunter's Ridge Development of Regional Impact (DRI ) Application for Development Approval (ADA) for the substantial deviation area within Flagler County to the North East Regional Planning Council (RPC). A city response was sent to the RPC and the questions in the ADA that were responded to by the City included: water & sewer; recreation; fire & police service, and transportation.
  - Building Inspections, Permitting & Licensing
    - 81 permits issued with a valuation of \$543,616.00
    - 256 inspections performed.
    - 5 business tax receipts issued.
  - Development Services
    - Dollar General Store on US 1 North has a conflict with existing utilities (water line in US 1) that will force the modification of existing City water main. This will result in a shut down of the water next Tuesday and Wednesday. Customer notification on boil water, etc., will be handled by the Utilities Division.

### **Economic Development**

- Ormond Crossings
  - Staff met with Tomoka Holdings to review comments and additional modifications to the draft development agreement and comprehensive plan amendment documents.
  - Staff met with County staff and Tomoka Holdings to discuss the options for the Tymber Creek Road reconstruction and alignment mitigation project. The meeting was positive and productive. The various agreements are now being reviewed by the county legal department.
  - The regulatory documents are expected to be completed for City Commission review in late October or early November and following Commission approval 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 material has been discussed with the Chamber Economic Development Prosperity Committee and will be presented to the commercial real estate brokers following advertisement of the program.
  - 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.

- 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 met with the Chamber Executive staff to discuss renewal of the “Doing Business in Ormond Beach” resource guide, the state of the city meeting, and future economic development initiatives.
  - 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 two requests 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 draft report is expected to be presented to the Executive Committee on October 8.
  - 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.
  - Volusia County has scheduled a meeting on Monday, October 5 to discuss the CRA resolutions with the cities. Staff will be attending the meeting and will present the comments as outlined in the Memorandum provided to the City Commission at the September 8 Commission meeting.
  
- Airport Operation and Development
  - FAA quarterly reporting documentation required to maintain eligibility under the AIP grant program has been completed and submitted to the FAA. This action was precipitated by confirmation from the FAA that sufficient funding will be made available 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 Airfield Electrical Improvements project. The low bid of \$308,236.90 was made by H.L. Pruitt Corporation. Staff continues to work with our aviation consultants to prepare and submit the FAA and FDOT documentation required to move forward with construction.

- The City Commission voted to ratify acceptance of a grant offer from the FAA to provide funding for the construction phase of the Airfield Electrical Improvements project. The grant will fund 95% (\$338,510) of the costs of the project. An additional grant will be forthcoming from the Florida Department of Transportation to fund 2.5% (\$8,905.92) of the costs. The City's cost share will also be 2.5% (\$8,905.92).
- Mr. Ted Baldwin of Harris, Miller, Miller, and Hanson, Inc. has forwarded a proposal to conduct a workshop on noise abatement for staff and the members of the aircraft noise abatement task force. The workshop has been scheduled for October 3, 2009.
- Staff attended a meeting with Officer Lloyd Cornelius of the OBPD to discuss recent acts of trespassing and vandalism at the airport, and to devise a plan to prevent such acts from occurring in the future.
- 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.
- The eighth meeting of the Noise Abatement Task Force was held on September 24th at 6:00 PM at the Senior Center. Staff prepared and reviewed documentation for this meeting. Documentation presented included the collected and prioritized recommendations of the task force members, organized to facilitate discussion.
- Staff completed coordination of the closeout of FDOT Grant FM 418463-1, the deadline for which is 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 SE 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 38 Journal Entry Batches (# 5151 – 5244).
  - Approved 38 Purchase Requisitions totaling \$88,358.00.
  - Issued 36 Purchase Orders totaling \$101,814.72.
  - Held evaluation committee meeting for RFP No. 2009-20, Energy Efficiency and Conservation Strategy Block Grant (EECGB) on Monday September 21, 2009.
  - Prepared 170 Accounts Payable checks totaling \$375,278.85 and 21 Accounts Payable EFT payments totaling \$26,647.08.
  - Processed 3,393 cash receipts totaling \$359,304.21.
  - Processed 658 utility bill payments through ACH totaling \$49,402.37.
  - Processed and issued 5,759 utility bills with billed consumption of water of 46,573K.
  - Issued 357 past due notices on utility accounts.

- Public Information
  - Press Releases
    - Danny & The Juniors – October 10, 2009
    - Responded to Media Requests
    - Responded to Citizen Requests
- Grants
  - JAG Local Solicitation
    - This grant in the amount of \$10,890.00 to purchase two (2) electronic ticketing devices has been accepted by the City.

**Fire Department**  
**Operations**

- On Tuesday September 22 at 12:25 PM, Rescue Engine 93, Quint 92 and Battalion 90 responded to a chemical spill at Pinch-A-Penny located at 185 S. Yonge St. The initial investigation found that a tank had exploded destroying the surrounding containment wall and resulting in the retaining wall landing on a nearby parked car. The container had 1900 gallons of Sodium Hypochlorite which is pool chlorine at a 10% chlorine solution. The area was cordoned off. Store employees were evacuated within 150' downwind which is based on the Federal Emergency Response Guide. Fire Department personnel went door-to-door to the surrounding residential areas and to businesses resulting in some locations being evacuated while others were directed to shelter in place. Battalion 90 served in a safety capacity and as the HazMat Branch Supervisor. An action plan for hazardous material mitigation was developed. After evaluation of the area, an air monitoring test was conducted to determine if there was an immediate danger to life and health (IDLH atmosphere). Battalion 90 was in constant contact with the Volusia County School Board Transportation manager, Volusia County Emergency Management, as well as updating our City Officials. After a period of constant monitoring, the air quality was deemed safe. At that point the site was turned over to City Environmental Systems Manager Kevin Grey and the manager of the business. Pinch-A-Penny is required to hire a contractor to clean the sight. Our units were cleared and back in service at 2:29 PM.
- On Tuesday September 22 Rescue Engine 93, Quint 92 and Battalion 90 responded as automatic aid to a commercial high-rise fire in Volusia County District 11. Volusia County Engine 7 arrived first and established command, turning command over to Ormond Beach Battalion 90 upon arrival. The third floor apartment was charged with smoke from a pan of grease that had caught fire. The fire was extinguished and ventilation was established with PPV fans. There was minimal fire damage to the appliances and smoke damage was contained to the apartment of origin. Battalion 90 assisted staff with resetting alarm panel. Command was terminated and the scene was turned over to Volusia County Engine 11.
- Continued Flu Shot Program at Station 91 with 221 vaccines administered this week.
- Weekly Statistics
  - 5 Fires
  - 4 Fire Alarms
  - 3 Hazardous
  - 71 EMS
  - 6 Motor Vehicle Accidents
  - 15 Public Assists

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**104 TOTAL CALLS**

- Training Hours

- 3 Combitube In-Service
  - 20 EMT Refresher Module
  - 6 Pump Operations
  - 8 Search and Rescue
  - 18 Technical Rescue

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**55 TOTAL STAFF HOURS**

- Activities

- 21 Pre-Fire Plan Updates
  - 2 Inspections Conducted
  - 119 Hydrants Serviced
  - 6 Hours Fire Hose Testing
  - Weekly Fire Explorers Meeting
  - Tour of Station 93 – 17 Kindergarten Children from Riverbend Academy

**Human Resources**

- Staffing

- New Hire Requisitions: 1 - Part-time Recreation Leader
  - New Hire Processing: 1 - Maintenance Worker II
  - Promotions Processed Interim Fire Chief to Fire Chief
  - Maintenance Worker II to III

- Policies

- Draft Pandemic Policy to Public Safety for Review

- Benefits

- Conducted 9 Open Enrollment Meetings
  - Processing employee enrollment forms

- Wellness

- Coordination of Heart Walk (on September 25th)
  - Promoting Health Fair (on October 16th)

- Claims Related Activity

- Paid property damage claims due to sewer back-up (\$500 and \$100)

**Information Technology (IT)**

- Work Plan Projects

- Fiber Project – Implemented – No issues.
  - Hardened Data Center
    - HVAC plans out to vendors for quotes
    - Electrical Plans out to vendors for quotes
    - Wall Insulation being installed by Building Maintenance at a huge savings of time and cost
  - 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: - VCSO Records Management system project (week 4). New issues with new solutions.

- Work Orders: - 65 New work - 64 completed - 73 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week:

Total inbound E-Mails	58,082	Net Inbound E-Mails	39,246
Inbound Bad E-Mail	18,461	Percentage bad mail	32.4%
Virus Messages Blocked	259		

Notable Events: PD Records system to VCSO – Minor issues – Making small system changes to resolve.

### **Geographical Information Systems (GIS)**

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 11
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Assigned Lat/Lon to 26,573 Land Management records. This was accomplished by achieving a 98.2% hard match to the GIS address point data set.

### **Leisure Services**

- Administrative Services
  - Administrative Services highlights
    - Supervisory Staff Meeting
    - Managerial Staff meeting
    - Public Works staff meeting
    - Discussion Items Preparation: Alcoholic Beverage Ordinance;
    - School Board Contribution
    - Central Park Labyrinth Opening
    - Holiday recognition issues
    - Casements Progress Meeting
    - Farmers Market Meeting with Casements Coordinator
    - Skate Park Facility Meeting
    - Field 7 Scoreboard
    - Public Works Meeting to Review issues at Field 7
    - Park Inspections with Rec. Manager
    - End of Year Budget Reviews with Rec. Manager
    - End of Year Budget Reviews with Maint. Supervisor
- 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 Lady Renegades Softball continued their fall practices this week. Their first fall home tournament is October 3<sup>rd</sup> and 4<sup>th</sup>.
  - The City Coed Adult Softball League continued games this week, with 11 teams competing. Each team plays twice a week for a total of 11 games weekly, weather permitting.
  - 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 continues practices this week, Monday through Friday. Games are scheduled to start Sept. 29<sup>th</sup>.

- The Ormond Beach Youth Baseball/Softball Association started their fall game season this week at the Nova fields. This includes the boy's baseball as well as the girl's softball.
- Pop Warner Football will be hosting games again this Saturday. The games run from 9 a.m. to 7 p.m. All games are held at the Sports Complex multi-purpose field 7.
- The Ormond Beach Soccer Club opened up its competitive game season last Saturday and also continued recreational practices this past Monday. Recreational games will begin Saturday, September 26<sup>th</sup>.
- NSA Softball once again held one of their qualifier tournaments at the Softball Quad this past Saturday. This is a rental.
- The annual Youth Flag Football Officials Training Night was held this Wednesday at the Softball Quad, where the games will be held starting next week. Eight officials went through the rules and positioning they will need for the game season.
- Upcoming Fall Activities: Youth Flag Football Picture Night
  
- 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.
  
- 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
  - Laid out soccer fields 1 - 3 for recreational leagues
  - Fixed soccer goals and nets
  - Prepped football field for Seabreeze J.V. 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 Seabreeze J.V. game
  - Prepped soccer field 4 for games
  - Prepped softball field 1 - 3 for weekend tournament
  - 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 Seabreeze J.V. game
  - Received and spread out two loads of shell for maintenance lot
  - Prepped and marked fields at Osceola for tee-ball games
  - Removed reels from John Deere mower to take to Fleet
  
- Senior Center
  - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church rental and Tai Chi.
  - The Daytona Community Church has rented the multi-purpose room of the Senior Center one evening per week indefinitely.

- Performing Arts Center

- Staff spent the week preparing for the much anticipated Cherryholmes concert on Thursday. Cherryholmes were recipients of the International Bluegrass Music Association Entertainers of the Year award for 2005 and were nominated for the very same award again in 2007. Other accolades include a Grammy nomination in 2006 and 2007 for Best Bluegrass Album.
- The Kopy Kats Club spent Tuesday 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 2 <sup>nd</sup>	◆	WyoTech Graduation Ceremony (rental)
October 3 <sup>rd</sup>	◆	24k Gold Music Show (rental)
October 10 <sup>th</sup>	◆	Danny & the Juniors Concert (rental)
October 17 <sup>th</sup>	◆	Miss America Pageant (rental)
October 18 <sup>th</sup>	◆	Daytona Beach Concert Band (rental)
October 23 <sup>rd</sup>	◆	Motown & Mo Show (rental)
October 24 <sup>th</sup>	◆	Motown & Mo Show (rental)
October 31 <sup>st</sup>	◆	KEDA Halloween Special (rental)

- Community Events

- Attended the Senior Games event managers meeting, reviewing event locations and itinerary.
- Made a save-the-date for the 2010 Birth Place of Speed event.
- Met with Suzanne Heady about a new logo for the final Birth Place of Speed Event.
- Loaded the trailer of set up materials needed for Labyrinth Dedication held on September 21<sup>st</sup> in Central Park. Approximately 100 people attended. Staff broke down event and loaded items back in the trailer; items used for the event were cleaned, dried and stored until the next event.
- Staff is continuing to assist with the upcoming Employee Health Fair on October 16<sup>th</sup> generating flyers for this event.
- Staff is putting the finishing touches on the Employee Health Fair banner
- Updating application for the Holiday Parade December 12<sup>th</sup>
- Attended the City Health Fair meeting to go over vendors, set the floor plan and discuss any additional issues or needs for the event.
- Assisting with walk-in registration and making banners for Senior Games

- Gymnastics

- The team girls had their first competition last weekend and did an excellent job representing themselves and the gym competing on the bars, beam, floor and vault in Land O'Lakes Florida. They will be competing in the State Meet in December.
- September 30<sup>th</sup> will end this session, and we will be doing a parent day that week as we prepare for the next session.

- 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 second week of the fall season on Tuesday. The participants enjoyed expanding their soccer skills with drills such as Catch the Coach, Foxes and Rabbits, Relay Tag and Chasing the Dribbler. The last ½ hour they played a game of soccer.
  - An inclusive Jazzercise class for both typical and special needs children and adults began its eight-week session on Tuesday.
  - Nova conducted regular classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
  - A planning meeting for the Employee Health Fair was attended on Tuesday.
  - The first Teacher Duty Day Camp was on Friday. The campers played on the playground, played basketball, made a fall birdhouse, had free play, created a collage, had story time, watched a movie and played in the game room.
  - 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 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 members resumed their monthly meetings this week at Bailey Riverbridge
  - The Casement Guild Gala committee met this week to continue their plans for the 30<sup>th</sup> annual Christmas event.
  - 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 Principal Stratton of Osceola Elementary and James Boetner, Coordinator of The Native American Festival, to discuss parking arrangements for vendors and entertainers.
  - The Coordinator met with Maggie Sacks from Ormond MainStreet, along with the vendors who will participate next week for the weekly Farmers' Market, to discuss rules and regulations for the market and the park.
  - The Coordinator attended the Owners Meeting with Hall Construction, Ken Smith Architects and the City in regard to the construction progress, budget and timeline.
  - The Coordinator met with three sponsors for the November Movie Night which will feature Grease.
  - The Coordinator met with Nancy Neeb with First Fridays to confirm sponsorship for October's Movie Indiana Jones and the Kingdom of the Crystal Skull slated for October 2<sup>nd</sup> at 8:00 p.m.
  
- Facilities Maintenance
  - Cleaned condenser coils on gymnasium units
  - Repaired ice machine at Ormond Beach Tennis Center
  - Replaced door handle on office building at Airport Sports
  - Installed two fire extinguishers in electrical room at Airport Tower
  - Repaired electrical box at Nova Rec. Maintenance building
  - Repaired water cooler at Nova Rec. Maintenance building
  - Repaired three lights at City Hall parking lot
  - Completed wall frame-out and floor covering at Hard Data building at Wastewater Plant
  - Installed new ice machine at SONC

- Installed new electrical service for new A/C unit at SONC
- Repaired five decorative lights on South Ridgewood
- Replaced door at 6m Lift Station
- Parks and Irrigation
  - Replaced park bench at Memorial Gardens
  - Replaced electrical box cover at Magic Forest Playground
  - Repaired ladies' room toilet at Cassen Park
  - Replaced sprinklers on soccer field 7

### **Police Department**

- Administrative Services
  - Conference Call with Volusia County Health Department regarding H1N1 situation; plans for vaccinations, assistance needed from cities.
  - Review/submission of H1N1 vaccinations needs for Emergency Responders.
  - Completed Action Plan for 2009 Biketoberfest Event
  - Community Service Officers trained in the deployment of emergency generators for traffic signals during power outages.
  - Met with Risk Manager, Fire Chief regarding Pandemic Policy creation for City; discussion of planning endeavors necessary.
  - Met with City and County IT representatives regarding RMS.
- Operations
  - 09/17/09 – Grand Larceny – Deer Lake Circle – money and jewelry missing; no signs of forced entry to residence.
  - 09/18/09 – Burglary Carbreak – Tomoka Avenue – purse removed from unlocked vehicle.
  - 09/19/09 – Trespass – Nova Rec – vehicle reportedly involved in narcotics activity observed by officers; officers located occupants of vehicle obtained consent to search; small amount of marijuana located; two juveniles charged and issued trespass warnings.
  - 09/19/09 – Hit & Run (2) – South Atlantic Ave. – suspect involved in two separate hit and run crashes; charged with DUI.
  - 09/20/09 – Burglary Residence Occupied – Park View Lane – two males attempted to enter a residence through garage door; resident confronted suspects and they fled.
  - 09/20/09 – Burglary Business – N. Nova Road – bowling ball through front window of liquor store; liquor taken.
  - 09/21/09 – Burglary Carbreak – Wildwood Trail – jewelry taken from unlocked vehicle.
  - 09/22/09 – Burglary Carbreak – E. Granada Blvd. – individual observed attempting to break into a vehicle; fled scene.
  - 09/22/09 – Chemical Spill – South Yonge Street – chlorine tank ruptured spilling 1,900 gallons of chlorine; detour established until fumes dissipated.
  - 09/22/09 – Burglary Carbreak – East Granada – window smashed, purse taken.
  - 09/22/09 – Battery Domestic Violence – Rio Pinar – 16 year old female bit mother, fled scene; later found by officers hiding in pool enclosure down the street; committed vandalism to patrol vehicle while being transported.
  - 09/23/09 – Sex Offense – S. Nova Road – known suspect; investigation being conducted by OBPD and Sexual Assault Response Team.
  - 09/23/09 – Sex Offense – Bosarvey Drive – investigation being conducted by OBPD and Sexual Assault Response Team.
  - 09/23/09 – Burglary Residence – Plaza Grande – televisions taken; possible known suspect.
  - 09/23/09 – Burglary Residence – Byron Ellinor Drive – unlocked residence, television and other electronic equipment taken while resident was out for a week.
- Criminal Investigations
  - Cases Assigned: 19

- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 1
- Inactive: 4
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 3
- Grand Theft: 4
- Missing Persons: 1
- Recovered Missing Persons: 1
- Death Undetermined: 2

Narcotics:

- Five buy walks
- Two search warrants

Comments: The YMCA car burglary suspects have been identified. Investigators are preparing charging affidavits against the subjects. These subjects are responsible for numerous smash and grab burglaries throughout Volusia County.

- Traffic Division
  - 09/18/2009 Arrest/DUI Crash - Hit and Run - SR A1A / SR 40: Intoxicated motorist southbound on SR A1A cut through the intersection and crashed into a northbound vehicle waiting at the red light. He fled the scene, continuing southbound on SR A1A.
  - 09/18/2009 Arrest/DUI Crash - Hit and Run SR A1A / Bosarvey Drive: The intoxicated motorist above was southbound on SR A1A turned too wide onto Bosarvey Drive, crashing into another vehicle waiting at the stop sign eastbound. The suspect vehicle was located in front of 64 Wye Drive. The driver was arrested and charged with 2 counts of leaving the scene of a crash with injuries, 2 counts of DUI causing injuries and property damage, along with a list of traffic violations. His BAC was 3 times the legal limit.
  - FD Assist 09/22/2009 Chemical Spill - 185 S. Yonge Street: Pinch-a-Penny pool supply had a chlorine spill. Motors coordinated a traffic detour that required the shut down of US 1 northbound. Traffic was diverted from Mound Avenue east to Washington Street north to Live Oak Avenue west back to US 1 north. The pattern lasted about 2 hours. OBPW / Streets Division was a major help with this.
  - 09/23/2009 Crash - 205 S. Atlantic Avenue: A large bus became stuck on the steep driveway to the Best Western. By doing so, and during the subsequent wrecker removal, the pavement was damaged. FDOT was called to the scene prior to removal and was there to make immediate temporary repairs. SR A1A northbound was shut down for about 90 minutes.
  - Coordinated with Streets Division to provide improved signage for traffic during special events. Once again, the sign shop has been a major help for us.
  - Worked with FDOT, and the 360-degree red light enforcement signals have been installed at SR A1A and Neptune Avenue. We will enforce as appropriate.
  - No-left-turn enforcement conducted at SR 5A and Sterthaus Drive; and SR 40 and Lewis Street in reference to ongoing complaints.
  - Started project in the area of OBMS to alleviate complaints from area residents about the parent pick-up parking. Special "No Parking" signs are being installed on area roadways, hopefully by next week.
  - Assisted Osceola Elementary with traffic issues in the afternoons. More appropriate signage has been installed by the School Board.
  - Traffic Citations 178
  - Parking Citations 1

- Crash - No Injury 15
- Crash - Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations

Total Citations Issued on S.T.E.P.: 125

Self-Initiated Enforcement Locations:

1200 Block N. US 1  
100 Block N. Beach Street  
600 Block S. Yonge Street  
500 Block Riverside Drive  
500 Block Hand Ave.  
500 Block Division Ave.  
SR 40 / Tymber Creek Road  
Ridgewood Avenue / Wilmette Avenue  
300-500 Block Clyde Morris Blvd.  
SR A1A  
Granada Bridge  
SR 5A / Sterthaus Drive

Enforced Complaints:

100 Block Clyde Morris Blvd. (Crossings)  
School Zones

- Community Services & Animal Control

- 51 Animal Calls
- Animal Reports
- 14 Animals to FHS
- False Alarm Citations
- 3 Solicitor Permits

- Records:

- Walk-Ins / Windows - 234
- Phone Calls - 339
- Arrests / NTA's - 16
- Citations Issued - 252
- Citations Entered - 40
- Reports Generated - 135
- Reports Entered - 99
- Mail / Faxes / Records Requests - 103

- Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 3 Cases Initiated
- Zone 2: 0 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 2 Cases initiated

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

- Administrative staff assisted with fifty-one (51) telephonic requests during this week.

**Public Works**  
**Engineering**

**Construction Projects:**

- Hardened Data Center- Requested new electrical quotes.
- Division Avenue Roadway Construction & Watermain Extension- Asphalt paving was begun between S. Ridgewood Ave and US1. Work continues on the east portion of the road to install storm drain, curb & gutter and road base.
- US1 Force main Extension Phase II- Contractor began fusing pipe for directional drill (in three sections) from US1 Tomoka Bridge area up to Airport Road. FDOT is reviewing bridge attachment design for watermain replacement.
- Wells 7A & 18 A, Division Ave- 2009 Roadway Resurfacing- Construction is substantially complete, contractor is working to resolve SCADA interface problems. Prepared and delivered well permit clearances.
- Airport Rd JPA-Shoulders/ Storm drain improvements/ Sunshine Turn Lane & Utility Relocates – County has fully executed contracts and has issued notice to proceed start date, September 24, 2009 with a contract length of 180 days.
- Storm drain Replacement Avenue LaVista- Construction is approximately 60% complete. Construction has paused until pipe liner materials can be ordered.
- I-95 & SR40 Bridge Landscaping – Forty-seven (47) palms were installed along the southeast bridge slope.
- Ann-Rustin Under drain- Construction is approximately 55% complete.
- Granada Medians Landscape Renovation – The planting and irrigation renovations have been completed and inspected from Orchard Street to Nova Road. The planting portion of the project is 60% complete.
- Labyrinth – All irrigation renovations and new planting have been completed and inspected.
- Nova Gym Landscape Renovation – The work has been completed and inspected.
- Sports Complex Landscape Renovation – A majority of the work was completed. A final inspection is scheduled for 9/23.
- Downtown Plant Replacement – The contractor began work today.
- Bailey Riverbridge Lighting – The decorative LED bollards were installed. A final inspection has yet to be scheduled.
- 2009 Roadway Resurfacing- Resurfacing is substantially complete.
- Casements Improvements- New roof installed at gallery, interior ceilings refinished, fire system installed, new stairs installed, storage building dried in.

**Design Projects:**

- Mast Arm Rehab- Bid package being prepared.
- Granada Beach Approach- The conceptual design was presented to the Main Street board for comment.
- SR40 Sidewalk /Trail- Provided responses to FDOT questions. Process LAP certification and FHWA administrative checklist. Send revised specs and plans
- Beach Ramp Beautification Grant – Preparing grant applications for Milsap and Harvard approaches.
- Arroyo Pond Fountain – The Purchase Order has been processed and approved for the replacement fountain.
- Rima Ridge Wells 54, 55 & 56- Design Plans are 99% and are expected to be ready for bidding in October of 2009.
- 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 50% complete
- Ames House – Received proposal to investigate source of water intrusion and provide recommendations for repairs.

**Capital Projects:**

- Santa Lucia Ave Stormdrain Replacement- Construction expected to begin in mid October.
- Beach Approach Improvements - Continue design for Harvard and Milsap Approaches.

**Administration:**

- Send copies of SR 40 and US 1 for review by utility and landscape
- Stormwater Pollution Prevention Ordinance- Prepared proposed ordinance for City Commission approval.
- Ormond Shores Dr Storm drain Replacement- Obtaining quotes for repair.
- Processed project invoices/pay requests totaling \$71,096
- Prepared Work Authorization's totaling \$13,800
- Prepared requisitions/PO's totaling \$28,437
- SRF Loan #WW120710140:
- Routed & transmitted executed disbursement request #5 to FDEP for \$520,720
- Submitted TIGER Grant application for ARRA stimulus grant for Hand Avenue.

**Meetings:**

- Neptune Pump Station (6P) – Staff conducted a site meeting with neighbors to discuss screening and beautification ideas.
- Meeting with Flair Hardened Data Center AC
- Meeting with Danella on new projects on SR 40
- Meeting with FDOT on John Anderson and SR 40

**Customer Service:**

- 428 Arroyo water flooding problem

**Other:**

- 39 construction projects were inspected
- 447 N Beach Dock Permit
- 410 Riverside Dr Seawall Permit
- Survey proposal for SR 40 right of way stake out.
- Beach Approach beautification property corner locates.
- Site Plan for lift station 6p Beautification
- Magnolia St. leaning wall measurement
- Tymber Creek Rd Utility Relocates - Combine drawings and copy data to working drawing.
- N Beach St Valve Replacement - Draw plan for valve replacement.
- Airport Rd Hangar Drainage- Investigated drainage problem around hangar at Sunshine Aviation. Majority of problem appears to stem from inadequate roof drain leader discharge conveyance to the pond. Some yard grading would be beneficial.
- 70 Ormond Shores Blvd- Investigated drainage condition of property. Home is susceptible to yard flooding lot to lot and some from the road. Installing gutter on the road would help, but not likely to resolve the problem.
- 240-242 Military Blvd- Investigated grade and fill violation at the back of the duplex. Several feet of fill was placed unauthorized and possibly is impacting buffer areas of the Misners Branch stream. FDEP also investigated and is continuing to gather information.

The owner was instructed to place silt fence and begin removing fill from the extreme slopes, with other obligations pending.

### **Environmental Systems**

#### **Street Maintenance**

##### Asphalt / Concrete

- Form sidewalks, concrete pour and pull forms at Buena Vista
- Pull forms/backfill at Ann Rustin
- Vinyl patch sidewalk cracks at Central Park III
- Pour sidewalk at 555 S. Ridgewood
- Level depression & form sidewalk for Water Dept. utility cut at 1404 Oak Forest
- Asphalt utility cut at 124 E. Lindenwood
- Level roadway for asphalt/remove old stop bar at Casements Dr. and Riverside
- Level gutter at Landmark
- Pot holes at Cassen Park

##### Tree Crew

- Daily trimming at Corbin School Parking Lot, City Hall & City Yard
- ROW trimming at various locations
- Maintenance on equipment/loader
- Tree limb on DOT ROW – Granada
- Trimming on N. Beach at Putnam & Carrolwood at Beachwood
- Remove limb over road at Northbrook
- Remove tree branches over road at 3 Whispering Pines
- Remove dead pine at 9 Iroquois
- Trim low tree limbs at 27 Iroquois, 31 Iroquois and Central Park III
- Remove dead pine tree at Central Park II

##### 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
- Weed control at Public Works Employee Parking & Yard, N. Washington and Sterthaus Drive
- Pick up pile at Memorial Gardens
- Assist with concrete on S. Ridgewood
- Weed control – City Wide (scrape with shovel – wet conditions)
- Remove palm tree growing in road on US1

##### Sign Shop

- Completed installation of HIP street names on the east side intersections of S. Yonge St.
- Continue checking locations (20) beachside north of E. Granada Blvd. for repair or replacement of signs. Repaired or replaced (9) at various locations.
- Assist Police Department on 9-22-09 by closing US1 northbound at Mound Ave. during chlorine spill emergency at the Pinch-a-Penny store

### **Stormwater Maintenance**

#### Maintenance Crew

- Locates citywide
- Mowing with slope mower on SR40
- Carp Barricades inspected and cleaned

- Pump Stations inspected and cleaned
- Inlets inspected & cleaned
- Vac-Con line cleaning at Timucuan Dr., Oleander Pl., Live Oak, & Lynwood Ln.
- Patch and scrape out limerock (2 inches) at E. Lindenwood
- Basins repaired on John Anderson & N. Halifax at Ted Porter Park
- Rebuild basin on Quail Run in The Village that was hit by a truck
- Menzi Mowing – contractor
- Menzi Digging - contractor

### **Street Sweeping**

#### Street Sweeper

- Cleaned 115.5 miles of roads
- 12.5 yards of debris removed

### **Fleet Operations**

Marked police patrol vehicle #125 was totaled in an accident on 7-2-09. Replacement unit was returned to service on 9-23-09

Fleet has completed its second and final class towards training our P.D. (CSO) with the deployment of emergency generators for power outages at traffic signals.

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

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
16	27

### **Road Calls for the week:**

3

### **Accidents for the week:**

Total: 0

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

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

<u>Diesel</u>	<u>Gas</u>
8,636 gallons	15,235 gallons

### **Comments:**

The automatic emergency power transfer switch for the Tomoka lift station will be installed on Tuesday of next week.

### **Utilities Division**

- 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 – Received executed contracts from the contractor. Preconstruction conference scheduled for September 28.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project –Centrifuge Manufacturer - Westphalia resubmitted shop drawings. Staff, CDM, CenState (contractor) coordinated findings made at Tuesday 9/15 meeting to develop final understanding of

- outstanding shop drawing concerns, equipment delays, change orders pending actions and developed understanding on approach and justifications necessary to assist an expedient project completion schedule. A draft change order has been prepared for CC consideration for instrumentation, electrical and other related items to include a request for time extension.
- Ormond Beach Wastewater Treatment Plant Expansion – Project nearing 100%. Staff and design consultant coordinating a few outstanding design items. City Commission confirmed support for bid advertisement and loan procurement for project after CC Meeting / Workshop.
  - Water Treatment Plant High Service Pump Station VFD Conversion –Contractor continues site and piping related activities at site.
  - Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – Awaiting receipt of final plans and specifications from consultant, BFA.
  - 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. Awaiting receipt of additional cost breakdown for review. Awaiting final electrical service upgrades and panel connections to the McDonalds lift station – Volusia County electrical permit required for this station – contractor requested owner authorization or easement record to obtain permit from Volusia County – staff assisting. Continuing work and bypass pumping considerations at 6M.
  - Chemical Bids – The City Commission awarded the chemical bids on September 14<sup>th</sup>. Staff to prepare purchase requisitions to awarded chemical suppliers.
  - Ormond Beach Wastewater Treatment Plant Operation Permit –City published advertisement of permit in News Journal on Friday September 4, 2009. Forwarded proof of publication received from News Journal to FDEP this week.
  - Airport Road Widening Project – The notice to proceed is scheduled for issuance by Volusia County in September.
  - Hand Avenue Collector Road Upgrade – Reviewed the proposed water main installation design to be performed in conjunction with the roadway improvements. Met with the Engineering Department and the consultant to review design comments.
  - Tymber Creek Roadway Widening from SR 40 to Peruvian Lane - Reviewed 90% plans with engineering. CADD department will plot the utilities onto the County's plans for conflict review.
  - SPRC – Obtained and reviewed plans for Riverbend Community Church Phase 1 Construction plans – project does not lie within bulk water and sewer area with Daytona Beach.
  - Prepare 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.
  - Water Distribution
    - Repaired or replaced 9 residential and Installed 1 water meters/services
    - replaced 2 water services, replaced 5 water meter boxes, disconnected one unused meter from service
    - repaired/investigated 12 water service leaks, responded to 8 low pressure calls, flushed 4 cloudy water complaints, tested 6 city owned backflow preventers
    - Continued fire hydrant maintenance activity on the south peninsula, repaired 4 other city fire hydrants
    - repaired a 6" main break on Oak Forest Dr and an 8" main break on Ann Rustin Dr.
    - Flushed fire hydrants on Oak forest Dr and Ann Rustin Dr due to a main break, complete the phase 1 flushing program between US1 and Beach St/north from Calle Grande to the city limits
    - performed valve maintenance on Oak Forest, Buena Vista, and Ann Rustin Dr's

- Rescind the boil water alert on Oak Forest Dr and notified customers of a boil water alert on Ann Rustin Dr
- Install a permanent flushing device on Cross Creek Way in BAT subdivision
- Refill hole (2 yards of soil) and resod from previous main break on Oak Forest Dr
- Inspected and schedule a 6" meter test for Shadow Lakes Apartments, meter is running slow, parts have been ordered for the repair, if needed.
- Initiated the first run of leak data loggers in the system. Initially had a programming problem, which was operator error, called Metrotech programming manager and figured out the problem. The issue has been worked out and we are back on schedule.
  
- Water Treatment
  - Delivered to the City 32.873 million gallons for the week ending September 20<sup>th</sup>, 2009
  - New delivered to city flow = Finish water flow meter(33.756 mgd) minus backwash (.640 mgd) minus HVAC flow(.216 mgd) minus chlorine production(.027 mgd)
  - Backwashed filters 14 times for a total of 640,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Well 21SR out of service, failed Bac-T and well seal bad. Repairs on hold until well vault improvements can be completed. 7/31/09
  - DEP sanitary survey work orders have been written for noted deficiencies. Written response due no later then September 25,2009
  - Assisted contractor with piping and valve installation associated with High Service Pump VFD Project.
  
- Waste Water Collection - Reuse
  - Responded to four low pressure system trouble calls and four trouble calls in town.
  - Repaired one PEPSystem tank on Lake Visa Way
  - Assisting contractor at WWTP with Influent Pumping Station associated with Project.
  - Flushed reuse mains on beach side.
  - Cleaned 370' of sewer main.
  - Televised three sewer laterals.
  - Help clean #1 sand filter at Wastewater Plant. Also assisted water Distribution crews with 2" main break
  - 1M system - performing I & I inspection.
  - Vactor repaired and back in service.
  - 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 34.05 Million Gallons
  - Produced 13.90 Million Gallons of Reuse
  - Produced 21.35 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 4.86 MGD, plant designed for 6 MGD
  - Produced and Hauled 157.58 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
  - Assisted operations with supplying temporary water service to Polymer and Slaker buildings during contractor activities at plant.

- Sprayed for weeds around water plant buildings and structures
- Assisted operations with Sodium Hypochlorite Generator reinstallation after cleaning.
- Continued with installation of new ammonia injector rack at blended water static mixer.
- Replaced inoperable antiscalant pump with spare, rebuilt one we pulled out and placed back on spare parts shelf.
- Installed high pressure cutoff switch at Hull Road irrigation pumping station.
- Installed switched receptacle for sump pump in polymer room.
- Installed new sample port on well 21SR as per D.O.H. sanitary survey, this completed all action items that were maintenance related with exception of check valves certification on LPRO skids. Hauled away old well material from 21SR
- Patched holes in polymer room floor and around sump drain. Also replaced sump pump in phosphate containment area.
- Performed PM's to LPRO and Lime Softening water plant equipment.
- Performed PM's to Rima Ridge and Hudson wellfield equipment.
- Oversaw contractor activities at Water Plant altitude valve installation. Recommend installation of a sump pump and valve vault concrete bottom to eliminate groundwater entry.
- Performed PM's to Booster pumping stations.
- Ordered replacement pump and motor for well 21SR.
- Assisted Emerson with remote telemetry work on new Division Avenue wells.

#### WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM

- Completed Installation of new pump and level controller on Bennett Lane Stormwater pumping station to allow for a redundant second pump to come on automatically at high pond level. It also alternates pumps automatically to reduce wear and tear on one pump. Drew up new schematics and installed in station. Tested ok
- Installed new probe and temporary pump at Shadow Crossings liftstation. Old pumps have quit pumping – assessing impacts of recent contractor activities on site.
- Continued with pumping out manually of Ormond Mall liftstation. Pumps are not pumping against head pressure in system but have no problem pumping open ended back into wetwell. System pressure at Spanish Waters has risen to 25psi static and 35 psi with 2 pumps running over the course of 2 months. Suspect forcemain could becoming plugged again.
- BAT liftstation found riser pipe from pump #1 has hole in it, ordered supplies and scheduled repairs for next week. Have isolated pump temporarily.
- Oversaw all contractor activities of liftstation rehabilitation.
- Tested blower and mixer motors for plant pump mechanics, all tested good.
- Performed PM's to all Wastewater plant equipment.
- Change backdrive oil on centrifuge.
- Repaired wiring on Fermentation mixer motor J-box.
- Fabricated and installed new washdown hose in centrifuge room.
- Adjusted all pump packing on RAS pumps.
- Deragged both inboard and outboard submersible aerators.
- Welded axle assemble for steam cleaner.
- Installed battery maintainer on portable welder as per Fleet maintenance instructions.
- Removed broken strut rod from Clarifier #2 sweep.
- Coordinated plant reuse shutdown with operations and replaced all identified bad ball valves in system.
- Replaced bad wiring at post anoxic mixer #2.
- Monitored construction activities at plant.
- Performed annual PM service to 5 lift stations.(pull pumps,etc)
- Performed monthly PM service to 18 lift stations.( clean and deodorize)
- Maintenance performed 88 work orders for week of which 60 were preventative maintenance and 28 were repair work orders, as reported in MP2 system.

Honorable Mayor and City Commissioners  
September 25, 2009  
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