

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 26, 2010

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

- Reviewed and prepared with staff as follows:
 - Met with Police Department staff on their pension concerns
 - Weekly staff meeting
 - Met with Leisure Services Director on St. James School/church activities
 - Met with Economic Development Director
 - Met with Human Resources Director
 - Met with Police Chief
 - Met with Assistant City Manager and Budget Director
 - Pre-meeting with Assistant City Manager and Fire Chief on fire services used by County.
 - Met with Claims Committee on claims filed with the City.

- Attended:
 - Spoke with Andrew Young, Consolidated Tomoka, regarding FDOT
 - Rotary meeting
 - Meeting with the Manager, 4 citizens attended
 - Met with Scott Studner, Assistant City Manager and Police Division Chief on safety concerns regarding the public access way from A1A to the beach at 321 S. Atlantic Ave.
 - Volusia County Managers' meeting
 - Budget Advisory Board meeting
 - Historical Society Annual dinner
 - Spoke at Unitarian Universalist Church, discussed how citizens can best influence their local government.
 - Met with Mary Connors, Deputy County Manager, Assistant City Manager and Fire Chief on fire service issues at Station 18 (county) and 94 (city) .
 - Met with Sam Merrill, Assistant City Manager, Leisure Services Director, Planning Director and Utilities Manager on Hunter's Ridge amended development agreement.

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):
 - Budget Advisory Board
- Prepared packets for March 2 City Commission meeting.

Community Development

- Planning
 - Planning staff attended the Annual Growth Management, Energy, Climate Change & the Environment Short Course in Orlando.

- Miro Medical at 150 Sage Brush is an approved SPRC project. The project is seeking to waive the requirement for a masonry wall along a retention pond and abutting a townhouse. The applicants have scheduled a community meeting on March 1st at 7:00 p.m. at the Trails South Forty Clubhouse, 75 South Forty Trail.
- Prepared the Board of Adjustment and Appeals package that includes a variance request at 559 Sandy Oaks Boulevard for a 4' rear yard setback encroachment; 20' is required by Code.
- Met with two applicants for potential variance cases in April, including 494 John Anderson Drive (waterfront setback variance) and 116 Wildwood Avenue (rear yard variance).
- Reminder: Main Street is sponsoring a workshop on March 1 from 10 am to 1 pm for the downtown businesses and property owners to discuss staff's Form Based Code and the revisions to the Property Improvement Program.
- Building Inspections, Permitting & Licensing
 - 3 new business tax receipts issued
 - 153 inspections performed within the City
 - 70 permits issued within the City, with a valuation of \$941,975.00

Development Services

- Review of Imperial Foam, second submittal. The County portion of the project is scheduled for the March Volusia County Planning and Land Development Regulation Commission. Staff has reviewed the draft development agreement and all City issues (landscaping, signage, utilities, and architecture) have been addressed.
- Final Inspection of Rockefeller Off-Beach Parking (442 S. Atlantic Avenue) scheduled
- Final Inspection of the Rose Villa (43 West Granada Boulevard) of the On the Boulevard project completed.
- Review of release of a septic easement at 4 Foxcroft Run.

Economic Development

Ormond Crossings

- The Stipulated Settlement Agreement has been approved by the City and DCA. The Remedial Amendments and other related documents are being transmitted to DCA in the next few days. DCA has 45 days from receipt of the documents to issue the Notice of Compliance. The public has a 21 day appeal period following the issuance of the notice to the City.
- Now that the CRA update has been approved by the Commission, staff is preparing to transmit the CRA documents and arranging a meeting with County staff as part of the County Council review/approval process of the CRA update.

Airport Business Park

- Staff is preparing a mock directory sign at the entrance to the Business Park to have feedback from the businesses prior to final design.
- The widening of the entrance of Sunshine Boulevard and Airport Road, as part of the County's Airport Road improvement project, is underway.
- Staff is scheduling a meeting in March to discuss the proposed signage plans and solutions to the power related issues.

Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.
- Staff is appointed to represent city economic development practitioners on the Business Development Partnership Collaborative Economic Information Technology Development Delivery System Committee. The purpose of the group is to improve the Metro Daytona

Economic Development Corporation's economic development website to include available properties within the city and county and to enhance local marketing programs to attract prospects to their communities. Next week additional vendor demonstrations will be made to the Committee.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the Metro Daytona Economic Development Corporation (MDEDC) and County staffs to discuss potential business opportunities.
- Staff responded to one request for information on the available Ormond Beach properties for manufacturing prospects.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.

Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and has drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Economic Development Corporation. **A workshop between MDEDC and the County Council was held to discuss the partnership roles of the organizations and the response from the County was mixed.**

Airport Operation and Development

- Staff completed work to install concrete barricades and "no trespassing" signage at key points in the Airport Business Park, in an effort to protect the business park, the airport perimeter fence, and the airport operations area from periodic acts of vandalism.
- Staff worked with the City Clerk to place on the March 2, 2010, City Commission agenda a lease agreement between the City and Wright Flyer, LLC for a portion of airport property, more specifically known as parcel 1 of the southeast quad, an area of approximately .83 acres. A previous lease agreement for Parcel 1, authorized by the City Commission under Resolution No. 2010-07 was not executed by the proposed lessees, and is therefore cancelled. This lease represents revenue to the airport fund in the amount of \$8,134.83 per year.
- Staff continues to work with representatives of the Recreation, Building Maintenance, and Engineering Divisions regarding efforts to address ongoing water leaks at the Air Traffic Control Tower. Staff is in receipt of an estimate to permanently correct these leaks.
- Staff worked with representatives from the Engineering Division to compose an RFQ for engineering and consulting services related to the airport.
- Staff continues to gather estimates for the construction of new advisory signage at the airport, designed to help communicate the particulars of our voluntary noise abatement procedures to both resident and itinerant pilots. Signage is to be placed at all of the access gates to the airport, and adjacent to all taxiways.
- Work on the airfield electrical improvements project continued this week. Staff issued a NOTAM (Notice to Airmen) via the FAA, advising that Taxiway "E" will be closed while new lighting components are being installed. Staff continues to coordinate efforts between the contractor and the air traffic control tower to minimize disruptions to airport operations.
- Work on phase 2 of the airport security upgrades project continued this week. Staff worked with the representatives from the Engineering Division and the contractor to

- review placement of fence components at the perimeter of the airport property, in response to concerns expressed by a property owner in the adjacent Airport Business Park. As a result, Engineering has been directed to reestablish the property line to more explicitly designate the airport boundaries. An additional fencing project in the southeast quad (phase 3) is being contemplated. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
- Staff received from Hoyle, Tanner & Associates the 90% design documents and project manual for the OBMA public use heliport project. Grant closeout documents for the design phase of this project should be forwarded to the FAA within 60 to 90 days. Site inspection for the proposed heliport has been completed, and approval of the proposed site has been received from the FAA.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is continuing to work with the IRS to finalize the few remaining issues. We expect the IRS audit to be concluded shortly.
- Completed Projects - Weekly
 - Processed 33 Journal Entry Batches (# 1875 - 1972).
 - Approved 12 Purchase Requisitions totaling \$59,688.31.
 - Issued 16 Purchase Orders totaling \$58,176.05.
 - Advertised RFP 2010-15, Ormond Beach Aerial Fireworks Display July 4, 2010, in the News Journal and on DemandStar on 2/21/2010.
 - Advertised RFQ 2010-16, Continuing Contracts for Professional, Architectural and Engineering Services, in the News Journal and on DemandStar on 2/21/2010.
 - Held pre-bid conference for Bid No. 2010-13, US 1 and SR 40 Utility Relocates, on 2/24/2010.
 - Prepared 165 Accounts Payable checks totaling \$612,044.54 and 25 Accounts Payable EFT payments totaling \$59,200.12.
 - Processed 3,344 cash receipts totaling \$880,203.08.
 - Processed 267 utility bill payments through ACH totaling \$21,298.66.
 - Processed and issued 5,936 utility bills with billed consumption of water of 43,881k.
 - Issued 275 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Hydrant Maintenance
 - Movies on the Halifax – The Goonies – 3/5/10
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements.

Fire Department

Operations

- Prepared for State Emergency Medical Services inspection
- Attended Dispatch Users Group meeting to discuss updating run responses
- Reviewed and disseminated requirements for State EMS departmental licensing
- Finalized press release announcement for upcoming hydrant maintenance
- Met with the Fleet Department to view a new Quint from E-One Fire Apparatus
- Attended meeting at Police Department for Citizen's Police Academy Alumni Association

- Worked on Firehouse Sub grant application
- Prepared fire department policy updates
- New "Fire Danger Sign" installed at Station 93
- Conducted annual property and equipment inspections in 4 fire stations

Weekly Statistics

4	Fire
1	Fire Alarms
1	Hazardous
56	EMS
8	Motor Vehicle Accidents
25	Public Assists
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95	TOTAL CALLS

- Aid provided to other agencies: **13 calls (Volusia County, Holly Hill, Daytona)**
- Aid received from other agencies: **3 calls (Volusia County, Daytona)**
- Total staff hours provided to other agencies: **30 hours**
- Total staff hours received from other agencies: **8 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **18**

Training Hours

15	EMT Refresher Module 4
3	EMT Refresher Module 7
3	EMT Program
11	Fire Protection Systems
9	Preplanning
22	Pump Operations
3	Tactics
44	Technical Rescue
4	Tools & Equipment
12	Ventilation
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126	TOTAL STAFF HOURS

Activities

- Updated 17 pre-fire plans
- Conducted 3 fire inspections with 4 safety violations discovered
- Visited 44 homes for smoke detector checks
- Weekly Fire Explorers meeting held at Station 92
- Conducted tour of station 94 - Little Blessings Preschool attended with 28 children & 10 adults
- Performed a fire extinguisher demo at Prince of Peace Villas – instructed 5 employees on proper use of extinguisher

Significant Incidents

Date: Thursday, February 18th
Type of Call: Truck Fire
Address: N Tymber Creek and Granada
Dispatch Time: 3:18 PM
Cleared Time: 3:44 PM
Jurisdiction: Ormond Beach

Units on Scene: Ormond Beach: Rescue Engine 93, Quint 92
Daytona Beach: Engine 7

Incident Description: We were dispatched to a truck fire on Tymber Creek Rd. Upon arrival a small dump truck was found with its engine compartment on fire. The fire was quickly extinguished; however, it was a total loss. The estimated value was \$8,000. The owner made arrangements for its removal and all units returned to service.

Date: Monday, February 21st

Type of Call: Brush Fire

Address: 3272 SR 40 (Lady Hawk Ranch)

Dispatch Time: 12:55 PM

Cleared Time: 3:35 PM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Brush Attack 94, Rescue Engine 94,
Battalion 90
Volusia County Fire: Engine 18, Battalion 10
Flagler County Fire: Battalion 92 Brush 81, Tanker 81
Volusia County Sheriff's Office
Department of Forestry

Incident Description: We were dispatched as automatic aid to assist Engine 18 with an illegal burn which turned into a wildfire. Brush Attack 94 assisted in keeping the fire contained to 1/2 acre. Department of Forestry arrived and decided to burn out the remaining area to remove any fuel left. At the same time the City of Edgewater and the County were battling a larger wildfire in South Volusia. The fire was contained without any loss of property or injuries.

Human Resources

- Job Requisitions
 - PD - Police Officer
- Approved/Active Recruitment
 - PD - Police Chief
 - Leisure Services – PAC Supervisor – Reviewing applications
- Screening/Interviews Scheduled
 - None
- Background/Reference Checks
 - None
- Job Offers
 - Police Department - Police Officer – to start 03-08-10
 - Public Works - Maintenance Worker II, Wastewater Collections to start 03-08-10
- Terminations/Resignations/Retirements
 - Police Department - Police Chief - Retirement - effective 03-26-10
 - Fire Department - D.E./EMT - retirement - effective 04-30-10
- Policy Under Review
 - Update email policy to expand language regarding proper use of email
 - Update cell phone use policy to include language regarding visual distractions while driving, i.e., texting, emailing, etc. Presented to City Manager for approval on 02-18-10.
 - Update No Smoking policy – ban to extend to City vehicles.
- Risk Management
 - Proposed changes in level of insurance coverage for insured facilities to members of the Program Committee via the City Attorney's Office. Planned for discussion at February committee meeting and awaiting feedback.

- Police vehicle sustained scratches in the paint when it collided with a pole while backing-up.
- Pursuing subrogation for damage to landscaping as a result of motor vehicle accidents. Amount TBD.
- Pursuing subrogation through the SAO for clean-up of vandalism (approximately \$200).
- Police motorcycle damaged in motor vehicle accident. Cost to repair TBD. Subrogation to follow.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - Electrical – Vendor scheduling Delta-Grounding of data equipment
 - Server Virtualization – Implementation planning: modeling current environment
 - Document Imaging – City Clerk project – Preparation for RFP
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - None
 - Work Orders: - 75 New work - 58 completed - 66 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	62,065	Net Inbound E-Mails	44,701
Inbound Bad E-Mail	16,915	Percentage bad mail	28.0%
Virus Messages Blocked	449		

Notable Events: Several staff members out sick this week, workload backing up slightly.

Geographical Information Systems (GIS)

- Addressing Additions: 3 Changes: 0 Corrections: 1
- Map/Information Requests: 28
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: May, 2009 storm map series for commission packet.

Leisure Services

- Administrative Services
 - Agenda Item Preparation
 - Supervisory Staff Meeting
 - Public Works Staff Meeting
 - City Manager's Staff Meeting
 - Bailey Riverbridge Gardens Discussion/Report
 - Facilities Maintenance Supervisor Meeting
 - Palm Tree Maintenance Response
 - Casements Tour
 - POW/MIA Flag Discussion
 - Energy Grant Possible Projects Followup
 - St. James School/Churches Activities Meeting
 - Lighting – Refocusing
 - Hunters Ridge Park Land meeting
 - Achieved Certification for Give a Day/Get a Day through Helping Hands Network/Disney
 - Volusia Honor Air Project

- Volusia League of Cities Meeting Preparation
- Men's Baseball League Discussion

- Athletics
 - The City Men's Softball Winter League finished their playoffs and season this week at the Dale Buttleman Softball Quad 4. Each team played a minimum of 17 games.
 - The OBYBSA Competitive Teams, the Lady Renegades and the Golden Spikes, continued practicing this week at the Quad, Nova Fields and the Kiwanis Field.
 - CCA and FLHS Softball, as well as RBA, SHS, and FLHS Baseball, continued practices this week at the Sports Complex. FLHS Softball and Baseball, as well as SHS and RBA Baseball, opened their game season this week at the Softball Quad.
 - Luis Camacho continued his Spring 11 V 11 Adult League this Sunday at 10am at the Sports Complex on Soccer Field 10.
 - Ormond Beach Golden Spikes, the competitive baseball program of the Ormond Beach Youth Baseball/Softball Association, continued AAU League play this past weekend at the Wendelstedt Fields. These games will run most weekends through the month of May.
 - The Ormond Beach Youth Baseball/Softball Association continued their team practices this week at both the Nova Fields, as well as the Dale Buttleman Softball Quad. These will continue through March 5th.
 - Upcoming Spring Programs: City Adult Coed Softball, City Youth Coed Volleyball, Ormond Beach Soccer Club Spring Season.

- Athletic Field Maintenance
 - Mowed baseball fields 1-4 twice a week
 - Mowed common areas
 - Mowed South Ormond outfield; cleaned tennis and basketball courts
 - Went to Osceola Elementary to prep softball fields; cleaned tennis, basketball, and handball courts
 - Nova Park: mowed infields and outfields; cleaned skateboard park, tennis and handball courts
 - Mowed softball fields 1-4 and coed fields
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Mowed soccer fields 1-10 twice a week
 - Painted foul lines on softball fields
 - Reseeded soccer fields 5-8
 - Added clay and rotor-tilled baseball field 4 for laser grading
 - Painted foul lines and prepared baseball fields daily for high school and competitive teams
 - Replaced batters-eye (windscreens) on baseball fields 1-4
 - Cleaned up after daily use of the soccer fields
 - Prepped softball fields 1-4 for men's slow-pitch league, Lady Renegades, CCA and Father Lopez practice
 - Cleaned warning tracks of weeds and excess group tarp
 - Replaced home plate on baseball field 4
 - Prepped fields 1-5 at Nova Park for practices and weekend games
 - Spread clay and rotor-tilled softball field 7 for laser grading
 - Replaced home plate on softball field 7
 - Rotor-tilled tee-ball fields 1-3

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

- Performing Arts Center
 - The PAC hosted the Ormond Beach Show Club Follies on stage Tuesday through Thursday this week. The group is preparing for their March production of Follies 2010.
 - The PAC hosted the Daytona Beach Concert Band on stage for a special FREE Flag Day Concert. The group has performed at the PAC for a number of years now and hopes to continue the trend with two more shows this year.
 - The PAC spent the week preparing for the World's Largest Touring 50's and 60's era show. The 24k Gold group has selected the Ormond Beach PAC for its east coast home for its nationally renowned touring show. The producers of Rockabilly US have committed to presenting productions six times annually.
 - 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:
 - February 27th • 24k Gold Golden Oldies Show SOLD OUT

- South Ormond Neighborhood Center
 - New Jazzercise classes begin Monday and Wednesdays from 5:30 to 6:30 p.m.
 - PAL basketball practices were held Tuesday and Thursday evening.
 - Adult basketball took place Wednesday and Sunday.
 - Staff continues to make the necessary repairs and cleanup to both the inside and outside of the facility as needed.

- Community Events
 - Birthplace of Speed Event: Mass printing of event flyer and posters, distribution of event flyer, reviewing catering bids, designed templates for participant plaques.
 - Developing logistics maps for BPS, AITP and MD events
 - Development and distribution of Call for Artists flyer.
 - Attended VLOC planning meeting with Cultural Center Coordinator
 - Reviewed Upcoming Events with Recreation Manager.
 - Continued soliciting sponsorships for several upcoming events
 - Attended Memorial Day meeting
 - Attended Ormond MainStreet promotions meeting.
 - Staff continues to register participants for Art in the Park and Birthplace of Speed.
 - Staff is answering calls for information about Art in the Park and the Birthplace of Speed event.
 - Art in the Park applications and event information is available by going to www.ormondbeach.org/events.
 - Contacting food vendors for Art in the Park.
 - Securing items for Independence Day Celebration event.

- Gymnastics
 - Last weekend the Cheer Team did an outstanding job representing the gym at their first competition of the season at Mainland High School. They placed first in their division and third overall.
 - One of our students, a Level 7 gymnast is getting ready to go to her third qualifier next month in Orange City. If she scores high enough, she may once again qualify to go to Nationals.
 - Regular classes continue to go well. Students are very motivated and students are trying to learn and perfect new skills needed for team tryouts which are held in May.

- Nova Community Center and Special Populations
 - Nova conducted regular adult classes in jazzercise, “take off the pounds sensibly” (TOPS) and Yoga.
 - The Activity Class, Miss Debby’s Dance and Phonics continued their classes for the winter season.
 - FitGyms conducted their personal training, tennis lessons and Fit Moms.
 - Girl Scouts Troop 195 met in the small classroom on Wednesday evening.
 - Special Populations Jazzercise met for their fifth class on Thursday in the activity room.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - Preparations and planning continued for the Shining STARS Pageant and Fashion Show for special needs participants including completing the bios for the participants, purchasing supplies, meeting with the planning committee and developing the draft for the program.
 - Challenger Volleyball met for their fifth practice on Tuesday in the Nova gym.
 - Planning continued for Camp T. Rec including continued development of the daily activities spreadsheet, continued development of the bussing schedule and ordering supplies.
 - Planning began for Nova’s summer camp continuing the inventory process and ordering supplies.

- The Casements
 - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
 - A special tour for Green Riverlines Tour Bus was held on Tuesday from 10:00 a.m. to 11:00 a.m.
 - Yoga classes were held on Tuesday and Thursday.
 - Tai Chi Classes continued this week on Wednesday evening.
 - Staff assisted with set up and strike of the weekly Farmers’ Market on Thursday morning.
 - Zumba classes were held on Thursday afternoon.
 - Casements staff continued this week to finalize the Enviro Camp program and outline.
 - Staff worked to complete the Summer Art Camp brochure.
 - Staff Planning continues this week for the “Swing into Spring” concert series.
 - Casements Coordinator continues working on the VLOC dinner planned at The Casements and Rockefeller Garden on Thursday, March 25.
 - Coordinator begins planning a “special recognition” for the Casement Guild members during “volunteer” week in April.
 - Preparations are made this week for the upcoming “Movies on the Halifax” scheduled for Friday, March 5th.
 - Staff works this week to secure items for the upcoming “Camp Expo”. Both the Enviro Camp and Summer Art Camp will be featured from The Casements.
 - Coordinator works this week with Hall Construction to set nearly 60 bricks that have arrived engraved and ready to be placed in the courtyard.

- Guild members met with The Coordinator this week to begin planning a special reception for brick donors.
- Facilities Maintenance
 - Repaired water fountain at Nova Rec.
 - Repaired lights on stairway at City Hall
 - Repaired kitchen sink at SONC
 - Installed new fire danger sign at Fire Station # 93
 - Repaired ladies room sink at the Senior Center
 - Replaced track lights at the PAC
 - Installed blinds on door at PAC registration office
 - Continuing A/C services citywide
 - Repaired A/C unit at the Ames House
 - Repaired weather-stripping on door at the Airport Tower
- Parks and Irrigation
 - Installed new soap dispensers at Riverbend Park
 - Installed new post and plaque at Memorial Gardens
 - Repaired broken stall door at the softball quad
 - Replaced weatherproof boxes and relocated timers for lighting at the racquetball courts
 - Repaired ice machine at the Ormond Beach Tennis Center
 - Installed two new valves and timers on West Granada median #3
 - Cleaned out debris from three zone valves on US1
 - Replaced six filters on US1
 - Installed new timer on West Granada median #13
 - Repaired line break on South US1 medians
 - Replaced four rotors on West Granada median #14
 - Ran zones, marked irrigation heads at SONC for installation of BBQ grills
 - Cleaned out debris from valve, replaced damaged rotor, repaired flex hose to rotor
 - Repaired mainline break at Cassen Park
 - Installed zone value doubler at SONC

Police Department

- Administrative Services
 - Officers received 7 requests for extra patrols (generated by citizens, City personnel, etc. due to suspicious activity or offenses).
 - Attended Department Directors' meeting with City Manager.
 - Reviewed/approved Incident Action Plan for Bike Week
- Community Outreach
 - Ormond Beach Teams Advance to State PAL Tournament



- Three of OBPAL's Basketball teams competed in the Regional Police Athletic League Basketball Tournament held in New Smyrna Beach February 20th. OBPAL had youth competing in the 14U Boy's, 14U Girl's and the 12U Boy's divisions. All teams were outstanding examples of good sportsmanship both on and off the court. The 12U Boy's team, guided by volunteer coaches Kirk Oldham and Pepper Johnson played 3 excellent games winning their championship game against Daytona Beach PAL. The win qualifies the team to participate in the State of Florida Police Athletic League (SFAPAL) Basketball Tournament in early April. The youth and coaches are looking forward to representing the City of Ormond Beach and OBPAL during the tournament.
- Community Services & Animal Control
 - 30 Animal calls responded to
 - 3 Animal Reports
 - 2 Animal Bites
 - 1 Animal to FHS
 - 2 Solicitor Permits
- Criminal Investigations
 - Cases Assigned: 25
 - Cases Cleared: 6
 - Inactive: 19
 - Fraud: 11
 - Burglary Business: 0
 - Burglary Residential: 1
 - Larceny Car break: 7
 - Grand Theft: 4
 - Auto Theft: 0
 - Sex Offense/Rape: 0
 - Robbery: 0
 - Assaults: 1
 - Comments: Patrol made an arrest resulting from an investigation into recent car-breaks in the Beach St/Oak Forest Dr area. This arrest will clear several other Ormond Beach car-break cases as well as offenses occurring along LPGA and within Halifax Plantation. Volusia County Sheriff's Office (VCSO) notified.
 - Bike Week Task Force meeting planned for 2/25/10. An operation plan from VCSO should be available shortly after the meeting.
- Records:
 - Walk-ins/Window contacts: 221
 - Phone calls – 350
 - Arrest/NTA packets – 23
 - Citations – 214
 - Citations Entered – 379
 - Reports Generated – 118
 - Reports Processed – 137
 - Mail/Fax/Records Request – 111
 - Total calls – 1,129
 - Total Traffic Stops - 258

- Operations
 - 02/18/10 – Crash – Center & Fleming – vehicle had fled from Sheriff’s Office; crashed into stop sign and fire hydrant; not being pursued; Public Works crews called out to replace sign and check hydrant.
 - 02/19/10 – Burglary Carbreak – Rio Pinar – purse taken.
 - 02/19/10 – Grand Theft – N. Orchard Street – home owner left 4 surfboards and a computer in his front yard; upon returning from work items were missing.
 - 02/20/10 – Burglary Carbreak – Mill Run Court – wallet and miscellaneous items taken.
 - 02/20/10 – Aggravated Battery – S. Nova Road – male suspect got into argument with ex-girlfriend; stabbed new boyfriend and two of his friends; suspect arrested.
 - 02/20/10 – Burglary Carbreak – Rio Pinar Trail – laptop and medical supplies taken; entry by unknown means.
 - 02/20/10 – Shoplifting Felony Amount – W. Granada – two adult females and one juvenile female arrested.
 - 02/20/10 – Grand Theft – Knollwood Estates – jewelry stolen; two week time span.
 - 02/20/10 – Animal Complaint – S. Center Street – horse running loose on S. Center area of Arroyo Parkway; officers tied up for two hours locating owner and returning horse.
 - 02/20/10 – Suicide Attempt – individual held machete to throat; officers were able to use a Taser to subdue him; no injury.
 - 02/20/10 – Burglary Carbreak – Riverside Drive – 2 purses taken from vehicle while owners did walk through of house for sale.
 - 02/23/10 – Burglary Residence – Oak Forest – received report of individuals checking car doors in driveways; officers responded and began setting up a perimeter; one suspect was seen running across the street from the area; Daytona Beach Police K-9 responded to assist; one suspect used a garage door remote within a vehicle and entered the garage of a residence (burglary); Daytona K-9 located one suspect (who was bitten by the K-9) and taken into custody.
 - 02/24/10 – Fraud – North US1 – three card Monte scams have been occurring in various locations along North US1/I-95 areas.
- Traffic Unit:
- 10-005713 (VCSO) - 02/24/2010 1555 hr - Crash w/Injuries: OBPD Motor Officer Involved - 200 block S. Nova Road: Officer Borzner and Officer Piccola were riding in tandem formation, southbound on SR 5A. A vehicle exiting the Eagles Lodge crossed all three lanes of traffic into their path and crashed into Officer Piccola’s PD motorcycle, sending him to the pavement. He was sent to the hospital and released shortly after. Officer Borzner did not get hit and was uninjured. Officer Piccola’s motorcycle sustained serious damage.
- Officer Pavelka is initiating a “Click It or Ticket” campaign for students at Seabreeze High School.
- Incident Action Plan has been completed for Bike Week 2010.
- Officer Pavelka and Officer Piccola attended a HOA meeting in Tymber Creek to address traffic complaints.
- Traffic Citations 146
- Parking Citations 1
- Crash - No Injury 11
- Crash - Injury 3
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 70
 - Self-Initiated Enforcement Locations:
 - SR 40 / US 1 (Red Light Violations)
 - 500-800 BLK Division Avenue
 - 200 BLK S. Old Kings Road

- 600 BLK Hand Avenue
- US 1 / Hand Avenue
- SR A1A
- 600 BLK S. Yonge Street
- 100 BLK N. Ridgewood Avenue
- Granada Bridge
- N. US 1
- Enforced Complaints:
 - 100-500 Block Clyde Morris Blvd.
 - SR 5A / Sterthaus Drive
- Parking Complaints:
 - Tomoka Oaks
 - 325 Ocean Shore Blvd.
 - ABC Liquors
 - Royal Dunes Circle
 - S. Washington Street
- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 4 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 0 Cases initiated
 - 9 tree removal permit requests
 - Administrative staff assisted with one (1) lobby calls and fifty-eight (58) telephonic inquiries.

Public Works

Engineering

- Hardened Data Center- Work Authorization issued for grounding.
- Existing Wells 8 A, Division Ave.- Well modifications expected to begin within two weeks. Contractor has submitted well modification permit to SJRWMD.
- US1 Forcemain Extension Phase II- Staff met with owner of prime contractor for progress meeting. Contractor expressed desire to complete work, but needs release of payment. Legal will determine course of action. Additional geotechnical information was submitted to FDOT for US1 core sampling.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- The majority of utility work is completed and the contractor has started work on constructing the Sunshine Blvd turn lane.
- CDBG Decorative Pavers – Both monument signs are currently being fabricated by the sign contractor. All materials have been selected, approved, ordered and delivered to complete both signs. Engineered sign drawings have been drafted as they both require a sign permit from the Building Department.
- Downtown Improvements – The new furnishings are scheduled to be delivered next week. Staff will begin installation of the new furnishing on Thompson Creek Road.
- OBSC Replacement Netting – The contractor began removing the old net as scheduled. Approximately 30% of the new netting has been installed.
- Ormond Shores Stormdrain Replacement- Contractor has completed installation of stormdrain and partially completed the watermain. Road work and restoration will be completed within the next two weeks.
- Granada Beach Approach- Contacted DEP on permit status. The Notice to Proceed from the DEP is schedule to be issued after March 1st. Staff has notified the contractor that

construction is schedule to begin on March 14th. A mandatory pre-construction meeting with the DEP must be held before the contractor is released to work.

- Design Projects:
 - Water Treatment Plant Distribution System, Phase II- Staff met with consultant to review revised design for tie-in at the south end of the WTP. Expecting to bid project in early March.
 - Alcazar-Buena Vista Drainage Area Improvements- Additional utilities improvements on these roads expected to be included with these improvements if funding is available. Design 40%. Utility replacement is also being considered for these streets receiving stormdrain improvements.
 - Airport Rd Forcemain / Reuse Extension- Permit package has been received. Design is approximately 80% complete.
 - SR40 Sdwk/Trail Phase I- Submitted pre-construction submittals to FDOT
 - SR40 Sdwk/Trail Phase II- Send FDOT bid tabulations, submitted CC memo for bid award and Supplemental LAP agreement
 - SR40 Sdwk/Trail Phase III- WA for design, soil borings and survey. Prepare spec package layout bridge and boardwalk sections.
 - Cassen Park Boat Ramp- Received DEP and Army Corp permit – requested sign
 - Tomoka State Park- Prepared FDOT package and tabulation of quantities
 - OBSC Boundless Playground – Staff has stopped the design of the project because we can't get any indication from Daytona Racing that they are going to fund the project. Staff will attend the next board meeting in an effort to receive confirmation that they still intend to fund the project so the final design can continue.
 - LED Lighting Conversion- Two test LED fixtures were installed in Bailey Riverbridge Gardens for comparison as they are both different wattages. After testing in the park, staff will move them to New Britain Avenue for further testing.
 - Halifax Drive Resurfacing- Prepared spec package and remark plans with manhole and valve adjustments.
 - Granada Bridge Decorative Pole Replacement – A project kick off meeting was held with the design consultant.
 - Ormond Parkway Park – Staff is soliciting written quotations from local contractors for construction services.
 - Urban Forestry Grant – The application is currently being reviewed for consideration.
 - Vining Court – The 90% plan set was reviewed by staff and written comments were sent to the design consultant.
 - Tymber Creek Widening, Phase I- The letting of this project has been pushed out due to permitting issues associated with aspects of the County's part of the project.
 - Rima Ridge SR40 Entrance- Application submitted for approval of entrance design. Designed vertical curve and elevation layout revisions per FDOT comments.
 - Tymber Creek Widening, Phase II- County is experiencing permitting delays for the road widening and may not go to construction this fiscal year for Phase 1.
 - Rima Ridge Wells 54, 55 & 56- Seven bids were receive and opened. Bids are being reviewed by staff and consultants.
 - Mast Arm Rehab- Send for contract execution to Contractor
 - SR A1A & Beach St.- Send in for FDOT permit
 - US1 & SR40- Discussed with FDOT on construction and contaminated area. Responded to inquiries on project
 - Stormwater Study – Discussion with city commission is scheduled for March 16th.
 - Wastewater Treatment Plant Expansion and Rehabilitation – Bidding phase will start on March 1st.
 - John Anderson Drive – Staff will be meeting with Gyhabi & Associates to discuss scope of work for project.

- **Capital Projects:**
 - Hand Ave Collector Rd Upgrade- Review plan markup comments and check drawing set for compliance.
 - N Halifax Resurfacing- Modify striping plan, create utility adjustment plan, create details and notes.
- **Administration:**
 - Processed project invoices/pay requests totaling \$322,742.
 - Prepared work authorizations totaling \$4,730.
 - Submitted new utility permit for SR40 water line relocation.
 - Private Stormdrain System Maintenance- Memo and map are approximately 90% complete.
 - Nova Rd Landfill Monitoring- December 09 sampling report has been completed and submitted.
 - Stormwater Erosion & Sedimentation Control – Inspector and engineer attended FDEP certification course & testing and received certification. All pertinent Engineering staff now has their certification.
- **Customer Service:**
 - Responded to C. Humphrey on bushes being cut on Reynolds at Ridgewood
 - 17 Laurel Ridge Break grading and fill issue for permit
 - Investigated Amsted Rd Illegal fill
 - Sketch and legal descriptions for lots 1, 2, & 3 SW quad at OB Municipal Airport (airport manager request)
 - Onsite visit with homeowner at 513 Andrew St for seawall construction.
 - Onsite visit to 121 Creek Forest Dr to determine lot grading options for new home construction.
- **Other:**
 - 34 projects were inspected.
 - Prepare submittal for approved Seawall Permit for 513 Andrews St.
 - Prepare dock permit submittal for 2274 John Anderson.
 - Stakeout property line and corners at Ormond Commerce Park for possible code violation for Neighborhood Improvement Division.
 - Research and produce documents to determine ownership of easement at Jill Allison Subdivision.
 - Standard Details- Make modifications, set-up 2010 book, set-up 2010 CD
- **Street Maintenance**
 - **Asphalt / Concrete**
 - Assist Building Maintenance cutting asphalt for gate loop at the Wastewater Plant.
 - Level roadway for Stormwater at 45 Ormond Parkway.
 - Asphalt utility cuts for the Water Department at 47 N. St. Andrews, 53 N. Old Kings Rd. and 546 Bryant St.
 - Repair asphalt radius at Chardon & Buckeye in Forest Hills and US1 at Kenilworth.
 - Pothole repairs at Seville/S. Beach and 420 N. Yonge St.
 - **Tree Crew**
 - Trimming at City yards and City Hall (including Corbin St. parking lot at school).
 - Trimming around benches at various locations.
 - Stump grinding at various locations.

- Trimming at various locations citywide.
- Bike Week barricades and fencing at Airport Road.
- Maintenance of vehicles.

Maintenance Crew

- Rotated Special Event Bridge signs.
- Debris cleanup on Granada Bridge and Memorial Gardens.
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue.
- Maintenance of various vehicles.
- Fill low spots with shell at Sanchez Park and Central Park II (Hammock Ln.).
- Repair entrance w/recycled concrete at Melrose Park.
- Pothole repairs on Pineland Trail & NW corner of Wilmette.
- Assist Ballfield Maintenance with loader and forks at Wendelstedt Building.

Sign Shop

- Installed (4) arrows & stop bar on Northbrook Dr. at N. Beach St.
- Continue installation of HIP street names at intersections along N. Beach St. (6 locations).
- Purchase Order approved to buy a variety of signs & street name blanks.
- Installed new "Central Park" guide signs on S. Old Kings Rd. at Hammock Ln., Hammock Ln. & S. Orchard St. and S. Orchard St. & W. Granada Blvd.
- Request price quotes for installation of RPM's on John Anderson Dr. from E. Granada Blvd. north to Sandcastle Dr.
- Repair signs at the following locations:
 - Hull Rd., near entrance to Airport Sports, repaired a 25 mph sign.
 - Airport Rd. at Pathways Elementary, replaced school crossing sign & post hit by a vehicle.
 - Airport Rd. & Leeway Trl. straightened leaning stop sign post.
 - Division Ave. & S. Beach St., replace rusty post, stop sign and street names.
 - SE S. Center St. & Fleming Ave., replace bent stop sign & post hit by a vehicle.
 - Prairieview Ln. & Greenvale Dr., straighten stop sign post & street names.

- **Stormwater Maintenance**

Maintenance Crew

- Locates citywide.
- Carp Barriers inspected and cleaned.
- Pump stations inspected.
- Hauling sweeper debris all week.
- Hauling debris from park on Thompson Creek all week.
- Outfall cleaning at Winding Woods.
- Move concrete barrier walls at the Airport.
- Basin cleaning – beachside, all zones.
- System inspection – West Granada.
- Removed (3) trees from ditch – Thompson Creek.

- **Streetsweeper – Street Sweeping**

- 138.1 miles of roads cleaned.
- 28.5 cubic yards of debris removed.

- **Fleet Operations**

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
5	17

Road Calls for the week:

2

Accidents for the week:

Total: 2

PD # 017

PD# 091

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>
6068 gallons	8653 gallons

Comments:

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

Fire Apparatus #058 is at Ten-8 for an evaluation of the Waterous Pump Valves. We are awaiting a quote for repair.

- **Utilities**

- Preparing responses to request for additional information correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal due April 9, 2010. Coordinated with Finance regarding formal presentation of water audit with CUP Permit response. Met with WTP and compliance staff to coordinate response preparation activities.
- Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): Received amended draft CCC Plan and Ordinance for review by staff. Draft CCC Plan at VCHD for review.
- Fire Hydrant Replacement Program – Prepared specifications for the project. Some hydrants proposed for replacement were previously done. Revised the list to eliminate these hydrants and add new ones.
- Open Top Roll-Off Style Container Filter – Prepared bid documents for review and comments. Sent information to the Public Works Operations Division to determine if the container would be handled by the City's contract hauler. The City's contract hauler will handle the container.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff to prepare Change Order upon receipt of additional contract time request and justification from Contractor. The proposal will be modified to be actual cost with an estimate for 150 days of time. Two separate change orders need to be prepared in order to meet State Revolving Loan Funding (SRF) requirements.
- Division Ave. Well 7A and 18A Rehabilitation. Change order for back-plugging remains for completion prior to final acceptance. Well pump and motor in-stock awaiting contractor crane operations.
- Water Treatment Plant High Service Pump Station VFD Conversion Requested cost of field order number 6. Met at the water plant to review the Operation and Maintenance Manuals for the instrumentation and VFDs. ICS programmed the VFDs to regulate the

- pump speed based on pressure. The pumps only ramp up to 92% of full speed and need to be adjusted for full speed operation. SCADA signals to the control panel were restored.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – The project is advertised for bids.
 - Pump Station Repair and Replacement Project: Continuing major piping installation and bypass pumping operations underway at Lift Station 6M. The access ladder is deteriorated and is found in need of replacement. Currently assessing ladder replacement types and costs. Requested a cost for a fiberglass ladder instead of galvanized steel. Reviewed draft change order submittal for Ormond Mall Lift Station. Met to discuss the impact on the electric service lines to the mall located in the easement. Consolidated Survey was contacted to prepare a site plan of the proposed lift station layout to determine the impact on the electric service lines. Consolidated Survey was contacted to stake out the lift station SC easement corners before installing the fence.
 - State Road 5 at State Road 40 (US1 & Granada) – Conducted the pre-bid meeting. There are some potential concerns with adjacent parcel contaminated soil and ground water that is being researched.
 - State Road No. 40 from the West End of the Granada Bridge to SR A1A – Conducted the pre-bid meeting. Received the FDOT permit.
 - Water Main Extension from the Water Treatment Plant to US Highway 1 –Some storm drains and piping will need to be relocated in order to avoid replacing the perimeter wall.
 - Water Plant Forced Draft Aerator Rehabilitation –A preliminary design report will be prepared to determine the best way to rehabilitate the aerators.
 - Water Storage Tank Rehabilitation –Reviewed the draft sole source memo and modified the content based on comments received. Prepared a revised memo for review
 - SPRC –Met to discuss the resubmittal of the WWTP Expansion Phase 2 plans and a proposed request for an easement vacation from Creekside. Creekside is a private system so the proposed easement request does not affect utilities. Reviewed the status of all the pending development projects.
 - Significant Meetings: Site visit Alcazar – Buena Vista Drainage Project with Engineering and Consultant. Gave utility drawings to engineering department to obtain an estimate for design engineering services to include increasing the water main sizes for better pressure flow in the area. Engineering is presently obtaining the estimate.
 - Attended Flygt pump design seminar. Reviewed and commented on Annual Water Quality Report draft for updating pertinent notice. Finalized State Emergency Response Commission Emergency and Hazardous Chemical Inventory for the Ormond Beach Water and Wastewater Treatment Plants.
- Water Distribution
 - Repaired or replaced 8 Residential meters, replaced 5 water services, replaced 24 meter boxes.
 - Repaired/responded to 18 service leaks, responded to 3 low pressure complaints.
 - Tested 9 and repaired 2 city owned backflow preventers.
 - Installed 2 new water meters and services.
 - Tested 3- 3" or larger meters for accuracy and rebuilt 2- 4" water meters, Scheduled 4 more large meter tests at hotels/condos.
 - Repaired a water main break on River Drive.
 - Assisted two commercial properties in finding the fire line valve so they can repair leaks inside their fire systems – S. Atlantic Ave / S. Nova Rd
 - Deliver and pick-up Backflow tester at Instrument Specialties for calibration.
 - Flushed Ormond Shores Dr and Sunny Beach Dr.
 - Performed valve maintenance Pinewood St, Roberta Rd, San Jose Dr, Sunny Shore Dr, Beau Rivage Dr.

- Performed maintenance on 5 fire hydrants and installed riser kits on 2 fire hydrants, in the Trails Subdivision, finalized listing of fire hydrants to be replaced during the fire hydrant replacement program for '09/10'.
- Fill excavations and landscape Sunrise Ave & Bryant St. utility work areas.
- All vehicles were cleaned and re-stocked.
- Water Treatment
 - Delivered 35.207 million gallons for the week ending February 21, 2010
 - Backwashed 12 filters for a total of 570,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Cleaned all four RO skids with both high pH and low pH cleaning solutions restoring them to like-new performance.
 - Test ran all VFD finish water pumps for contractor.
 - Tested and put in service altitude valve for elevated tank at water plant to allow operations to run higher pressures during peak demand periods.
- Waste Water Collection - Reuse
 - Crews Responded to four trouble calls.
 - Six sewer laterals televised, Root controlled four sewer laterals.
 - Crew located clean out at 265 S, Yonge and cleaned six inch line at wastewater plant.
 - Crew replaced 20 amp. Breaker at 41 gray Dapple Way and started to install well points to replace pep tanks at 11 Canter and 17 Stallion Way
 - Larry and crew help building maintenance unload tables at yard.
 - Disconnect sewer at 143 Neptune Ave .
 - Cleaned buildings and fueled all equipment for weekend.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 30.17 Million Gallons
 - Produced 7.15 Million Gallons of Reuse
 - Produced 23.02 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 4.31 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 174.21 (12%-16% Solids).
 - Centrifuge performance testing and optimization has been delayed for at least a month in order to turn the solids in the plant over.
 - Training session #1 on Centrifuge operations has been complete.
 - Influent VFDs still has minor issues.
 - 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
 - Installed Phase monitor on LPRO Clearwell transfer pumps #1, 2 and 3.
 - Checked well 19SR at Maintenance Supervisor request, control panel needs changing out due to deteriorated condition. Secured parts and panels and began construction.
 - Checked and greased bearings on #1 aerator motor.
 - Reset Clearwell scrubber overloads.
 - Brought High Service pump back up generators to fleet for service, retrieved when service work was done, placed outside high service pump building. Generators as of this time due to contractor activities are not hooked up and are unavailable for use due to transfer switches not being installed.
 - Performed Rehab work to well 21SR, cleaned mud from vault, installed new flow meter with remote reader head, and added 2" flushing port. Flushed well and lines for several hours and added chlorine to well. Turned over to operations to begin sampling. Measured and ordered permanent ladder to be installed upon receipt.

- Performed PM's to Rima Ridge and Division Avenue Wellfields.
- Checked accessibility to well 33H for repair activities via the fire trail at Huntington projects in Hunter's Ridge – Flagler Co. Small truck access to the well but a large crane will not make it.
- Assisted contractor on site with VFD project.
- Performed PM's to LPRO and Lime softening plant equipment.
- Performed PM's to Hudson and SR 40 Wellfields.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's.

Wastewater Plant – Lift Stations – Reuse System

- Replaced tank level meter at BAT reuse storage tank.
 - Repaired Service entrance feed to 6M liftstation.
 - Checked 5M pumps for long cycle times. #1 pump – removed rags.
 - ***Liftstation pump mechanic, Joe Goddard - new addition to the Goddard family - Maddox Michael Goddard made a grand entrance at 7lb 6 ounces and 20-1/2 inches. Both Mother and Baby are well.***
 - Installed new RTU batteries at 9M, 10M and 11M liftstations.
 - Repaired pump lead wires at 8P liftstation,
 - Adjusted pump packing Centrifuge Feed pump #1.
 - Assisted operations with set up of Silent Knight pump at final tanks for cleaning.
 - Replaced timer on automatic washdown valve at Clarifier #2.
 - Inspect gate lifting cranes at Sandfilters for operations, replaced #1 crane.
 - Deliver truck 366 to Dealership due to ignition switch problems, then retrieved when work was completed.
 - One plant pump mechanic on light duty due to pinched nerve in neck, all incident reports and proper paperwork filed and given to Risk Manager. Restricted duties - filing and sorting equipment O&M manual library.
 - Assembled plumbing to polyblend totes to be able to run both centrifuges off one tote.
 - 2M liftstation pump #2 not pumping, pulled pump and found debris and rags in volute, causing motor shaft to shear from impeller. Replaced pump with inventory spare and submitted PO request for replacement pump.
 - Performed PM Service to all plant equipment.
 - Deragg 4 submersible aerators.
 - Monthly PM's to 23 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 5 Liftstations. (pull pumps, etc)
 - Utilities Division completed 93 work orders as reported in MP2 system, of which 75 were PM work requests and 18 were repair work orders.
- Regulatory Compliance and Water Quality
 - Wastewater:
Establishing an excel database to include historical wastewater priority pollutant analytical data, Class III Water Quality Criteria, Primary and Secondary Drinking Water Standards, and required analytical methods. The database will be utilized to maintain compliance with Wastewater permit requirements.
 - Additional Miscellaneous Utilities Staff Updates and Information:
Continued to develop responses to the CUP RAI. Specifically worked on updating the conservation information provided in the previous CUP application.