

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 5, 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:
 - Weekly meeting with City Attorney
 - Conference call with Economic Development Director, Tomoka Holdings and consultants on Ormond Crossings
 - Meeting with Assistant City Manager, Planning Director, and Leisure Services Director on Consolidated Green Services
 - Meeting with HR Director, Leisure Services Director and Finance Director on staffing positions in Leisure Services
 - Met with Finance Director
 - Discussed FY 2009 Audit
 - Discussed IRS audit – liability for outstanding unpaid tax is anticipated to be less than \$25,000. The Finance Director will review IRS issues with the City's audit firm to determine course of action and respond back to IRS by Feb 17th.
 - Biweekly meeting with HR Director
 - Discussed Police Chief Recruitment process and assessment of potential candidates
- Attended:
 - Rotary meeting
 - Meeting with Bob Coleman, FPL
 - Ormond Beach Main Street Annual Celebration
 - Meeting with Planning Directory, Chief Building Official and Holly Hill City Manager on Building Dept. and Fleet Maintenance and other opportunities for intergovernmental cooperation.
 - Florida City County Manager Association (FCCMA) Winter Institute (conference) – required continuing education units for my accreditation.

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 Meeting
 - Quality of Life Advisory Board Meeting

Community Development

- Planning
 - Representatives from Engineering and Planning met for the first time with FDOT in DeLand to discuss the alternative bike plan sent to FDOT in October 2009. FDOT

- requested additional clarification and information and the City responded within the same week of the request. The City waits for FDOT to approve, deny, or request additional information relative to the alternative bike route.
- Planning, along with all the jurisdiction's representatives, met with the School District regarding Levels of Service and Concurrency Service Areas (CSAs). It was learned that the sales tax which support the school bonds is less than projected and the school district is required to make up the difference. That, combined with the Builder's Association challenging the School Impact Fee and the overall county student decrease in enrollment, has placed the School District into a position where little construction is in the foreseeable future even though in some areas of the county existing school attendance exceeds the adopted LOS for capacity.
 - A meeting was held between FDOT Maintenance in DeLand, Wal-Mart representatives, and Planning staff to discuss possible solutions to the traffic issues at the Wal-Mart entrance and SR40. Expanding the bull nose and striping the travel path for EB LT movements were discussed as well as restriping the existing Wal-Mart driveway exit lanes from 11 foot to 10 foot wide which would then make the ingress lane 16 feet wide. Also discussed was moving the stop bar at the intersection on the Wal-Mart property back, and restricting right turn on red movements for WB traffic entering Wal-Mart at the same time EB LT movements were being made. Staff also indicated they were not adverse to a sign at the secondary entrance (Bermuda Estates Drive) shared with apartments to encourage more EB traffic to enter earlier since internal access previously approved made access easier. The end result was that a traffic study would need to be prepared and submitted to Traffic Operations to justify any of the above improvements as well as any physical improvements that may be needed in FDOT rights-of-way.
 - Planning was invited to attend a meeting at Volusia County to discuss Consolidated Tomoka's revised traffic methodology based upon the current application filed with Daytona Beach.
- Building Inspections, Permitting & Licensing
 - 48 permits issued with a valuation of \$222,961.00
 - 113 inspections performed.
 - 12 business tax receipts issued.
 - Development Services
 - A meeting was held between FDOT Maintenance in DeLand, Wal-Mart representatives, and Planning staff to discuss possible solutions to the traffic issues at the Wal-Mart entrance and SR40. Expanding the bull nose and striping the travel path for EB LT movements were discussed as well as restriping the existing Wal-Mart driveway exit lanes from 11 foot to 10 foot wide which would then make the ingress lane 16 feet wide. Also discussed was moving the stop bar at the intersection on the Wal-Mart property back, and restricting right turn on red movements for WB traffic entering Wal-Mart at the same time EB LT movements were being made. Staff also indicated they were not adverse to a sign at the secondary entrance (Bermuda Estates Drive) shared with apartments to encourage more EB traffic to enter earlier since internal access previously approved made access easier. The end result was that a traffic study would need to be prepared and submitted to Traffic Operations to justify any of the above improvements as well as any physical improvements that may be needed in FDOT rights-of-way.
 - Staff prepared the final reports for mail out to the Planning Board regarding the T1 rezoning and airport overlay map. In order to address the issue regarding a staff provision that requires shelters for mobile home parks, a provision has been added that no manufactured home will be permitted as a replacement if built prior to July 13, 1994. All units built after this date by building code must meet the uplift and wind load requirements the same as a stick built home. This provision replaces the shelter provision.

Economic Development

Ormond Crossings

- DCA is providing additional time for the City to resolve the Stipulated Settlement Agreement. A new date has not been provided to staff as yet. Staff is meeting with DCA and FDOT official on February 10 to discuss the transportation matters.
- Staff has transmitted to the Commission material in advance of the meeting including the Remedial Amendments, Stipulated Settlement Agreement, Development Agreement, Rescission of the prior DRI/DO, and CRA Master Redevelopment Plan update.
- Staff arranged individual briefings for the Commission to provide an opportunity for a discussion of the various elements of the project.
- **Staff is meeting with County transportation staff on February 11 to discuss the remaining issues impacting county roads.**
- Now that the CRA Update has been approved by the Commission, staff will be arranging a meeting with County staff and to have the County Council approve the CRA documents.

Airport Business Park

- Staff is waiting for estimates of the signage projects 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.
- Staff is scheduling a meeting to present proposed signage plans in February as well as to discuss electric power related issues that some of the businesses would like to jointly discuss with FPL officials.

Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.
- Staff was 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 (MDEDC) economic development website to include available properties within the city and county and to enhance local marketing programs to attract prospects to their communities. At a meeting of the Committee this week, it was decided to arrange for vendor demonstrations of software programs.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the MDEDC and County staff to discuss potential business opportunities.
- Staff responded to one request for information on the available Business Park lots and other available Ormond Beach properties for manufacturing prospects.
- Developing an inventory of available properties, with the assistance of the real estate brokerage community, to better match the prospects and appropriate sites.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.

Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and has drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational

structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Economic Development Corporation.

- Staff attended the County Council meeting on December 10 to voice the Commission's oppositions to some aspect of the proposed CRA delegation powers proposed by the County. Meetings between the city attorneys and county attorney have resulted in revisions to the resolutions which were to be discussed at the County Council meeting on January 21. Due to delays at the Council meeting, the matter has been rescheduled for February 18, and staff will be attending.

Airport Operation and Development

- Staff continues to work with the City Attorney to address modifications to an approved aviation lease between the City, Mr. Joseph Wright, and Mr. Charles Kristman for a .83 acre parcel (Parcel 1) in the southeast quad of the airport. The lessees in this matter have requested that the lease be assigned to their limited liability corporation. The City Attorney has determined that the City Manager may approve assignment of the lease as provided for under section 3.3-52 of the Code of Ordinances. This lease will generate revenue to the airport fund in the amount of \$8,134.83 per year.
- Staff participated in meetings with representatives of the Building Maintenance and Engineering Departments 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 is investigating warranty issues to determine liability for repairs in this matter.
- Staff completed and submitted to the City Attorney two agenda submittal packets for the March 2, 2010, meeting of the City Commission. These packets contain final drafts of aviation lease documentation for parcels 3A and 3B of the southeast quad of the airport, for BETNR Industrial Development Corporation and Advanced Composite Solutions, respectively. Combined, these leases will generate revenue to the airport fund in the amount of \$21,954.24 per year.
- Staff continues to work with the Finance Department and the Legal Department regarding financial obligations owed to the City by Ormond Beach Aviation, aka Euro American School of Aviation (EASA). Staff hand delivered a notice of default to the premises last week.
- Staff researched, composed, and submitted design proposals for 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.
- Staging and stockpiling of supplies and materials for the airfield electrical improvements project continued again this week. Work on this project is expected to commence on February 15, 2010.
- Staff attended the weekly airport safety meeting at Daytona Beach International Airport.
- Staff previously received approval from the City Commission to award a contract for phase 2 of the airport security upgrades project. This work is expected to commence in mid-February 2010. 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 a determination that final design work on the OBMA public use heliport project will soon be complete, and that grant closeout documents will be forwarded in 60 to 90 days. Staff secured FAA approval for the September 30, 2009, deadline to complete the design portion of the OBMA public 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.

Finance/Budget/Utility Billing Services

- **On-going Projects**
 - In December, staff complied the fourth request for information from the IRS. We are awaiting review of this information.
 - Preparation of year-end audit. As approved by the Commission approx. \$545,455 moved to deferred revenue for VCSD contribution which will be recorded (and designated) over the period of the contract and \$54,545 designated for future maintenance and capital projects. An additional \$2 million will be reserved for revenue stabilization.

- **Completed Projects - Weekly**
 - Processed 34 Journal Entry Batches (# 1582 - 1659).
 - Approved 26 Purchase Requisitions totaling \$287,148.63.
 - Issued 27 Purchase Orders totaling \$141,858.49.
 - Mailed "Letter of Intent to Award" for Bid No. 2010-04, South Ormond Neighborhood Center Field Lighting Upgrade, to five (5) submitters on 02/03/2010.
 - Held evaluation committee meeting for RFQ No. 2010-07, John Anderson Drive Roadway Improvements, on 02/04/2010.
 - Held pre-bid conference for Bid No. 2010-12, Rima Ridge Wellfield Expansion, Wells 54, 55 and 56, on 02/04/2010.
 - Prepared 176 Accounts Payable checks totaling \$635,733.37 and 21 Accounts Payable EFT payments totaling \$21,554.25.
 - Prepared 56 Payroll checks totaling \$52,990.04 and 319 Direct Deposits totaling \$368,481.15.
 - Transferred IRS 941 payment of \$138,516.56.
 - Processed 4,877 cash receipts totaling \$581,213.74.
 - Processed 1,379 utility bill payments through ACH totaling \$59,339.01.
 - Processed and issued 2,081 utility bills with billed consumption of water of 7,830k.

- **Public Information**
 - **Press Releases**
 - Ormond Shores Stormdrain Replacement
 - Movies on the Halifax
 - Walking with the Manager
 - Youth Volleyball
 - Citizen Contacts

- **Grants**
 - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements.
 - Submitted the request for VOCA 2010-2011 continuation funding with an increase of 10% from \$36,860 to \$40,546. A determination should be made in the summer.

Fire Department

- Attended Volusia County Fire Chief's Association meeting. Discussions included upcoming priority dispatch changes countywide for EMS. County EMS is to tentatively have information for review for the Fire Chiefs by the end of the February.
- Meeting with Commissioner Kent on Insurance Services Office (ISO) program, staffing, and service operations.
- Meeting with Utilities Department, Dave Ponitz & staff, regarding Division of Emergency Management State Emergency Response Commission Hazmat Registration. Discussed the Tier 2 reporting requirements for the City of Ormond Beach for hazardous materials.
- Meeting with Fleet Maintenance to discuss possible servicing procedures for fire apparatus's Opticom traffic system.
- Continued working on Collective Bargaining related IAFF 2008-2011 contract.

- Held bi-weekly administrative staff meeting.

Weekly Statistics

4 Fire
8 Fire Alarms
1 Hazardous
44 EMS
6 Motor Vehicle Accidents
19 Public Assists

82 TOTAL CALLS

- Aid provided to other agencies: **13 calls**
- Aid received from other agencies: **0 calls**
- Total staff hours provided to other agencies: **14 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **1**
- # of overlapping calls: **12**

Training Hours

5 EMT Refresher Module 4
5 EMT Refresher Module 7
1 Leadership
4 Professional Development
30 Pump Operations
5 Tactics
20 Technical Rescue

70 TOTAL STAFF HOURS

Activities

- Updated 98 pre-fire plans
- Conducted 12 fire inspections with 6 safety violations discovered
- Station Tours Conducted:
 - Station 91 – Explained smoke detectors to Brownie Scout Troop / 6 children.
Showed apparatus and equipment to birthday party group / 12 children and 8 adults.
 - Station 94 – Little Blessings Preschool / 60 children

Significant Incidents

Fire

Date: Thursday January 28th

Type of Call: Structure Fire

Address: 190 S. Atlantic Ave.

Dispatch Time: 2:02 PM

Cleared Time: 2:26 PM

Jurisdiction: Ormond Beach

Units on Scene: Ormond Beach Quint 91

Incident Description: Dispatched for smoke in a structure at the IHOP restaurant. Upon investigation found a stack of rags which had spontaneously combusted and was smoldering. Business was evacuated and rags extinguished. Thermal Imager was used to ensure no extension. Value of property saved including contents and building = \$ 500,000.

Fire

Date: Monday, February 1st

Type of Call: Structure Fire

Address: 1335 Hand Ave., Lot 6

Dispatch Time: 7:51 AM

Cleared Time: 8:17 AM

Jurisdiction: Volusia County (in Holly Hill)

Units on Scene: Ormond Beach Quint 92, Volusia County Sheriff's Office

Incident Description: Dispatched as automatic aid for a structure fire in Volusia County District 11 (also dispatched were Rescue Engine 93, Battalion 90 and Volusia County Engine 11, which were canceled en route). Quint 92 arrived on scene of a single wide mobile home with nothing showing. Q92 established command and went into investigative mode. Resident stated contents of the oven ignited while in the self cleaning mode. The fire was extinguished, oven was removed from structure and mobile home was ventilated. Also dispatched were Rescue Engine 93, Battalion 90 and Volusia County Engine 11, which were canceled en route.

Human Resources

- Job Requisitions
 - PD - Police Officer
- Approved/Active Recruitment
 - PD - Police Chief
 - Leisure Services – PAC Supervisor
- Background/Reference Checks
 - Utilities – Wastewater – Maintenance Worker II (Joseph Russell)
- Terminations/Resignations/Retirements
 - PW – Office Assistant III (Shannon Longfellow) – resignation - effective 02-26-10
 - PD – Police Chief (Mike Longfellow - retirement – effective 03-31-10
 - FD - D.E./EMT (W. Lee Miller) - retirement – effective 04-30-10
- Promotions
 - Leisure Services – Recreation Manager (Stefan Sibley) – effective 02-08-10

Leave Status & Restrictions Update

- FMLA – Public Works – Leave began 11-09-09, expected return to work date is unknown at this time. Has exhausted leave entitlement under FMLA. Employee unable to return to work. Expected to request a personal leave of absence for duration of medical disability.
- FMLA – Public Works Department – Employee requested six weeks effective on or around 02-13-10. Eligible leave entitlement would expire 5-8-10.
- FMLA – Police Department. Leave began 12-7-09. Expected return to work 3-1-10. Eligible leave entitlement expires 03-01-10.
- FMLA – Leisure Services – Leave began 02-04-10. Approximate return to work date is 03-11-10. Eligible leave entitlement expires 04-29-10.
- FMLA – Fleet Division - Leave began on 01-15-10. Expected return to work date 3/1/10. Eligible leave entitlement expires 04-09-10.
- Workers' Compensation – Public Works Department – returned to work with no restrictions 02-01-10.
- Workers' Compensation – Leisure Services Department, currently working modified duty. Beginning physical therapy; sessions scheduled for 4-12 weeks. Employee will be re-evaluated for return to work after PT is completed.

Policy Under Review

- Update of email policy to expand language regarding proper use of email. To present to department heads week ending 01-30-10.
- Update of cell phone use policy to include language regarding visual distractions while driving, i.e., texting, emailing, etc. To present to department heads week ending 01-30-10.
- Update of No Smoking policy – ban to extend to City vehicles. Presented to department heads.

Risk Management

- Settlement demand: Motor vehicle accident; Both vehicles totaled (October 2009) – City driver considered 20% at-fault for causing the crash. Other driver's insurance demanding \$1,376.03 after paying 80% of City's demand.
- Injury – The employee was involved in restraining a suspect, was pushed backward into an apparatus and suffered back pain. A medical evaluation cleared the employee for full duty.
- 11 Negative Random drug test results and 5 negative random alcohol test results.
- Distributed proposed changes in level of insurance coverage for insured facilities to members of the Program Committee via the City Attorney's Office. Anticipate discussion and feedback at February committee meeting.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - Floor – Done
 - Electrical – Vendor scheduling
 - 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: - 43 New work - 45 completed - 45 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	85,190	Net Inbound E-Mails	25,396
Inbound Bad E-Mail	25,352	Percentage bad mail	31.7%
Virus Messages Blocked	1,052		
- Geographical Information Systems (GIS)
 - Addressing Additions: 27 Changes: 0 Corrections: 20
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administrative Services
 - Supervisory Staff Meeting
 - Public Works Staff meeting
 - City Manager's Staff meeting
 - Staffing Meeting
 - City Commission Meeting
 - Consolidated Green Services Meeting
 - Eagle Scout Project Meeting
 - Trails So. 40 Medians Meeting
 - Facilities Maintenance Supervisor meeting
 - Volusia County – BPS Restrooms
 - Volusia County – Off Beach Parking Agreement
 - Upcoming Projects Discussion

- Athletics
 - The City Men's Softball Winter League continues their game season this week at the Dale Buttleman Softball Quad 1. Games are held Monday, Wednesday, and Thursday night this week at 6:30, 7:45 and 9 p.m.
 - Girl's and OBYBA Boy's Basketball Games continued this week at both the South Ormond Neighborhood (M, W, F) & Nova (M – F) Gyms.
 - The OBYBSA competitive teams, the Lady Renegades and the Golden Spikes, continued practicing this week at the Quad, Nova Fields and the Kiwanis Field.
 - Harry Wendelstedt's Umpire School continues at the Sports Complex this week, and runs through early February. 130 umpires are here for the 5-6 week program, Monday – Saturday.
 - CCA and FLHS Softball, as well as RBA, SHS and FLHS Baseball, continued practices this week at the Sports Complex.
 - Louis Camacho continued his Spring 11 V 11 Adult League on Sunday, with 6 teams competing. This is held from 10 a.m. to 2 p.m. and will continue through March 28th. This is a rental.
 - Ormond Beach Golden Spikes, the competitive baseball program of the Ormond Beach Youth Baseball/Softball Association, continued AAU League play this past Sunday at the Nova Community Park fields. These games will run most weekends through the month of May.
 - NSA held an Adult Softball Tournament this past Saturday at the Sports complex, Softball Quads 1 and 22. Ten teams competed. This was a rental.
 - Upcoming Spring Programs: City Adult Coed Softball, City Youth Coed Volleyball, OBYBSA Recreational Baseball and Softball, Ormond Beach Soccer Club Spring Season

- South Ormond Neighborhood Center
 - OBYBSA basketball games were held Monday, Wednesday and Thursday.
 - PAL basketball practices were held Tuesday and Friday evening.
 - Youth basketball activities took place everyday except Sunday.
 - Staff continues to make the necessary repairs and cleanup to both the inside and outside of the facility as needed.

- 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 fence lines, cleaned skateboard park, tennis and handball courts
 - Mowed softball 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
 - Painted foul lines on softball fields
 - Started laying out full-sized soccer fields for upcoming tournament
 - Painted foul lines and prepared baseball fields daily for Umpire School
 - Prepped and repainted soccer field 7 for Seabreeze boys' and girls' district games
 - Cleaned up after daily use of the soccer fields and games
 - Prepped softball fields 1-4 for men's slow-pitch league and Lady Renegades, CCA and Father Lopez practice
 - Collected bleachers from Rockefeller Gardens and stored them behind the Casements
 - Prepped fields 1-5 at Nova Park for practices and weekend games

- Reset all irrigation controllers to water less as weather and grass indicates
- Prepped three softball fields for weekend men's tournament

- 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 Dream Tree water treatment seminar on Monday. Over 30 interested individuals attended the informative seminar on water purification.
 - 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 spent the week preparing for the return of the Blues Brothers production on Friday. The show will include impersonators performing as The Blues Brothers, Elvis, Dean Martin, Paul Simon and more.
 - 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 5 th	•	The Blues Brothers Revue - \$15
February 9 th	•	Life in a Jar - FREE
February 13 th	•	Founder's Day Celebration - \$10/\$5
February 19 th	•	Wyotech Graduation
February 20 th	•	Aberdeen Revue - \$15
February 21 st	•	Aberdeen Revue - \$15
February 24 th	•	Daytona Beach Concert Band - FREE

- Community Events
 - Birthplace of Speed Celebration: Contacted potential sponsors; created and updated sponsor letter and sponsor flyer; tracking registration; staff is still working on securing permits for the beach parade
 - Art in the Park: Contacted past sponsors; staff begins the mail-out process for Art in the Park application; staff is finalizing the web-application.
 - Community Events Coordinator attended a meeting with the Acting Recreation Manager reviewing event updates.
 - Attended Memorial Day event planning meeting

- Gymnastics
 - A new session started this week, and it was nice to see many returning students and more new students joining the classes.
 - The cheer team is continuing to prepare for their first competition coming up at Mainland High School on February 20th.

- 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.
 - Athletics met for basketball games on Monday through Friday in the evenings at Nova and on Saturday from 9:00 a.m. until 2:00 p.m.
 - Girl Scout Troop 195 met in the small classroom on Wednesday evening.
 - Special Populations Jazzercise met for their second 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 sending performer information for the event, registering participants, confirming music for the performance, and developing the volunteer list.
 - Challenger Volleyball met for their second practice on Tuesday in the Nova gym.
 - Planning continued for Camp T. Rec including confirming the field trip sites, confirming guest visitors and finalizing the monthly calendar.

- The Casements
 - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
 - The Ormond Beach Garden Club began setting up for their annual Sweetheart Tea on Tuesday, February 2nd.
 - Yoga classes continue this week on Tuesday mornings and Thursday evenings.
 - The Ormond Beach Garden club held their annual Sweetheart Tea on Wednesday. Judging was from 8-noon, and open to the public from 12:30 to 3:30.
 - The Memorial Day Board met at The Casements on Wednesday in the Preservation Room from 11:30 a.m. to 12:30 p.m.
 - Tai Chi classes continued this week on Wednesday evening from 7:00 p.m. to 9:00 p.m.
 - Zumba classes continued this week on Thursday afternoon from 4:00 p.m. to 5:00 p.m.
 - Days of Thunder was previewed this week on Wednesday.
 - “Movies on The Halifax” is scheduled for Friday night at 6:30 p.m.
 - Set up for “Unity in Our Community” began on Thursday and Friday.
 - “Unity in Our Community” is scheduled for Saturday, February 6th from 10:00 a.m. to 3:00 p.m. with a \$3.00 admission.

- Facilities Maintenance
 - Prepped area to pour concrete slab for new A/C system at the Water Plant
 - Repaired flag light at Fire Station #93
 - Repaired decorative streetlight on Palm Place
 - Installed two new trash receptacles at Fire Station # 91
 - Repaired electronic gate at the Water Plant Jefferson Street entrance
 - Repaired wireless keypad transmitter for north gate at the Water Plant
 - Repaired door at Human Resources Department in City Hall
 - Repaired paper towel dispenser in kitchen at Ames House
 - Repaired door lock in utilities bay at Public Works

- Parks and Irrigation
 - Capped all zone lines and cut and taped all zone wires for future job at Airport Business Park

- Replaced two backflow valves on West Granada medians
- Replaced three rotors on West Granada medians
- Ran zones at Rockefeller and Casements. Inspected damage from Native American Festival; flagged two zone line breaks and replaced two heads
- Cleaned debris from streetscape valve and tested
- Replaced one timer on West Granada medians
- Dug up and repaired two zone line breaks. Found one more break and flagged area
- Replaced zone valve and solenoid at Police Station; replaced two spray heads and nozzles
- Installed new irrigation system at Domicillio lift station
- Dug up and repaired line break #3 at the Casements and tested system
- Replaced two spray heads on South US1 medians; tested two zones
- Replaced 18 rotor heads on West Granada medians
- Repaired park bench by waterfall at Memorial Gardens
- Repaired broken hose bib at Riverbend Park
- Installed basketball nets at Central Park III
- Replaced broken water line for fish cleaning sink at Cassen Park
- Installed new trash receptacle at Milton Pepper Park
- Repaired drinking fountain at the east field dugouts

Police Department

- Administrative Services
 - Officers received 8 requests for extra patrols (generated by citizens, City personnel, etc., due to suspicious activity or offenses).
 - Attended Department Directors' meeting with City Manager.
 - Attended City Commission meeting.
- Community Services & Animal Control
 - Animal calls responded to: 40
 - Animal reports: 7
 - Animal Bites: 2
 - Animals to FHS: 3
 - OBPD 's First Animal Shot Clinic Held 1-30-10. Was a big success.
- Criminal Investigations
 - Cases Assigned: 25
 - Cases Cleared by Arrest/Complaint Affidavit: 7
 - Cases Exceptionally Cleared: 6
 - Inactive: 5
 - Fraud: 1
 - Burglary Business: 0
 - Burglary Residential: 3
 - Larceny Car break: 3
 - Grand Theft: 11
 - Auto Theft: 2
 - Offense Against Family/DCF Reports: 2
 - Missing Persons: 1
 - Recovered Missing Persons: 1
 - Sex Offense/Rape: 1
 - Robbery: 0
 - Assaults: 0
 - Deaths: 1

- **Crime Trends: Air Conditioner thefts from closed businesses for copper.**
 - ***Comments: We have just identified three subjects believed to be involved in the recent rash of air conditioner/copper thefts. Charges are being prepared and the investigation continues.***

- Records:
 - Walk-Ins / Windows 214
 - Phone Calls 319
 - Arrests / NTA'S 23
 - Citations Issued 218
 - Citations Entered 398
 - Reports Generated 361
 - Reports Processed 121
 - Mail / Faxes / Records Requests 120

- Operations
 - 01/28/10 – Burglary Carbreak – S. Atlantic Avenue
 - 01/28/10 – Burglary Carbreak – W. Granada Blvd. – suspect entered unlocked vehicle, removed purse and credit cards; suspect fled scene in vehicle bearing a stolen tag; credit card used in Port Orange shortly afterward; investigation continuing.
 - 01/28/10 – Burglary Carbreak – Williamson Blvd. – unlocked vehicle; purse and credit cards taken.
 - 01/30/10 – Burglary Residence – Park Place – entry via front door; laptop taken.
 - 01/31/10 – Burglary Carbreak – Fisherman’s Circle – unlocked vehicle; purse with checkbook and other items taken.
 - 01/31/10 – Auto Theft – Queen Anne’s Court – vehicle stolen from side yard of residence; victim unsure if keys were left with vehicle.
 - 02/01/10 – Larceny Grand – North US1 – internal coil components of A/C units removed from three separate businesses.
 - 02/01/10 – Larceny Grand – S. Yonge Street – internal coil components taken from A/C unit of business.
 - 02/01/10 – Larceny Grand – North US1 – trailer and tools contained within stolen.
 - 02/01/10 – Vehicle Pursuit – Holly Street – while checking buildings for A/C unit thefts an officer spotted a suspicious vehicle behind a business; officer attempted to stop the vehicle but it fled; stop sticks were utilized to stop the vehicle and arrest the driver; investigation continuing.
 - 02/02/10 – Burglary Residence – S. Halifax Drive – home entered; items taken.
 - 02/02/10 – Loitering & Prowling – Amsden Road – officers arrested an individual who had hidden his bicycle in a wooded area and was prowling through the neighborhood; had a bag of sprinkler heads and equipment in his possession.
 - 02/02/10 – DUI – Williamson Blvd. – individual arrested for his fifth DUI offense.
 - 02/03/10 – Burglary Residence – Oak Avenue – back door forced; TV, food and medicine taken. Investigation led to suspects in the previous A/C unit thefts.
 - 02/03/10 – Burglary Carbreak – S. Atlantic Ave. – unlocked vehicle; cash taken from vehicle.

- Traffic Unit:
 - 02/03/2010 - Crash w/Injuries – DUI -Clyde Morris Blvd. / Hand Avenue: A motorist turned left and struck an opposing vehicle, injuring three occupants, and then fled the area. Officer Sanders noticed the damaged vehicle westbound on Hand Avenue before the call came in and stopped it. Driver was heavily intoxicated (alcohol and marijuana). He was arrested and submitted to a breath test. This was the suspect’s 4th DUI since 2000. He was charged with felony DUI, felony hit & run, possession of drug paraphernalia, attaching an unassigned tag, violation of right-of-way, no proof of insurance.

- 01/29/2010 - Assist DBPD - Suicide Attempt - I-95 and LPGA Blvd.: VCSO requested our motor units for traffic assistance in shutting down both directions of I-95 and LPGA Blvd. A person was hanging off of the overpass and threatening to jump. After about 40 minutes of gridlock and negotiation, DBPD talked the person down and took him into custody. The shutdown caused major traffic congestion on I-95 and Williamson Blvd. which required several units on signal boxes in the west end of Ormond Beach to flush out over another 45-60 minutes.
- Three motors provided assistance to DBPD for a NASCAR escort on Tuesday.
- Traffic citations issued: 123
- Parking Citations 4
- Crash - No Injury 9
- Crash - Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 91
 - 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
 - Enforced Complaints:
 - 100-500 Block Clyde Morris Blvd.
 - SR 5A / Sterthaus Drive
 - S. St. Andrews (Tomoka Oaks)
 - 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: 3 Cases Initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 1 Cases initiated
 - Zone 4: 2 Cases initiated
 - 3 tree removal permit requests
 - Administrative staff assisted with forty-three (43) telephonic inquiries.

Public Works

Engineering

- Hardened Data Center- Waiting for a special socket for generator.
- 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- Contractor is expected to begin pipe cleaning and tie-ins next week. Awaiting response from FDOT on water main crossing along the bridge.

- 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 – The contractor completed the paver installation for the second phase of the project. Next week the colored concrete banding will be acid washed and sealed and the broken asphalt will be cut out and patched.
- Downtown Improvements – The new furnishings are scheduled to be shipped on February 15th. Staff will be installing the new furnishings and removing the decorative planters along the entire downtown streetscape. Staff is considering alternate locations for the concrete planters.
- OBSC Replacement Netting – The Purchase Order is being reviewed for approval. The contractor has scheduled the installation to begin on February 14th.
- Ormond Shores Stormdrain Replacement- Staff met with the contractor for pre-construction meeting. Construction will begin next Monday and will last approximately three weeks.
- Design Projects:
 - Water Treatment Plant Distribution System, Phase II- Staff will meet with consultant next week 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 at 35%.
 - Airport Rd Forcemain Extension- Design is approximately 80% complete. Permits are being worked on for the proposed construction.
 - SR40 Sdwk/Trail Phase I- Sent contract documents to Contractor
 - SR40 Sdwk/Trail Phase II- Advertised project
 - OBSC Boundless Playground – Staff is revising the preliminary concept plan to aid the manufacture in completing a finalized design.
 - South Ormond Rec. Center Lighting- Prepared Contract documents
 - LED Lighting Conversion- The lighting rep is loaning the City two LED fixtures for testing on New Britain Avenue. This will give staff an opportunity to view and select the best wattage fixture for replacement in the Downtown side streets and CDBG areas.
 - Granada Beach Approach- The construction award was approved at the February 2nd City Commission meeting.
 - Granada Bridge Decorative Pole Replacement – Staff is awaiting a revised proposal from the McKim & Creed for structural engineering services.
 - Ormond Parkway Park – The 90% plans were submitted, reviewed and sent back to the consultant to be revised. A preliminary cost estimate from local contractors brings the project in below the construction budget.
 - Urban Forestry Grant – Staff is finalizing the application / plans to be submitted before February 12, 2010.
 - Tomoka State Park- Sent plans to FDOT
 - 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.
 - 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- Project is advertised for bidding, pre-bid conference will be next Thursday.
 - SR40 – A1A to Beach St.- Submitted Utilities Work Schedule to FDOT
 - US1 & SR40- Prepared utilities relocation schedule , plans and MOT
 - Stormwater Study – Consultant presented the study findings and recommendations to the City Manager.

- Wastewater Treatment Plant Expansion and Rehabilitation – Consultant prepared final plans for submittal to FDEP for SRF/ARRA inclusion.
- John Anderson Drive – Reviewed RFQ submittals.

- Administration:
 - Processed project invoices/pay requests totaling \$204,817
 - Prepared requisitions/PO's totaling \$51,225
 - Compile all underground utilities information for the WWTP area for new watermain installation and forward to CDM.
 - Submitted utility permit for US1 and SR 40 water line relocation
 - Responded to FDOT conceptual on Nova Rd and US 1
 - Reviewed additional scope of services for the EVRWA Nova Canal study.

- Meetings:
 - Naviline- Staff held a workshop with a Sunguard representative to discuss implementing Naviline for Engineering permit tracking and inspections.
 - Private Stormdrain System Maintenance- Staff met to review gathered information and to discuss options and recommendations regarding HOA drainage systems and primary drainage canals.
 - Met with FDOT regarding the alternate bike lanes from Beach St to Washington
 - Attended Volusia Area Utilities meeting
 - Met with Nodarse for soil boring on SR 40 and Shadow Crossing
 - Held pre bid meeting for SR 40 Phase 2
 - Attended East Volusia County Safety Committee
 - Attended meeting on First Coquina Coast desalinization study

- Customer Service:
 - Stakeout property corners @ 832 & 844 Marvin St. for possible code violation for N.I.D.
 - Provide SWMP documents and information to Harpster Engineering for new home construction.
 - Responded to 703 Buena Vista standing water complaint

- Other:
 - Field locate and re-stake out all property corners @ proposed Rima Ridge Well site locations.
 - Complete final change requests and create location maps on the easement information for major stormwater ditches through out the city for commission presentation.
 - Modify drawing for bike route.
 - Modify standard details.

Environmental Systems

- **Street Maintenance**
 - Asphalt/Concrete
 - Level roadway at N. Yonge and Kenilworth
 - Repair asphalt spillway at Melrose W/O N. Beach St.
 - Repair asphalt roadway on Pinecone (Trails)
 - Form up to pour concrete at the Sports Complex (5' x 8' Wastewater utility cut), Air condition pad at the Water Plant, broken sidewalk at Riverside and Cardinal, and 863 Marvin (gutter for Water Dept.)
 - Wastewater utility patch at Airport Sports
 - Water Department utility patch at 863 Marvin Road
 - Pour sidewalk at Riverside and Cardinal

- Pull form boards at Airport Sports

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Trimming on Sterthaus

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Weed control at various DOT locations
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Park III & Division Avenue
- Maintenance of various vehicles
- ROW trimming citywide
- Fill potholes on Pineland Trail
- Assist concrete crew at Airport Sports

Sign Shop

- Place cones & signs at Fire Station #92 to block traffic for contractor grinding the concrete sidewalk at the driveway
- Continue fabrication of HIP street names for an additional 33 intersections along N. Beach St.
- Repair signs at the following locations:
 - Wilmette Ave. eastside of RR tracks, replace RR warning sign & straighten the post
 - Replace missing object marker at the SW corner of the Main Trail bridge
 - Dix Ave. & N. Ridgewood Ave., straighten stop sign post

- **Stormwater Maintenance**

Maintenance Crew

- Locates citywide
- Carp Barriers inspected and cleaned
- Remove sediment barrier – Casements
- Fixed wall at Golf Course – Airport
- Line cleaning – Vacon
- Repairing storm pipe – Ocean Shore
- Basin Repair – South Forty and Winding Woods
- Basin Cleaning – Citywide – All zones
- Deer Creek – Final Inspection
- Canterbury - Inspection

- **Streetsweeper – Street Sweeping**

- Truck down – fuel tank sent to Starke for repair

Fleet Operations

PM Services completed for the week:

Emergency—Vehicles and Equipment Non-Emergency Vehicles and Equipment

7

28

Road Calls for the week:

4

Accidents for the week:

Total: 1
#418 Building Maintenance

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>
8376 gallons	16400 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.

• **Utilities Division**

- 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. Coordinate with Finance regarding formal presentation of water audit with CUP Permit response.
- Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): Received amended draft CCC Plan and Ordinance for review by staff. Received confirmation from HDI accepting recommendations presented by Jaffe Corporation (Trails and Town Square SC) regarding administration of notices during inspection activities at Jaffe managed facilities.
- Open Top Roll-Off Style Container Filter – Prepared bid documents for review and comments.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff to prepare Change Order upon final understanding and receipt of additional contract time request and justification from Contractor. The proposal will be modified to be actual cost with an estimate for 150 days of time. Influent pump station was started up this week and all pumps operational. Pump 3 illustrates flow restrictions due to entrained air. An air release valve was installed. Attended the construction progress meeting. The substantial completion date was determined to be 2/2/10. The contractor worked on communication problems between the influent pump variable frequency drives and the programmable controller. Reviewed the polymer system O & M manual.
- Wastewater Treatment Plant Rehab/Expansion Project - Pre-bid meeting scheduled 2/23/10.
- Division Ave. Well 7A and 18A Rehabilitation. Minor electrical and remote telemetry work also remains for completion prior to final acceptance.
- Water Treatment Plant High Service Pump Station VFD Conversion –The contractor performed the work proposed in Field Orders 1 through 4. Prepared Field Order 6 to relocate the VFD controller for Pump #1. The VFD controller was relocated.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) – The design engineer nearing completion of design activities.
- Pump Station Repair and Replacement Project: Continuing major piping installation and bypass pumping operations underway at LS 6M. The access ladder is deteriorated and is found to be in need of replacement. Currently assessing ladder replacement types and costs. Obtained site plan information on Shadow Crossings Pump Station to obtain a driveway permit. Obtained site plan drawings. Lift station is functioning. Punch list needs to be developed. Fencing, landscaping and driveway needs to be completed. Laurel Oaks Lift Station near property owner concerns addressed. Installed a privacy fence. Reviewed draft change order submittal for Ormond Mall Lift Station. Awaiting receipt of modified pricing.

- State Road 5 at State Road 40 (US1 & Granada) – Reviewed the draft set of plans and sent comments to the Engineering Department. Prepared specifications for the project. Began preparing the permit submittal for Volusia County Health Department. Field checked design drawings.
- State Road 40 from the West End of the Granada Bridge to SR A1A – Received and reviewed the draft set of plans from Engineering. Sent drawings to Engineering drafting department for preparation. Prepared specifications for the project. Field checked design drawings.
- Airport Widening Project (Utility Relocation JPA) – Modification of the existing pig port valve vault eliminated it being a hazard in the clear zone and thus eliminated previous the need for a guard rail and subsequent pipe relocation was avoided.
- 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. Engineering wants to include the pipe work and paving inside the plant as a change order.
- Water Storage Tank Rehabilitation – Received a revised proposal from CECS to repair the Standish Avenue Water Storage Tank. The rehabilitation cost remained at \$18,950. Prepared a draft sole source memo for review and comments.
- SPRC – Received approved plans for Ormond Grande. Received a modified detail sheet for Racetrac. Met with engineer to discuss the need to revise pump station calculations for the smaller interior diameter HDPE used for the force main in this project. Discussed BETNR at the SPRC meeting.
- 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.
- Airport Rd. Force Main – Reuse Main to Breakaway Trails – met with consultant onsite to discuss plan details and operations aspects of future improvements. The pressure requirements for reuse delivery to Deer Creek are being researched. The pressure requirements will determine booster pump station parameters for delivery of adequate reuse.
- Meeting scheduled with Hunter's Ridge Consultant for discussing developer draft response to additional information request from SJRWMD for proposed Land Use Amendment in Flagler Co. – City endorsement of response is requested.
- Prepared revised analysis and forwarded water and wastewater capacity response to CTLC for SW Service Area Property proposed land use amendments in wholesale water and sewer service area with Daytona Beach.
- Roberta Road and John Anderson Drive – Sent field mark ups to drafting to prepare a set of record drawings.
- Water Distribution
 - Repaired or replaced 18 Residential meters, replaced 6 water services, replaced 3 meter boxes/lids, replaced 6 water services
 - Repaired/responded to 18 service leaks, responded to 3 low pressure complaints, responded to 4 customer assistance calls
 - Tested for accuracy and rebuilt 1-3" water meter, rebuilt the large meter test bench, delivered the MUN-IV large meter tester to Mars company for calibration and upgrades
 - Repaired 6, installed 2, and tested 16 city owned backflow preventers
 - Flushed Ormond Shores Dr, Greenwood Ave, Kenilworth Ave
 - Performed maintenance on 7 fire hydrants and installed riser kits on 2 fire hydrants
 - Located, exercised 21 valves, located 10 valves for future shut down.
 - Performed a water main shut down for Thad construction to install a valve and cap to isolate the water main during construction of new storm water piping on Ormond Shores Dr

- Rescind the boil water alerts for the US1/Dix Ave shut down and E. Granada shut down
- All vehicles were cleaned and re-stocked.

- Water Treatment
 - Delivered to system 32.312 million gallons week ending Jan. 31, 2010.
 - Backwashed 18 filters for a total of 890,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered lime sludge.
 - Completed semi-annual EN-50 Report to the St Johns River Water Management District for recorded values of raw water well pumpage.
 - Scheduled WQ flushing to begin Feb. 9th as follows: Beachside on Tue. and Wed. nights, Mainland (river to RR) on Fri. and Sat. nights.

- Waste Water Collection - Reuse
 - Crews Responded to seven trouble calls.
 - Crews replaced soccer field sewer lateral to pep tank and repaired a four inch Irrigation main line (US1 median irrigation system).
 - Seventeen sewer laterals televised and Root controlled three sewer laterals.
 - Assist contractor at Wastewater Plant on start up of influent pump station.
 - Crews rehabbed pep tank at 47 Hunt Masters
 - Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Estimated 32.63 Domestic and Industrial Wastewater flow Million Gallons
 - Produced 9.94 Million Gallons of Reuse
 - Produced 22.69 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 4.66 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 102.48 (14%-18% Solids).
 - Centrifuge performance testing and optimization is projected for the second week of February.
 - Influent Pumping station was placed online this week and is nearing full functionality – minor programming for automation is necessary.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Replaced photo cell on light at sand filters.
 - Installed fuses at well 21SR and pumped down pit.
 - #4 Sodium Hypochlorite pump gearbox failed and inner rotating assembly cracked. Gearbox was replaced one year ago. New gearboxes have been ordered and purchase request written for new rotating assembly.
 - Tightened belts on Aerator #1 Blower.
 - Received price quotes from Avanti Corp. for meter rehab project; this will include replacing meters and installing SCADA to remote read back to the water plant. Ongoing
 - Assisted contractors on site for VFD project
 - Performed PM's to Rima Ridge wellfield.
 - Performed PM's to LPRO and Lime Softening plant equipment.
 - Performed PM's to SR40 wells and Hudson Wells.
 - Performed PM's to Booster pumping stations.
 - Performed PM's to Division Ave Wellfield.
 - One Technician on vacation all week.
 - Cleaned shop and put away spare parts.

Wastewater Plant – Lift Stations – Reuse System

- Replaced GFI receptacle and box at reuse transfer pumps.
- Worked with Sanders Company on replacement pump controller for 7P liftstation. Tested good
- Bench tested 3 Multitrode liftstation controllers, placed on shelf for spare parts inventory.
- Installed new RTU batteries at 7M, Riverbend, 5M and Southern Pines liftstations.
- Reset RTU breaker at Laurel Oaks liftstation.
- Installed new sump liner, pump and piping on Effluent Pump station.
- Replaced float on Dewatering pump station.
- Installed wash down line at Effluent station.
- Bear Creek pump #2 not pumping, found during Monthly inspection found Sewer clean out cap jammed in pump Volute.
- Replaced Alternator at Ormond Green liftstation.
- Performed Monthly generator checks at liftstations and informed fleet of fuel levels.
- Deragg all 4 submersible aerators.
- Performed PM's to all plant equipment.
- Cleaned shop and put away spare parts
- Performed monthly PM's to 20 liftstations(cleaned and deodorized)
- Performed annual PM's to 6 liftstations(pull pumps, resleeve impellers, etc)
- Utilities Maintenance performed 114 work orders for week of which 85 were preventative maintenance and 29 were repair work orders, as reported in MP2 system.
- Regulatory Compliance and Water Quality
 - Wastewater:

Met with Chief Operator to present a format for completing the Plan of Study required for revised local industrial discharge limits.
 - Drinking Water:

Updated database and reviewed results for the on-going lead/copper coupon rack study.
 - Additional Miscellaneous Utilities Staff Updates and Information:

SERC (State Emergency Response Commission):
Prepared a spreadsheet to document chemicals at the water and wastewater facilities to assist in completing the Tier II forms. Met with the Chief Operators to discuss the required information.

Consumptive Use Permit:
Completed the CUP Breakaway Trails irrigation report and submitted electronically to the SJRWMD along with the required well chloride report and wetland monitoring levels and rainfall report due January 31, 2010.

Reviewed EN-50 forms and provided comments.

CCR (Consumer Confidence Report):
Continued data collection and reviewed any regulatory changes related to publishing standards and information format guidelines for presentation to customers of Year 2009 CCR or Annual Water Quality Report.