

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 22, 2010

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

### **City Manager**

- Reviewed and prepared with staff as follows:
  - Met with Finance Director and I/T Manager on IT/Financial software issues
  - Met with Economic Development Director on Ormond Crossing and CRA issues.
  - Met with Planning Director on CTLC
  - Met with IT Director on staffing issue and Chamber monitors
  - Met with Planning Director, Leisure Services Director, Finance Director, Deputy City Engineer and Assistant City Manager on landscaping improvements at Bailey Riverbridge Gardens
  
- Attended:
  - MLK celebration at SONC
  - Marc Bernier show with Mayor
  - Met with Mr. Bill Partington, regarding gas station on West Granada Blvd.
  - Met with Theresa Rogers and Vicki Puth from Ormond Beach YMCA
  - Participated in TABOR conference call
  - Goals Workshop
  - County Council meeting on CRA – Item was tabled after we got there.

### **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
  - City Commission Goals Workshop
  - Neighborhood Improvement Advisory Board

### **Community Development**

- Planning
  - Planning was informed on January 21st by the Planning Department in Daytona Beach that an RFI will be issued as part of the VGMC review of the City's revised Comprehensive Plan. Apparently Daytona Beach is concerned about the City's proposed revisions to its Comprehensive Plan and the affects such amendments will have on roads in Daytona Beach. The only road that is common regarding city boundary between Daytona Beach and Ormond Beach is A1A.
  
- Building Inspections, Permitting & Licensing
  - 75 permits issued with a valuation of \$513,794.00
  - 154 inspections performed.

- 9 business tax receipts issued.
- Development Services
  - Nothing to report

### **Economic Development**

#### Ormond Crossings

- DCA has set a deadline for the City to resolve the Stipulated Settlement Agreement by February 15, 2010, which requires action by the City Commission on the Remedial Amendment (Comprehensive Plan) on February 2.
- Staff has transmitted the draft Remedial Amendments to DCA and we received two minor comments that will be revised in the document.
- Staff is planning to present to the City Commission on February 2 the Remedial Amendments, Stipulated Settlement Agreement, Development Agreement, Rescission of the prior DRI/DO, and CRA Master Redevelopment Plan update.
- Staff is finalizing the documents and reports for the City Commission meeting scheduled on February 2.
- Staff presented to County officials a draft CRA delegation resolution and TIF program for funding a portion of Crossings Boulevard. Comments from County staff are forthcoming.
- Staff is planning to provide Commissioners with material in advance of the meeting as well as arrange individual briefings for the Commissioners next week to provide an overview of the various components of the project.

#### Airport Business Park

- Staff met to discuss the design of the new directory sign and permanent monument signs at the entrance of Sunshine Boulevard. The widening of the entrance of Sunshine Boulevard and Airport Road, as part of the County's Airport Road improvement project, is underway.
- 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 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 (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.

#### Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with MDEDC and County staffs to discuss potential business opportunities.
- Staff responded to two requests 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.

#### Airport Operation and Development

- Staff conducted a meeting regarding the proposed development of parcel 3 in the southeast quad of the airport. The purpose of the meeting was to resolve storm water, electrical, and fencing matters between the lessees.
- Staff completed revisions to the final draft of an aviation lease between the City and Advanced Composite Solutions for a parcel of land in the southeast quad of the airport. Staff worked with the Legal Department to address changes in lease language requested by Advanced Composite Solutions. The final draft has been forwarded to the proposed lessee for review.
- Staff conducted a meeting with representatives from the Finance Department and the Legal Department regarding late payments to the City by Ormond Beach Aviation, aka Euro American School of Aviation.
- Staff prepared and submitted the Transportation Security Administration General Aviation Vulnerability Assessment report this week. The Ormond Beach Municipal Airport is one of 3,000 general aviation airports across the country tasked by TSA to participate in the survey. The general criteria for participation involves having runway length of at least 2,500 feet, proximity to a major metropolitan area, or proximity to a standing Prohibited Area.
- Staging and stockpiling of supplies and materials for the airfield electrical improvements project continued this week. Work on this project is expected to commence on February 15, 2010. A contract between the City and H.L. Pruitt Corporation for this project was approved during the November 17, 2009, City Commission meeting, along with the associated JPA from FDOT to provide State funding for this project. Sufficient funding has been made available by FAA and FDOT to complete concurrently all four FY2009 AIP projects comprising the airfield electrical improvements project (bid request 2009-13).
- 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 requested and received from FDOT an extension of the Joint Participation Agreement (JPA) associated with the airport security upgrades project. This JPA was set to expire on February 1, 2010. The potential need for additional perimeter fencing in the southeast quad was used to successfully justify an extension of the expiration date to October 1, 2010.
- Staff secured FAA approval for the September 30, 2009, deadline to complete the design portion of the OBMA 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. Approx. \$545,455 moved to deferred revenue for Volusia County School District 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 31 Journal Entry Batches (# 1369 - 1462).
  - Approved 16 Purchase Requisitions totaling \$139,230.93.
  - Issued 9 Purchase Orders totaling \$28,541.51.
  - Advertised Bid No. 2010-12, Rima Ridge Well Field Expansion, Wells 54, 55 and 56, on Sunday 01/17/2010 in the News Journal and on DemandStar.
  - Advertised Bid No. 2010-03, SR 40 Multi-use Trail (Phase 2) Old Tomoka Rd to Breakaway Trails, on Sunday 01/20/2010 in the News Journal and on 01/16/2010 on DemandStar.
  - Prepared 178 Accounts Payable checks totaling \$413,366.31 and 27 Accounts Payable EFT payments totaling \$96,977.17.
  - Prepared 55 Payroll checks totaling \$49,061.23 and 319 Direct Deposits totaling \$371,014.57.
  - Transferred IRS 941 payment of \$154,839.17.
  - Processed 3,578 cash receipts totaling \$334,520.81.
  - Processed 371 utility bill payments through ACH totaling \$25,731.03.
  - Processed and issued 6,235 utility bills with billed consumption of water of 47,079k.
  - Issued 677 past due notices on utility accounts.
- Public Information
  - Press Releases
    - Martin Luther King, Jr., Day Prayer Breakfast – Follow-up Story
    - Arbor Day Celebration – Follow-up Story
    - Media Contacts
    - Citizen Contacts
    - Employee Newsletter Completed
- Grants
  - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements.
  - January Regular/Organizational Meeting of the Neighborhood Improvement Advisory Board

## **Fire Department**

### Operations

- Attended the Volusia County Training Committee which is the sub-committee of the Volusia County Fire Chief's Association.
- Held bi-weekly administrative staff meeting
- Established Telestaff software payroll history report available to all stations

### Weekly Statistics

8	Fire
5	Fire Alarms
7	Hazardous
54	EMS
6	Motor Vehicle Accidents
23	Public Assists
<b>103</b>	<b>TOTAL CALLS</b>

- Aid provided to other agencies: **16 calls**
- Aid received from other agencies: **8 calls**
- Total staff hours provided to other agencies: **19**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **3**

### Training Hours

2	Aerial Operations
2	Pump Operations
48	Technical Rescue
<b>52</b>	<b>TOTAL STAFF HOURS</b>

### Activities

- Updated 24 pre-fire plans
- Conducted 8 fire inspections with 13 safety violation discovered
- Performed hydrant maintenance on 14 hydrants
- Held weekly Fire Explorers meeting at Station 92

### Significant Incidents

- On Wednesday January 13<sup>th</sup> at approximately 8:30 PM we responded to a residential fire at 232 S. Beach St. Upon arrival the home was fully involved. According to the owner, who was the only occupant in the home, the fire began in the fireplace from burning palm fronds being used for kindling. They fell out of the fireplace igniting some nearby papers causing the floor and stairs to quickly catch fire. The owner was able to leave without injury but was treated and released by EVAC for smoke inhalation. The home has been deemed unsafe and uninhabitable. Great care was taken to protect the neighboring homes on each side. A fire watch was established overnight and into the morning. The Ormond Beach Fire Department responded with 3 units and was assisted by the Ormond Beach Police Department, Volusia County Fire Services, Holly Hill Fire Department and EVAC.

The home is estimated to be valued between \$250,000 - \$350,000. The State Fire Marshall has ruled the fire accidental. Due to safety concerns of the structure, demolition began Friday January 15<sup>th</sup> and was completed by Tuesday January 19<sup>th</sup>.

- On Thursday January 14<sup>th</sup> at 7:44 AM we were dispatched as automatic aid to a structure fire. The fire was located in a hotel room at LaPlaya Inn in Daytona Beach. Ormond Beach Quint 91 was the second apparatus to arrive and was assigned to search the rooms directly above the fire floor. A light haze of smoke was found in the rooms. They also assisted in setting up fans for ventilation. Quint 91 was released and returned to service at 8:22 AM.
- Rescue Engine 94 was dispatched at 6:34 PM on January 14<sup>th</sup> for a propane tank leak at 23 Dartmouth Trace. They found a 100 gallon full cylinder which was leaking from a rusty valve. The tank was moved to the edge of the woods away from the house and vehicles. It was then laid flat and allowed to self ventilate while dispersing the vapor cloud using a hoseline. Approximately 500 gallons of water was used to hydraulic ventilate the area for safety. Flammable limit air monitoring was performed throughout the operation. The leak took several hours to completely discharge. RE94 was cleared and returned to service at 9:38 PM.
- At 9:15 PM on January 14<sup>th</sup> we responded to smoke in a residential structure, located at 300 Rosewood Ave. Upon arrival Rescue Engine 93 found all occupants outside of the home. The owner reported the lights began flickering and some of the power went out. FPL was notified and pulled the power to the structure. Rescue Engine 93 and Quint 92 began a search for the electrical burning smell and the smoke source. They found insulation smoldering underneath the home and a burning junction box. Ventilation was performed to clear the structure of smoke. The occupants were advised not to stay at the residence until it was cleared by an electrician. By using the thermal imager camera the fire department was able to keep damages to the \$50,000 home to approximately \$200.

- At 8:30 PM on January 15<sup>th</sup>, RE93 responded with a crew of 3 personnel to assist Daytona Beach Fire Department for a structure fire in an apartment building at 128 S. Ridgewood Ave., Holly Hill. Units responded from Ormond Beach, Volusia County and Daytona Beach. The fire was contained to only one of the apartments and is expected to be arson. This was an automatic aid call, and our unit was cleared after approximately one hour.
- On January 16<sup>th</sup>, at 5:22 AM, Quint 92 was dispatched to a structure fire at 5 Tara Place, a single story home. Volusia County E11 and Battalion 10 also responded (it was dispatched as a County jurisdiction, but after the incident found that it was in the City). This was an accidental grease fire on a stove top, extending damage to the upper cabinets. Our crew used the thermal imager to check for extension into the attic and walls. Quint 92 was cleared from the scene after approximately 45 minutes.
- On January 19<sup>th</sup>, at 8:50 PM, RE93, Quint 92, Quint 91, BC90 and Volusia County E13 were dispatched for a structure fire at 578 N. Ridgewood Ave. RE93 arrived on scene, established command, advised of some light smoke in area and no flames visible, occupants in driveway, hydrant located in yard of incident, would be in offensive mode and a line pulled to the front door. Fire was confirmed extinguished; fire put out by home owner. Quint 92 was assigned to ventilation. Thermal imager was used to check for additional heat signatures in kitchen and nothing was found. We assisted home owner with removal of damaged stove and occupant turned off breaker to vent hood and stove. Fire began from an unattended pan cooking on stove. Fire was contained to kitchen, cabinets and vent hood above stove, which was a total loss. Smoke damage in kitchen on ceiling and additional cabinets. Grease spilled onto floor and burned approx. 2'x2' area of linoleum. Structure was systematically ventilated and kitchen checked a second time after stove removal for heat signatures with Thermal imager; nothing found. Structure was habitable when FD left the scene. Scene cleared by our units after approximately 1 hour.

#### **Human Resources**

- Job Requisitions
  - Police Officer
- Approved/Active Recruitment
  - Police Chief
- Screening/Interviews Scheduled
  - Police Officer interviews were conducted on Jan. 13th with eleven applicants. Conditional offer was made to number one on ranking list with instructions to keep only top three on eligibility list.
  - Recreation Manager – Interviews scheduled with two internal candidates week ending 01-22-10
  - Maintenance Worker II (Wastewater) 10 interviews will be conducted week ending 01-22-10
- Job Offers
  - Conditional offer extended to fill Police Officer position.
- Terminations/Resignations/Retirements
  - Community Service Officer - retirement - effective 01-29-10
  - Police Chief - retirement – 03-31-10
- Promotions
  - Meter Reader to Community Service Officer effective 1-25-10

#### **Leave Status & Restrictions Update**

- FMLA – Public Works – Leave began 11-09-09, expected return to work date is unknown at this time. Eligible leave entitlement expires 2/1/10.

- 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 – 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, currently working modified duty. Next doctor appointment is January 27. Anticipate full duty release.
- 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 email policy to expand language regarding proper use of email. To present to department heads week ending 01-30-10.
- Update 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 No Smoking policy – ban to extend to City vehicles. To present to department heads week ending 01-30-10.

#### **Risk Management**

- Subrogation demand settled: Motor vehicle accident; vehicle totaled (October 2009) – recovery 80% of damages (\$9,200.13 anticipates receiving next week). City will retain vehicle for salvage/parts. Anticipate partial recovery of total expenses for the Workers' Compensation benefits; employee was injured in the crash. Subrogation demand will be made when all medical treatment is completed.
- Incident – Scratch reported on a city vehicle parked in a 'ghost' position.

#### **Information Technology (IT)**

- Work Plan Projects
  - Hardened Data Center
    - Floor – Epoxy coating being applied
    - Electrical – Data Grounding bids received, PO being issued
  - 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: - 54 New work - 56 completed - 54 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
  - For the week:

Total inbound E-Mails	86,464	Net Inbound E-Mails	58,868
Inbound Bad E-Mail	27,161	Percentage bad mail	31.9%
Virus Messages Blocked	351		

Notable Events: None.

- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 0 Corrections: 0
  - Map/Information Requests: 13
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0

- Notable Events: None.

### **Leisure Services**

- **Administrative Services**
  - Martin Luther King Breakfast at SONC
  - Public Works Staff meeting
  - City Manager's Staff meeting
  - Facilities Maintenance Supervisor meeting
  - Acting Recreation Manager meeting
  - City Commission Meeting
  - Staff Evaluations
  - Friends Street Signage - Casements
  - Agenda Items preparation
  - Athletic field inspections
  - City Commission Goals Workshop meeting
  - Bailey Riverbridge meeting
  - Parade Wrap Up Meeting
  - Christmas on River Meeting
- **Athletics**
  - The City Men's Softball Winter League continues their game season this week, at the Dale Buttleman Softball Quad 1. Games were held Wednesday and Thursday night this week due to the Monday MLK Holiday.
  - The Ormond Beach Soccer Club competitive program hosted their annual Challenger Cup Tournament this past weekend. Approximately 98 teams participated on Saturday and Sunday.
  - Seabreeze Girl's played host this week to their District Soccer Games, due to their #2 seeding during the regular season on Soccer Field 7 at the Sports Complex. Games were held Monday and Wednesday night at 6:00 p.m.
  - Girl's and OBYBA Boy's Basketball Games continued this week at both the South Ormond Neighborhood (Wednesday and Friday) and the Nova (Tuesday - Thursday) Gyms.
  - Calvary Christian Soccer continues their practices and games this week, M, Tu, Th, and F at the Sports Complex.
  - The OBYBSA Competitive Teams, the Lady Renegades and the Golden Spikes will start 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 will run 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 began practices this week at the Sports Complex.
- **South Ormond Neighborhood Center**
  - OBYBSA basketball games were held Wednesday and Thursday.
  - PAL basketball practices were held Tuesday and Friday evening.
  - Youth basketball activities took place everyday except Sunday and Monday.
  - Staff and volunteers hosted a very successful Dr. Martin Luther King, Jr. Celebration breakfast on Monday, January 18<sup>th</sup> with approximately 125 in attendance.
- **Athletic Field Maintenance**
  - Mowed Baseball Fields 1-4
  - Mowed common areas
  - Mowed South Ormond outfield
  - Went to South Ormond Rec. to clean tennis and basketball courts

- Went to Osceola Elementary to prep softball fields; cleaned tennis, basketball, and handball courts
- Nova Park: mowed infields and outfields; edged running lanes and fence lines at Nova, 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 field 2
- Finished painting borders for soccer fields for weekend tournament
- Painted foul lines and prepared baseball fields daily for Umpire School
- Measured and laid out boxes for three different sized soccer fields for tournament
- Prepped and repainted soccer fields 4-8 for Seabreeze, C.C.A., Riverbend and competitive soccer programs
- Cleaned up after daily use of the soccer fields and games
- Started painting boxes and circles on all soccer fields
- Delivered trash cans, player benches and goals to 14 fields for tourney
- Repaired or re-netted damaged nets on soccer goals
- Prepped softball fields 1-2 for men's slow-pitch league and Lady Renegades competitive club practice
- Drilled holes and placed corner flags on all 14 soccer fields
- Removed and cleaned 18 reels for service and sharpening
- 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 Theatre Workshop on stage all week in preparation for their annual January performances. This year Theatre Workshop is breaking from the norm and producing Irving Berlin's, Annie Get Your Gun. In the past Theatre Workshop has written and directed original plays with moderate success, the group has already surpasses ticket sales from 2009.
  - The Senior Center played host to the City Commission Goals Workshop on Wednesday in the Art room annex.
  - 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:

January 23 <sup>rd</sup>	◆	Annie Get Your Gun 2:30pm \$15
January 24 <sup>th</sup>	◆	Annie Get Your Gun 2:30pm \$15
January 29 <sup>th</sup>	◆	FCC Ministries Gospel Concert \$10
January 30 <sup>th</sup>	◆	24k Music Shows Golden Oldies \$18-\$37

- Community Events
  - Staff prepared labels and envelopes for the Birthplace of Speed invitation mailing.
  - Spoke with Mr. Boudeman about bringing his 1917 Golden Submarine to be the featured vehicle for the 2010 Birthplace of Speed Event.
  - Working on securing permits for the beach parade for the 2010 Birthplace of Speed Event.
  - Staff updated Art in the Park Application. Updated applicants addresses, e-mail addresses and information where needed and prepared labels.
  - Gathered hospitality supplies and other items needed for the Focus Meeting held on January 20<sup>th</sup>.
  - Staff will assist with the Native American Festival on January 22-24.
  
- Gymnastics
  - All classes resumed to the normal schedule this week; the first Teacher Duty Day of 2010 was held on Tuesday.
  - The Cheer Team is planning for their first competition in February and working hard on perfecting their routines.
  - The head coach, along with a small group of students and their parents, attended a UF Gymnastics Competition in Gainesville. Another trip is planned for the NCAA Championship.
  - January 25<sup>th</sup>-January 29<sup>th</sup> will be Parent's Day for all classes.
  
- 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 Tuesday through Thursday in the evenings at Nova.
  - Girl Scouts Troop 195 met in the small classroom on Wednesday evening.
  - On Friday representatives from the Boy Scouts set up for the Pinewood Derby to be held on Saturday.
  - 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 making contact with possible performers, registering participants, developing the time line, developing the supply list and meeting with the planning committee.
  - Planning continued for Challenger Volleyball including making arrangements for T-shirts and medals with Buttleman's.
  - Teacher Duty Day Camp was on Tuesday for both special populations and Nova.
  - Planning began for Camp T. Rec including developing the monthly calendar, making contact with field trip locations and guest instructors.
  
- The Casements
  - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
  - The Casements Coordinator attended the Three Rivers Round Table meeting on Monday evening to present the Eagle Scout project commemorating the 100 years of scouting here at The Casements in February. Local scout Alex Walter will be working toward his Eagle merit badge and coordinating this event.

- Casement staff assisted Community Events with wicker furniture, linens and miscellaneous items needed for upcoming goal setting workshop at The Senior Center.
- Casement staff worked assisted with set up for Native American Festival including preparing entertainment schedules and preparing for ticket gates.
- Casements Coordinator met with two new instructors this week to establish new classes in both Zumba and Watercolors in Flowers and Portraits and Figures.
- Casements Coordinator met with the Yoga instructor this week to complete this sessions' rental contract.
- Yoga met on Tuesday morning and Thursday evening in the Dance room.
- Tai Chi met on Wednesday evening in the dance room.
- Zumba Gold met on Tuesday afternoon from 4:00 p.m. to 5:00 p.m.
- East Coast Plein Air Painters gallery display will continue throughout the month of January.
- The Casements coordinator secured a new display depicting "Women in History" for the upcoming Unity in our Community Event and Women's History Month in March. The display will be temporarily housed in the Art Room during it's stay at The Casements.
- Planning continues on "Unity in Our Community", the multi-cultural event scheduled for Saturday, February 6.
- The Casements Coordinator met with the Director and Acting Recreation Manager and Bob Akam from The Friends of The Casements to discuss possible historic road signs for The Casements.
- Days of Thunder will be the featured film for the next "Movies on the Halifax" scheduled for Friday, February 5<sup>th</sup> at 6:30 p.m. The film was chosen to tie in with the upcoming race weeks and will also be advertised through the Ormond Memorial Art Museum's upcoming race themed exhibit.
- Final preparations are being made for the 21<sup>st</sup> annual Native American Festival which will be this weekend. Festival hours will be Friday 10 a.m.-9pm; Saturday 10 a.m.-9 p.m.; and Sunday 10 a.m. to 5 p.m. Gate admission will be \$6.00 Adults, \$5.00 Seniors and \$4 children.
- Facilities Maintenance
  - Took down MainStreet Association Christmas tree from City Hall plaza
  - Repaired vandalized sink at Nova Rec.
  - Repaired cable for the firing range at Police Department
  - Repaired broken water line at the wash rack at Fleet Maintenance
  - Repaired light at City Hall breezeway entrance
  - Repaired lights on north side of Public Works
  - Repaired freeze damaged water cooler at O.B.T.C.
  - Cleaned A.W.O.S. lenses at Ormond Beach Municipal Airport
  - Repaired A/C unit in Records Department at Police Department
- Parks and Irrigation
  - Repaired mainline break, replaced one spray head and changed out two nozzles at Fire Station #92
  - Flagged rotor zone for new tree installation at Fortunato Park
  - Finished turning water back on City wide after freeze
  - Marked and listed all freeze damaged backflow valves
  - Shut off two damaged valves on Nova Road
  - Replaced one rotor on bridge approach
  - Repaired ladies room toilet at Fortunato Park
  - Cleaned litter from four corners of bridge and Riviera Park
  - Repaired urinal at Riverbend Park
  - Repaired loose dock boards at Sanchez Park
  - Repaired water fountain at the Magic Forest

- Repaired lights on the fishing pier at Cassen Park

### **Police Department**

- Administrative Services
  - Officers received 9 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.
  - Attended City Commission Goal Setting Workshop.
- Community Services & Animal Control
  - 44 animals calls responded to
  - 1 Animal Bite
  - 5 Animal reports
  - 5 Animals to FHS
  - 1 Animal Citation
  - Assisting with Radar and Speedometer
  - Certification & Calibration for Police Cars
- Criminal Investigations
  - Cases Assigned: 14
  - Cases Cleared by Arrest/Complaint Affidavit: 1
  - Cases Exceptionally Cleared: 5
  - Inactive: 6
  - Fraud: 4
  - Burglary Business: 0
  - Burglary Residential: 2
  - Larceny Car break: 0
  - Grand Theft: 5
  - Auto Theft: 1
  - Offense Against Family/DCF Reports: 1
  - Missing Persons: 1
  - Recovered Missing Persons: 1
  - Sex Offense/Rape: 0
  - Robbery: 1
  - Assaults: 0
  - Narcotics
    - Four buy walks and four attempted buy walks
    - One search warrant Morning Dew Trail. O.B. The search warrant resulted in the seizure of approximately 125 grams of cannabis, paraphernalia items, and the arrest of the homeowner on felony charges.
- Records:
  - Walk-Ins/Windows 157
  - Phone Calls 323
  - Arrest / NTA'S 21
  - Citations Issued 122
  - Citations Processed 231
  - Reports Generated 101
  - Reports Processed 134
  - Mail / Faxes / Records Request 89

- Operations

- 01/15/10 – Burglary Residence – MacIntosh Road – entry through window; TV taken.
- 01/15/10 – Disturbance – Division Ave. – large house party spawned two fights; two shotgun blasts, no one hit; charges filed on numerous persons.
- 01/15/10 – False Imprisonment – Oak Avenue – former boyfriend charged with False Imprisonment and Criminal Mischief.
- 01/16/10 – Recovered Stolen Vehicle – N. Nova Road – officer found occupied stolen vehicle; vehicle was “loaned” to driver then reported stolen.
- 01/16/10 – Fleeing & Eluding, DUI – US1 – vehicle refused to stop for officers; stop sticks deployed; driver arrested.
- 01/17/10 – Theft – S. Nova Road – two AC units removed from business.
- 01/17/10 – Auto Theft – Spring Meadows Drive – vehicle taken by possible known suspect; vehicle was returned the next day.
- 01/18/10 – Burglary Residence – N. Beach Street – items removed from shed behind home.
- 01/18/10 – Assist Outside Agency – Treeline Lane – assisted VCISO with search for armed burglary suspect.
- 01/20/10 – Stolen Vehicle – Hand Avenue – known suspect; affidavit signed.
- 01/20/10 – Burglary Carbreak – Manderly Lane – GPS taken.
- 01/20/10 – Burglary Carbreak – Central Park – wallet and ID taken from unlocked vehicle.
- 01/20/10 – Narcotics – Brookwood Drive – officers responded to disturbance; observed marijuana, scales and baggies; arrest made.
- 01/21/10 – Stolen Vehicle Recovery – Shadow Lakes – vehicle stolen from Daytona Beach; found abandoned in parking lot.

Traffic Unit:

- 01/14/2010 - Crash w/Injury - 200 block of S. Nova Road: One car attempting to make an illegal left turn through the wrong way of a median break caused a chain reaction crash that involved a total of five vehicles. One driver was sent to the hospital with minor injuries. Two lanes of Nova Road were blocked for about 30 minutes. Three citations were issued.
- 01/15/2010 1335 hr - Crash w/Injury - City Property Damage 400 block of S. Nova Road:A driver had a seizure and lost control of her vehicle. She drifted from the left southbound lane across to the right hand curb, struck the curb, drove through and destroyed a large mast street light, drove through and destroyed the business sign of the Forest Hills Plaza, and landed upright into a retention area in front of the plaza. She was transported to the hospital, where they determined that she did have a seizure. She was issued a citation and a driver's re-exam form will be submitted to DHSMV. Public Works responded to address the downed street light. The plaza was notified of their property damage as well.
- Crash w/ Injury - US 1 / SR 40: A northbound vehicle turned left in front of a southbound vehicle. The northbound vehicle was then forced into another vehicle that was waiting at the red light in the eastbound left turn lane. Two went to the hospital. Citations issued. The intersection was shut down for about 45 minutes.
- Sergeant Smith, Officer Pavelka, and Officer Borzner attended training hosted by the Orange County Sheriff's Office and the United States Secret Service in regard to Presidential Protection Escort Detail. This high-speed / high-liability training was extremely beneficial to motor officer safety and situational awareness. It was attended by over 150 motor officers throughout the state, and was successfully completed by all without incident.
- Officer Sanders was tasked with radar and speedometer calibrations throughout the week. Most devices and vehicles are recertified for another six months. The few remaining will be completed ASAP.
- No word yet from the FDOT Motor Unit Challenge, but we will hopefully hear our results by next week.
- Traffic Citations 51
- Parking Citations 0
- Crash - No Injury 8

- Crash - Injury 3
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: 27
    - Self-Initiated Enforcement Locations:
      - 500-800 BLK Division Avenue
      - 600 BLK Hand Avenue
      - N. Ridgewood Avenue
      - US 1 / Hand Avenue
      - SR A1A
      - 600 BLK S. Yonge Street
    - Enforced Complaints:
      - 100-500 Block Clyde Morris Blvd.
    - Parking Complaints:
      - Ormond Towne Square
      - Wal-Mart
      - Lowe's
- Neighborhood Improvement
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 1 Cases Initiated
  - Zone 2: 2 Cases initiated
  - Zone 3: 0 Cases initiated
  - Zone 4: 0 Cases initiated
  - (In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)
  - 4 tree removal permit requests
  - Administrative staff assisted with thirty one (31) telephonic inquiries.

## **Public Works**

- **Engineering**
  - Hardened Data Center- Project is substantially complete.
  - Existing Wells 8 A, Division Ave- Contractor has submitted well modification permit to SJRWMD.
  - US1 Force main Extension Phase II- Contractor is intending to complete original scope of work, then move on to completing repairs to US1 shoulder and replacing the watermain. Met with contractor and Utilities to coordinate final tie-ins of new force main and line cleaning. Expect some night operations for two weeks.
  - Airport Rd JPA-Shoulders/ Storm drain improvements/ Sunshine Turn Lane & Utility Relocates- The County is overcutting land in the right-of-way away from the paved shoulders. This is expected to create a conflict with the utilities which will likely result in a change order to the contractor for relocating utilities.
  - CDBG Decorative Pavers – The contractor completed installing the new pavers in the first phase of the project. Next week they plan to relocate the barricades and begin the second phase of the project.
  - Downtown Improvements – The new furnishings are scheduled to be shipped on February 15<sup>th</sup>. Staff will be installing the new furnishings and removing the decorative planters along the entire downtown streetscape.
  - OBSC Replacement Netting – Staff has received and is in the process of reviewing installation quotations for the City purchased netting to be installed starting February 14<sup>th</sup>.
  - Ormond Shores Storm drain Replacement- After meeting with contractor to review scope of repairs, quotes were obtained for emergency procurement of construction services.

Prepared memo to notify City Commission. Construction expected to begin within two weeks.

- Design Projects:
  - Water Treatment Plant Distribution System, Phase II- Consultant has reworked design for the tie-in at south end of water treatment plant. 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 is 35%.
  - Airport Rd Force main Extension- Met with design consultant for progress meeting. Design is approximately 80% complete.
  - SR40 Sdwk/Trail Phase I- City Commission approved bid prepared contracts for execution.
  - SR40 Sdwk/Trail Phase II- Received notice to proceed – working on Army Corp permit.
  - OBSC Boundless Playground – Staff is revising the preliminary concept plan to aid the manufacture in completing a finalized design.
  - South Ormond Rec. Center Lighting- Consultant to submit recommendations.
  - LED Lighting Conversion- Staff is in the process of selecting a similar LED fixture to replace the 175 watt metal halide Sternberg's installed in the CDBG areas.
  - Granada Beach Approach- Received verbal approval from FDEP Stormwater. The construction award is scheduled for City Commission approval on February 2<sup>nd</sup>.
  - SR40 A1A- Beach St.- Prepared new work scheduled and plans for valve and pipe replacement.
  - Granada Bridge Decorative Pole Replacement – Staff is in the process of negotiating a reduced fee from 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 has scheduled for City Commission approval on February 2nd, the required grant application submittal / maintenance agreement.
  - US1 & SR40- Work on utilities relocation schedule, plans and MOT.
  - Mast Arm Rehab- Processed City Commission agenda for bid award.
  - Tomoka State Park- Received easement for sidewalk working on special conditions.
  - Cassen Park Ramp Extension- Responded to the RAI
  - Tymber Creek Widening, Phase I- Met with County to submit City's utility offset plans. County originally intended to let this project in March; however, permitting issues have generated delays and the actual construction is expected to get underway next fiscal year.
  - Tymber Creek Widening, Phase II- Met with Volusia County to discuss city utility relocation plans. County is experiencing permitting delays for the road widening and may not go to construction this fiscal year for Phase 1.
  - Rima Ridge Rd at SR40 Entrance- Project was advertised for bidding.
  - Hand Avenue- SJRWMD permit RAI sent out, design additions underway.
  - Stormwater Study – Final Report expected to be completed next week
  - Wastewater Treatment Plant Expansion and Rehabilitation – Final plans to be completed at the end of month. Project will then be bid.
  - John Anderson Drive – Received proposals from 10 consultants in response to the advertised Request for Qualifications for professional design services.

- Capital Projects:
  - US1 & SR40 Utility Relocates- Gather DOT drawings, modify plan set, modify quantities list and modify utility work schedule.
- Administration:
  - Responded to FDOT inquiry on A1A and Lyndhurst water main and Force main relocation.
  - Met with the consultant for the EVRWA to discuss scope modifications for the Nova Canal flooding study.
- Meetings:
  - Area Utility Meeting- Met with regional utility providers and FDOT to discuss coordination of future projects.
  - US 1 and SR 40 work days for schedule.
  - Met with Thermoplastic vendor for crosswalk material alternative.
  - Met with FDOT on US 1 and SR 40 Utilities relocation.
  - Met with consultant for US1 and SR 40 signal plans.
- Customer Service:
  - Research and provide information for the possible vacation of 5 Foxcroft Run Utility Easement for Southern Title Co.
  - Provide information for 5 Tomoka Oaks vacant lot for possible residence to citizen.
  - Provide SWMP documents and information to Patrick Construction for new home construction.
  - Responded to resident on lanes for Deer Lake Circle and SR 40.
  - Field review Main Trail and Sterthaus intersection safety concerns.
- Other:
  - 36 construction projects were inspected.
  - Approved and filed 5 Surface Water Management Plan permits.
  - Locate as-builts and begin drawing for the Ormond Shores Dr storm water pipe replacement.
  - Research and locate old Briggs Water tank site on the peninsula for Dave Ponitz.
  - Research and locate old Granada Bridge Light Pole Installation plans.
  - Locate site plan drawings of the Shadow Crossings Lift Station.
  - Continue compiling easement information for major stormwater ditches through out the city for commission presentation.

## **Environmental Systems**

- **Street Maintenance**
  - Asphalt / Concrete
    - Pour sidewalks & concrete storm basin on Cambridge Trace in Hunter's Ridge
    - Remove form boards and backfill at Cambridge Trace and Foxcroft
    - Form up sidewalk removed by the Water Department at 162 Roberta Road in Ormond-by-the-Sea
    - Dig out and form up sidewalk for Wastewater utility cut at the 1200 block of Oceanshore Blvd. in Ormond-by-the-Sea
    - Repair concrete utility cuts from leak's due to cold temperatures at 126 Knollwood Circle, 10 Mimosa Trail, 99 Old Barn, 162 Roberta, and N. Halifax at Banyan Drive. These will be formed up and ready to pour with concrete from Cemex truck that is coming to 1183 Oceanshore Blvd. to repair a Wastewater utility cut on 1/22/10.

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Trimming at Old Tomoka Road, and Hidden Hills (hedge)
- Remove oak at 16 Mayfield Terrace
- Remove dead tree at 630 Santa Ana
- Trimming citywide

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
- Assist concrete crew at Hunter's Ridge
- Assist tree crew where needed
- Patch pot holes at Pineland Trail

Sign Shop

- Completed installation of High Intensity Prismatic signs at intersections along state roads. Start date – 5/19/09. Completed – 1/19/10, 90 intersections, 360 street names
- Continue installation of HIP street names along N. Beach St. (13 intersections)
- Repair signs at the following locations:
  - Replace bent stop sign post at Riverview & S. Beach St.
  - Village Dr. – replace Keep Right sign post hit by a vehicle
  - Putnam Ave. & N. Ridgewood Ave. – replace street names
  - Domicilio Ave. & N. Ridgewood Ave. – replace 2 stop signs & a 3-way sign
  - N. Ridgewood Ave. at Greenwood Ave. – replace 25 mph sign
  - Wilmette Ave. & N. Ridgewood Ave. – replace stop sign, 25 mph sign and No Trucks sign.
  - Rosewood Ave. & N. Ridgewood Ave. – replace 2 stop signs

- **Stormwater Maintenance**

Maintenance Crew

- Locates citywide
- Carp Gates inspected and cleaned
- Basin repair – Cameo Drive – 2 basins
- Carp Barriers inspected and cleaned
- Inlets inspected and cleaned – Zones 3 & 4
- Pond inspections – Airport
- Ditch Inspection – Wilmette Avenue
- Sinkhole investigation – Hunter's Ridge
- Equipment Maintenance – Reachout
- Vacon – line cleaning – Santa Ana & Arroyo Parkway
- FDOT – Pond inspection – SR40
- Reachout Mowing – N. US1, Arroyo & Santa Fe, Hand Ave. & Division
- Training – Sports Complex with Vacon

- **Street Sweeping - Streetsweeper**
  - Cleaned 117.3 miles of roads
  - 26.5 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>
19	31

**Road Calls for the week:**

3

**Accidents for the week:**

Total: 0

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

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

<u>Diesel</u>	<u>Gas</u>
9,733 gallons	13,091 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. Meeting held with Jaffe Corporation (Trails and Town Square SC) regarding concerns during inspection activities.
- Wilmette Ave. Forcemain Replacement Project – Construction completed
- 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 120 days of time. Field Order 005 adds solenoid valve to provide water to sludge pump seals and timer to the control panel. Received Field Order No. 8. This field order replaces the designed level control with pressure switches. The proposed level control was unsuitable due to wetwell turbulence. CenState investigated the issues with the fabrication of the influent pumps (IPs). The elevated pump base was modified to properly align the pump and motor. The contractor worked on communication problems between the influent pump variable frequency drives and the programmable controller. Painted sludge transfer room and associated piping. Problems occurred with transferring power from the generator during outages. This was corrected by changing the time delay transfer from 0 to 5 seconds. This delay is necessary for the generator to obtain the voltage and phasing necessary to operate the transfer switch.
- Wastewater Treatment Plant Rehab/Expansion Project - Discussed bid form format with City Engineer and Design Engineer. Received a draft copy of the front end specifications concerning measurement and payment items.

- Division Ave. Well 7A and 18A Rehabilitation. Minor electrical and remote telemetry work also remains for completion prior to final acceptance.
- Water Treatment Plant Four Log Virus Removal Report – Preparing a report to demonstrate four log removal disinfection standards to the health department in-house. Saves the City \$20,000 in consulting fees.
- Water Treatment Plant High Service Pump Station VFD Conversion –The contractor is performing the work proposed in Field Orders 1 through 5. The cost is \$21,083.40. The contractor also requested 45 days of additional time.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) –The design engineer nearing completion of design activities.
- Pump Station Repair and Replacement – McDonalds lift station – The wetwell needs to have a vent installed to eliminate the buildup of hydrogen sulfide gas. The contractor was notified. The SCADA antenna is not working. The cable is ordered that needs to be replaced. Continuing work and bypass pumping considerations at LS 6M. The access ladder to the wetwell is deteriorated. A quotation was received to replace the ladder. The replacement cost is \$8,700. Pump Station piping is removed. Obtained electrical drawings to submit for a building permit. Shadow Lakes lift station – Contractor indicated that punch list is completed. Field verification is required. Obtained site plan information on Pump Station SC to obtain a driveway permit. Obtained site plan drawings
- State Road 5 at State Road 40 (US1 & Granada) –Received a draft set of plans for review. Prepared an estimate of the construction costs. The estimated cost is \$421,500.
- State Road No. 40 from the West End of the Granada Bridge to SR A1A – Prepared design drawings for the water main replacement at Halifax Avenue and the service main replacement for Outback. Sent drawings to Engineering drafting department for preparation.
- Airport Widening Project (Utility Relocation JPA) –Portion of existing water main was very shallow for approximately 100 feet. Discussed using asphalt base covering to resolve this conflict. The contractor submitted an estimated cost of \$2,135.
- Tymber Creek Roadway Widening from SR 40 to Peruvian Lane - Received the draft construction plans from engineering. Met with the County to discuss the project. There are permitting problems with the wetlands that the County needs to resolve. The project will not be started before the end of the fiscal year.
- 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 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 revised plans for On the Boulevard. Reviewed plans for the Hunter's Ridge Lift Station.
- 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.
- Airport Rd Force Main – Reuse Main to Breakaway Trails – met with consultant onsite to discuss plan details and operations aspects of future improvements.
- Met with Hunter's Ridge Consultant and Planning Dept. for discussing additional information request from SJRWMD for developers ADA for Land Use Amendment in Flagler Co. and preparation of Developers Agreement.
- Prepared revised analysis for CTLC SW Service Area Property for responding to their request for water and sewer capacity correspondence.
- Discussed sewer aspects of development of two residential lots on Hammock Lane.
- Roberta Road and John Anderson Drive – Sent field mark ups to drafting to prepare a set of record drawings.

- Water Distribution
  - Repaired or replaced 5 Residential meters, replaced 5 water services, installed 2 new irrigation meters and services, replaced 10 meter boxes/lids, Disconnected 1 water service
  - Repaired/responded to 24 service leaks, flushed 1 dirty/cloudy water complaints, responded to 6 low pressure complaints, located 2 water meters for the meter readers.
  - Tested for accuracy, 1-2" meter at 1005 Ocean Shore Blvd and 1-3" meter for Florida Production Engineering
  - Repaired 3 and tested 3 city owned backflow preventers
  - Flushed Ormond Shores Dr, Melrose Ave, S. Washington St,
  - Repaired flushing devices at 222 S. Nova Rd and Coquina Key Dr
  - performed valve maintenance on Melrose Ave, N. Yonge St, and W. Granada Blvd
  - Repaired an 8" main at Melrose/ N. Yonge St, replaced a 2" valve at SR40/ S. Washington St.
  - Replaced 30' of 6" water main on Ormond Shores Dr due to collapsed storm drain
  - Moved a water service at 24 S. St. Andrews Dr for driveway widening, and at 36 Juniper Dr due to the installation of a septic system
  - Assisted Oceanside Country Club with a shutdown for plumbing
  - Removed 40' of 8" pipe from Roberta Rd that had been left over from pipe project.
  - Rescinded boil water alerts at W. Granada, Ormond Shores, Melrose Ave, Tomoka Ave, and Old Barn Trail
  - All vehicles were cleaned and re-stocked.
  
- Water Treatment
  - Delivered 35.083 million gallons for the week ending January 17th, 2010
  - Backwashed 12 filters for a total of 620,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Completed distribution system flushing, all water quality parameters normal.
  
- Waste Water Collection - Reuse
  - Crews Responded to six trouble calls
  - Crews repaired three sewer laterals and one reuse lateral.
  - Eight sewer laterals televised, five laterals cleaned and root controlled six sewer laterals.
  - Crews assisted utilities maintenance with vector to clean out two lift stations.
  - Crews disconnected sewer at 543 N. Beach St.
  - Cleaned buildings and fueled all equipment for weekend.
  
- Waste Water Treatment
  - Estimated 30.99 Domestic and Industrial Wastewater flow Million Gallons
  - Produced 8.81 Million Gallons of Reuse
  - Produced 22.98 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 4.43 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 82.62 (14%-18% Solids).
  - Centrifuge performance testing and optimization is due towards the end of the month by the manufacturer.
  - Annual USEPA sludge report completed.
  - First Chronic Bioassay complete and passed.
  - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
  
- Utilities Maintenance Division
  - Replaced several broken water lines around plant due to freezing weather.
  - Repaired broken blind flange and replaced valve on Claricone #2.
  - Replaced pressure relief valves on well #36R and 38R.

- Reset pump #1 at Granada Booster station.
- Repaired pressure washer.
- Started work on meter rehab project, this will include replacing meters and installing SCADA to remote read back to the water plant. Ongoing
- Pulled #1 Aerator apart and ordered replacement bearings.
- Installed new battery in well #18SR.
- Made new adaptor for chemical tote in Polymer pump room.
- Pulled Auma Valve off #5 and 6 sandfilter for repair.
- Replaced pressure transmitters at Harley Davidson and Arroyo parkway, old transmitters froze.
- Assisted contractors on site for VFD project
- Performed PM's to Rima Ridge, SR40 wells and Hudson Wellfields.
- Performed PM's to LPRO and Lime Softening plant equipment.
- Performed PM's to Booster pumping equipment.
- Cleaned shop and put away spare parts.

#### Wastewater Plant – Lift Stations – Reuse System

- Changed Motor on RAS chart recorder.
  - Tested Radio at Southern Pine LS. OK
  - Assisted Contractor with Influent pump trial.
  - Located FPL meter at Shadow Crossings that was in question for billing to Hunters Ridge. Meter is for irrigation well pump that feeds there medians.
  - Pumped out Laurel Oaks liftstation with Vactra.
  - Tested Chlorine analyzer for operations at WWP.
  - Wired up pole light at Harley liftstation and installed switch.
  - Performed Monthly generator checks at liftstations and informed fleet of fuel levels.
  - Repaired broken wash down lines on Clarifiers 2 and 3.(freeze related)
  - Replaced water damaged ceiling tiles in Maintenance building
  - Fabricated cleaning tools for operations.
  - Evaluated old polymer system for rebuild for possible use at clarifiers.
  - Deragg all 4 submersible aerators.
  - Replaced impeller and wear ring 7M1 LS.
  - Adjusted mix flush valve to maximum time at McDonalds LS to promote better cleaning.
  - Repaired loose wiring at Wal-Mart LS.
  - Repaired freeze damaged plumbing at safety eye wash station.
  - Finished removal of old mixer and gear box from scumwell.
  - Performed PM's to all plant equipment.
  - Cleaned shop and put away spare parts
  - Performed monthly PM's to 19 liftstations(cleaned and deodorized)
  - Performed annual PM's to 7 liftstations( pull pumps, resleeve impellers, etc)
  - Utilities Maintenance performed 74 work orders for week of which 50 were preventative maintenance and 24 were repair work orders, as reported in MP2 system.
- Regulatory Compliance and Water Quality
    - Drinking Water:
      - Completed CT Analysis and application package/ report for certification the 12 MGD Water Treatment Plant is capable of achieving 4-log disinfection virus removal for meeting new groundwater rule. Submittal of application to the VCHD made this week.
      - Continued data compiling for this year's Consumer Confidence Report.
    - Additional Miscellaneous Utilities Staff Updates and Information:
      - Updated monthly water audit file with December MOR data. December's adjusted water produced quantity will be calculated and forwarded as soon as the flushing database is completed.

- Consumptive Use Permit:
- Scheduled meeting for next week with operations staff to review current progress on District RAI responses to CUP Report.