

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 29, 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
 - Met with Planning Director and Chief Building Inspector, discussed building department proposal re: Holly Hill
 - Biweekly meeting with Fire Chief
 - Stormwater report with Assistant City Manager and Acting City Engineer
 - Bi-weekly meeting with Economic Development Director
 - Weekly meeting with HR Director
 - FPL franchise with City Attorney
 - Biweekly meeting with Police Chief
 - Attended Claims Committee meeting with Legal Department

- Attended:
 - Ormond Beach Chamber annual installation dinner
 - Native American Festival
 - State of the County Address
 - Form Based Code Meeting
 - Volusia League of Cities dinner, Port Orange

City Clerks Office

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

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
 - Budget Advisory Board
- Prepared packets for February 2 City Commission meeting.

Community Development

- Planning
 - Planning conducted an introductory Form Based Code (FBC) workshop and discussed the draft FBC for downtown and design guidelines. Approximately twenty-five people were in attendance. It was made clear to the group that the FBC will not come before the PB or the CC for a public hearing until everyone in the downtown has had a chance to vet adequately the code and make improvements if needed. It was also suggested to the group that if the majority of downtown owners and tenants disagree with the central tenants of the FBC (mixed use, multiple story, and build-to-line) then the adopted 2007 Redevelopment Master Plan really has no relevance for the downtown since the FBC implements the Plan.

- Prepared and forwarded the Department's response to FDOT's courtesy comments regarding the City's draft TE element submitted to DCA as part of the EAR based amendments.
- Building Inspections, Permitting & Licensing
 - 39 permits issued with a valuation of \$180,820.00
 - 94 inspections performed.
 - 5 business tax receipts issued.
- Development Services
 - The SPRC Committee considered the following developments at its weekly meeting:
 - Airport Road connection to SR40.
 - BETNR at OB Airport, 2nd Review.
 - Village Business Center (1st time County review). Review is limited to signs, landscaping, and architectural design.

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 material to the Commission 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 has arranged individual briefings for the Commission to provide an opportunity for a discussion of the various elements of the project.
- 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.

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 (MDED) 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 MDED and County staff to discuss potential business opportunities.

- 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, this time is being rescheduled for mid-February.

Airport Operation and Development

- Staff worked 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. This lease will generate revenue to the airport fund in the amount of \$8,134.83 per year.
- Staff participated in a meeting with BETNR Construction regarding proposed development of parcel 3 in the southeast quad of the airport. The purpose of the meeting was to discuss new site plan documents illustrating changes discussed in prior meetings, and to address site plan comments from Hoyle, Tanner & Associates.
- Advanced Composite Solutions (ACS) completed their review and approval of changes made to the final draft of an aviation lease between the City and ACS for a parcel of land in the southeast quad of the airport. Staff worked with the Legal Department to address these changes, which were requested by ACS. This lease will generate revenue to the airport fund in the amount of \$10,389.06 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, and as a result the City Attorney is now engaged in direct communications with representatives from EASA on this matter.
- 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 FY 2009 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 conducted the first meeting of the Aviation Advisory Board for 2010 on Monday, January 25.
- Staff engaged Hoyle, Tanner & Associates to provide preliminary estimates and grant application advice for the design and construction of Taxiway Alpha as a primary airport CIP for FY 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 with 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 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 37 Journal Entry Batches (# 1463 - 1571).
 - Approved 22 Purchase Requisitions totaling \$121,542.68.
 - Issued 25 Purchase Orders totaling \$102,164.28.
 - Held pre-bid conference for Bid No. 2010-03, SR 40 Multi-use Trail (phase2) Old Tomoka Rd to Breakaway Trails, on 1/27/2010.
 - Prepared 190 Accounts Payable checks totaling \$527,956.12 and 28 Accounts Payable EFT payments totaling \$125,549.97.
 - Processed 3,671 cash receipts totaling \$796,244.77.
 - Processed 524 utility bill payments through ACH totaling \$48,783.71.
 - Processed and issued 4,990 utility bills with billed consumption of water of 18,664k.
- Public Information
 - Press Releases
 - Native American Festival – Follow-up Story
 - Media Contacts
 - Citizen Contacts
- Grants
 - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements

Fire Department

- Fire Chief and Command Staff attended classes and meetings at the week long annual "Fire Rescue East" event in Daytona.
Meetings Attended: State Emergency Response Committee sponsored by the Florida Fire Chief's Assoc., Fri. January 22nd – Sat. January 23rd.
Classes Attended: "Understanding ISO" by the ISO regional supervisor and "Risk Analysis in the Fire Service" by the Florida Fire Chief's Assoc.
Participation by several personnel: International "Advanced Life Support" competition.
- Attended the Volusia County Fire Chief's Association meeting in Deltona.
- Met with Volusia County Fire Service representative regarding dispatch assignments and upcoming wildfire season.
- Met with Ormond Memorial Hospital regarding infectious control protocols.
- Testing of new preplan software with IT; still have issues to resolve with interfacing.

Weekly Statistics

1	Fire
8	Fire Alarms
2	Hazardous
61	EMS
4	Motor Vehicle Accidents
18	Public Assists
94	TOTAL CALLS

- Aid provided to other agencies: **15 calls**
- Aid received from other agencies: **1 call**
- Total staff hours provided to other agencies: **11 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **5**
- # of overlapping calls: **15**

Training Hours

1	Aerial Operations
9	Elevator Training
18	EMT Refresher Module
8	Fire Critique
4	Firefighter's Interior List
3	Hose & Equipment
28	Pump Operations
2	Responding to Hotels/Motels
24	Safety
44	Technical Rescue
141	TOTAL STAFF HOURS

Activities

- Updated 15 pre-fire plans
- Held weekly Fire Explorers meeting at Station 92
- Rescue Engine 94 participated in the public education event "Safety Family Fun Fest"

Significant Incidents

Fire

Date: Sunday January 24th

Type of Call: Structure

Address: 50 Aqua Vista Dr.

Dispatch Time: 7:55 AM

Cleared Time: 8:24 AM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach Q91, Volusia County E14

Incident Description: Fire contained to timer box in garage. Significant amount of black smoke produced causing units to ventilate garage and house.

EMS/Hazardous Call

Date: Tuesday January 26th

Type of Call: Carbon Monoxide Poisoning

Address: 300 S. Old Kings Rd.

Dispatch Time: 9:51 AM

Cleared Time: 10:27 AM

Jurisdiction: City of Ormond Beach

Units on Scene: Quint 92

Incident Description: Carbon Monoxide in structure due to vehicle in garage running all night. Upon Fire Dept's arrival, home was evacuated of all responders. Gas meter detected high unsafe levels in one part of home. Ventilation performed until safe levels were reached. EVAC reported resident in home deceased.

Update on Beach St Fire

- On January 14th we responded to 232 N. Beach St. for a structure fire. Upon arrival we found the structure fully involved. The Building Department deemed the property a total loss and arranged for demolition due to the collapse danger. The structure was valued at approximately \$60,000. The adjacent structures were protected without damage. The fire was under control at 2054 hours and was called out at 2330 hours. A fire watch was continued through the night and overhaul and mop up was reestablished the next morning. The State Fire Marshall is still investigating the cause but does not suspect arson. The Red Cross was called to provide assistance to the resident.

Apparatus on Scene:

Ormond Beach – Q91, Q92, RE93, Battalion 90, Battalion 91, Chief 90

Volusia County Fire Services – E13, Battalion 10

Holly Hill – E96

Total Personnel on Scene: 19

Total Hours on Scene: 12:45

Value of Exposure Properties Saved:

200 S. Beach St \$237,347.00

236 S. Beach St \$169,467.00

Human Resources

- Job Requisitions
 - Police Officer
- Approved/Active Recruitment
 - Police Chief
- Screening/Interviews Scheduled
 - Recreation Manager - 2 internal candidates applied and interviewed 1/21/10 and 1/22/10
 - Maintenance Worker II (Wastewater) 10 interviews conducted 1/20/10 – 1/22/10
- Background/Reference Checks

- Job Offers
 - Conditional offer extended for Police Officer position.
- Terminations/Resignations/Retirements
 - Community Service Officer - Retirement - effective 01-29-10
 - Police Chief - Retirement – effective 03-31-10

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. 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 – 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 (\$9,200.10 received). 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 – A citizen's vehicle was reportedly scratched when a City stop sign fell over and hit it. Citizen may submit a claim for damage.
- Met with Utilities personnel, contractor staff and a citizen at the site of a city lift station regarding the progress of a utility project and possible damage to the citizen's property.
- Subrogation recovery – Payment plan established for owner of a vehicle involved in a crash destroying landscape material in a median. The driver was uninsured at the time of the crash and has agreed to make monthly payments (\$100 per month for 10 months). First payment received.
- Met with Florida Hospital Ormond Memorial Infectious Disease personnel to establish protocol in cases involving significant exposures to city staff. Exposure Control Officers from the Police Department and Fire Department attended.
- Random drug testing was conducted for 14 CDL's, 4 Police Officers and random alcohol testing completed for 4 CDL's.
- Incident – The driver of a city vehicle failed to secure a door before exiting the garage area. The door struck the wall causing a scrape and dislodged a portion of the garage trim. Cost to repair damage TBD.
- Incident – Report of sign and post stolen from Cassen Park. No witnesses. PD investigating.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - Floor – Done
 - Electrical – PO being issued, 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: - 41 New work - 36 completed - 54 in progress

- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	82,004	Net Inbound E-Mails	24,949
Inbound Bad E-Mail	24,949	Percentage bad mail	31.7%
Virus Messages Blocked	1,011		

Notable Events: None.

- Geographical Information Systems (GIS)
 - Addressing Additions: 10 Changes: 4 Corrections: 470
 - Map/Information Requests: 19
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: Corrected 567 subdivision codes to improve standardization and reduce NaviLine Land Management errors.

Leisure Services

- Administrative Services
 - Native American Festival at The Casements
 - Public Works staff meeting
 - City Manager's staff meeting
 - Acting Recreation Manager meeting
 - YMCA Meeting
 - Recreation Manager Discussion Pre-Meeting
 - Facilities Maintenance Supervisor meeting
 - Meeting with Center Coordinators
 - Supervisory Staff Meeting
 - Soccer Update Meeting
 - Labyrinth Update Meeting
 - Volusia County – BPS Restrooms
 - Volusia County – Off Beach Parking Agreement

- Athletics
 - The City Men's Softball Winter League continues their game season this week at the Dale Buttleman Softball Quad #1. Games are held every Monday and Wednesday nights at 6:30, 7:45, and 9:00 pm.
 - Girl's and OBYBA Boy's Basketball games continued this week at both the South Ormond Neighborhood (M, W, F, and SAT) and Nova (M - SAT) 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 five - six 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 started his Spring 11 V 11 Adult League on Sunday, with six teams competing. This is held from 10:00 a.m. to 2:00 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, began AAU League play this past Sunday at the Nova Community Park fields. These games will run most weekends through the month of May.
- 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
 - 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; 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 field 4
 - Worked during soccer tournament over the weekend
 - Painted foul lines and prepared baseball fields daily for Umpire School
 - Cleaned up fields after weekend 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
 - Prepped softball fields 1-4 for men's slow-pitch league and Lady Renegades, CCA and Father Lopez practice
 - Collected bleachers from Oceanside CC and delivered eight bleachers to Rockefeller Gardens for the Native American Festival
 - Fertilized soccer fields 1-8
 - Replaced bulbs and maintained softball scoreboards
 - Reset all irrigation controllers to water less as weather and grass indicates

- 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 over the weekend and spent the early part of the week changing over for the weekends shows. This year the Theatre Workshop broke from the norm and produced Irving Berlin's, Annie Get Your Gun. In the past, Theatre Workshop had written and directed original plays with moderate success; the group sold over 1,000 tickets this year which surpassed ticket sales from 2009.
 - The PAC spent the week preparing for the largest southern gospel revival production on the east coast. The show will include all the heavy hitters of gospel and Lulu Roman famed actress/comedian from Hee Haw.
 - 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 29th ♦ FCC Ministries Gospel Concert (PAC) \$10
January 30th ♦ 24k Music Shows Golden Oldies (PAC) \$18-\$37

- Community Events
 - Contacted National Parts Depot in Ocala regarding sponsorship for the Birthplace of Speed event again this year; also contacting other potential sponsors for the event.
 - Community Events Coordinator attended a meeting with the Acting Recreation Manager and the Leisure Services Director, about Birthplace of Speed event.
 - Attended Event Permitting meeting.
 - One of the largest tasks is creating the registration form for the BPS event and preparing it for mailing to potential participants.
 - Staff is still working on securing permits for the beach parade for the 2010 Birthplace of Speed Event.
 - Staff assisted with the Native American Festival on January 23-24.
 - Staff is finalizing the application for Art in the Park and preparing for the massive mailing. A second application is being created for the website.

- Gymnastics
 - Teacher Duty Day went well last week with the children participating in many activities including gymnastics, playing in the park, and basketball.
 - January 25 - January 29 was Parent's Day for all classes. Parents come in during the last half of class to observe what their child has been learning during class.

- 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 Scouts Troop 195 met in the small classroom on Wednesday evening.
- Special Populations Jazzercise met for their first 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 confirming contacts with possible performers, registering participants, deciding on music for the performance, confirming the photographer and planning for the reception.
- Challenger Volleyball met for their first practice on Tuesday in the Nova gym.
- Planning continued for Camp T. Rec including developing the monthly calendar, confirming 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 Casements staff worked with James Boettner to clean up Rockefeller Gardens and the North Lawn from the Native American Festival.
 - Yoga classes met this week on Tuesday morning and Thursday evening in the dance room.
 - Zumba classes continued this week on Tuesday afternoon in the Dance Room.
 - Tai Chi classes continued this week on Wednesday evening in the Dance Room.
 - A special tour was given to Queensway Tour Company on Monday morning at 10:00 a.m.
 - The Ocean Winds HOA met in Room 205 on Wednesday evening from 7:30 to 9:30.
 - The Casements Guild held their monthly general meeting on Wednesday from 9:00 a.m. to noon. This is their first meeting back inside The Casements after construction.
 - Casements staff worked this week to finalize the program for the upcoming "Unity in Our Community".
 - Casements staff worked this week to finalize the plans for February's "Movies on the Halifax" scheduled for First Friday, February 6.
 - The Casements coordinator finalized several gallery exhibits this week for the upcoming calendar year.
 - The Casements coordinator worked with Alex Walters on his upcoming Eagle Scout project "Celebrating 100 Years of Scouting" scheduled for Saturday, February 13.
 - Casements staff helped with the set up and strike of the Farmers' Market on Thursday from 8:00 a.m. to 1:00 p.m.
- Facilities Maintenance
 - Replaced lights at Fleet Maintenance fuel island
 - Repaired decorative lights on South Washington Street
 - Removed broken windows at Nova Rec. baseball concession
 - Repaired broken eyewash station at Breakaway Maintenance Building
 - Repaired doors at Osceola Elementary restrooms
 - Replace communication cable on controller for gate at Ormond Beach Municipal Airport
 - Painted floor at the Hard Data Center
 - Repaired the main gate at Public Works
 - Replaced fluorescent lights at City Hall
 - Replaced electrical outlet for water fountain at Nova Rec. racquetball court
 - Cleared sewer backup at the Soccer Complex

- Parks and Irrigation
 - Repaired lights at the softball quad
 - Repaired broken toilet at Sanchez Park
 - Repaired men's room toilet at Central Park I
 - Cleaned up shoreline at Rockefeller and Ames Park
 - Replaced two timers on West Granada
 - Replaced four spray heads on West Granada
 - Replaced one broken spray head at airport entrance
 - Replaced one broken spray head at Cassen Park
 - Turned on timers on North Nova Road
 - Replaced six damaged spray heads on Granada median #21
 - Replaced one damaged spray head on South US1 median
 - Replaced backflow valve on Granada median #12
 - Planted two trees at Fortunato Park
 - Hauled dirt to median #21 on Granada and filled in tire tracks
 - Repaired two rotors on bridge approach
 - Dug up and capped $\frac{3}{4}$ zone line at Airport Business Park

Police Department

- Administrative Services
 - Officers received 7 requests for extra patrols (generated by citizens, City personnel, etc. due to suspicious activity or offenses).
 - Attended Department Directors' meeting with City Manager.
 - Officers assisted Homeless Coalition with the Annual Point in Time Survey to determine the number of homeless individuals within the community (10 interviewed; Coalition estimates that they reach approximately 10-18% of homeless with these counts).

- Community Outreach
 - OBPAL Science On Patrol at OBMS Jan 23-29 - In the process of organizing for start date of Feb. 2, 2010
 - OBPAL Youth Basketball - Sat. Jan. 23-24 Boys and Girls basketball held at SONC on Saturday the 23rd.
 - OBPAL Tutors R Us - Jan 25 -28 - Currently 25 youth enrolled.
 - READ program Jan, 23 – 28 - Organizing program to begin Feb. 8.

- Community Services & Animal Control
 - 43 Animal calls responded to
 - 6 Animal Reports
 - 2 Animal Bites
 - 4 Animals to FHS
 - 1 Animal Citation

- Criminal Investigations
 - Cases Assigned: 20
 - Cases Cleared by Arrest/Complaint Affidavit: 6
 - Cases Exceptionally Cleared: 6
 - Inactive: 11
 - Fraud: 3
 - Burglary Business: 2
 - Burglary Residential: 3
 - Larceny Car break: 7
 - Grand Theft: 4

- Auto Theft: 0
- Offense Against Family/DCF Reports: 1
- Robbery: 0
- Assaults: 0
- Narcotics:
 - One search warrant in Ormond Beach
 - Completed two buy walks
 - Assisted the west side on an operation
 - Prepared for an up coming operation which included meetings with the S.A.O.
- Comments:
 - Investigators identified a suspect in a recent rash of burglaries. The subject in question was recently released from state prison and living out of his vehicle in Daytona Beach. Investigators checked several known drug areas and found the suspect's vehicle. After several hours of surveillance, the subject returned to his vehicle and was apprehended (back to jail without passing go).
 - Suspect identified in a car break where a GPS unit was stolen. The subject in question has been pawning numerous pieces of questionable items over the past two months (investigation continues).
- Crime Trends:
 - Several air-conditioning units have been stolen from businesses on the west side of the city. The culprit(s) are cutting the power with bolt cutters and taking the entire unit. It is believed that the subject(s) may be taking the units for the copper. No suspects have been developed as of this time.
- Records:
 - Walk-Ins / Windows 188
 - Phone Calls 327
 - Arrest / NTA'S 47
 - Citations Issued 168
 - Citations Entered 440
 - Reports Generated 134
 - Reports Processed 161
 - Mail / Faxes / Records Request 95
- Operations
 - 01/21/10 – Burglary Carbreak – Bramblewood Drive – window broken out; GPS taken.
 - 01/21/10 – Burglary Carbreak – W. Granada Blvd. – window broken out GPS taken.
 - 01/22/10 – Burglary Carbreak – Spring Meadows – forced entry via window; IPod stolen.
 - 01/22/10 – Burglary Residence – Woodsong Drive – resident out of town, entry via side door; unknown if any items taken at this time.
 - 01/23/10 – Burglary Business – Riverside Drive – vendor (at Casements) stand entered; T-shirts, buttons taken.
 - 01/23/10 – Burglary Residence – Division Avenue – purse taken from home while victim was walking dog.
 - 01/24/10 – DUI – N. Yonge Street – individual arrested for DUI; this is his fifth DUI arrest (felony charges).
 - 01/25/10 – Grand Theft – Clyde Morris Blvd. – A/C units from business.
 - 01/25/10 – Burglary Residence – Queen Anne Court – flat screen TV taken.
 - 01/26/10 – Grand Theft – Rivergate Plaza – three businesses had cooper tubing cut and stolen from A/C and refrigerator units; lost of refrigeration and theft caused an estimated \$20,000 in damage.

01/27/10 – Sex Offense – Nova Road – juvenile alleged she had been assaulted by grandfather; investigation continuing.

01/27/10 – Burglary Carbreak – Fernery Trail – window broken out; purse removed from vehicle overnight.

- Traffic Unit:

- 01/26/2010 Crash w/Injury - SR 40 / US 1: One car turned left in front of another vehicle and caused a right-angle crash in the middle of the intersection. Three were transported to the hospital with non-life-threatening injuries. Two major roadways were heavily congested for about 40 minutes. Citations were issued.

- 01/15/2010 Crash/DUI - Wal-Mart, 1521 W. Granada Blvd.: A motorist drove her Jeep into the same palm tree three times before a Wal-Mart employee removed the keys from her vehicle and called police. Driver was heavily intoxicated and uncooperative. Found a 750 ml bottle of vodka in the car. She was arrested and refused all tests. Her DL was suspended multiple times for DUI violations. This appeared to be her fifth DUI offense. She was charged with felony DUI, DWLS, open container, and no proof of insurance.

- SMART survey conducted on S. St. Andrews Drive after receiving complaints of speeding from HOA. Radar enforcement was indicated. 12 citations have been issued.

- Persistent complaints of construction vehicles parking at 325 Ocean Shore Blvd. on the right-of-way. Officer Pavelka and Officer Borzner have been in contact with personnel at the site, who have been warned to keep their vehicles on the private property and off of the right-of-way.

- Traffic Citations Issues 98

- Parking Citations 0

- Crash - No Injury 17

- Crash – Injury 1

- Crash – Fatal 0

- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations

- Total Citations Issued on S.T.E.P.: 38

- Self-Initiated Enforcement Locations:

- SR 40 / US 1 (Red Light Violations)

- 500-800 BLK Division Avenue

- 600 BLK Hand Avenue

- US 1 / Hand Avenue

- SR A1A

- 600 BLK S. Yonge Street

- 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

- Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated

- Zone 2: 1 Cases initiated

- Zone 3: 1 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.)
- 7 tree removal permit requests
- Administrative staff assisted with twenty-six (26) telephonic inquiries.

Public Works

• **Engineering**

- Hardened Data Center- Waiting for a special socket for generator.
- Existing Wells 8 A, Division Ave- Contractor has submitted well modification permit to SJRWMD.
- US1 Forcemain Extension Phase II- Contractor met with pipe cleaning company to arrange pigging of new forcemain. Service tie-ins to the new forcemain will require temporary service outage to some private lift-stations. Further legal action, regarding the damaged underground utilities last year a pending the FDOT caveats for roadway repairs in conjunction with the watermain replacement.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Met with County to discuss shoulder embankment cut and clear-zone conflicts. Appurtenance conflicts may be resolved by Utilities.
- CDBG Decorative Pavers – The contractor moved the barricades in order to set up the detours and close the roads for the second phase of the project. All the demolition has been completed and the contractor is working on installing the colored concrete headers. The paver portion of the project should be completed by the end of next week and a final inspection will be conducted.
- 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 – Staff is processing a Purchase Order for the installation of a City purchased net. The contractor has scheduled the installation to begin on February 14th.
- Ormond Shores Stormdrain Replacement- Purchase Order for emergency procured construction services are in progress to replace the corroded stormdrain and affect road repairs.

• **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 35%. Utility replacement is also being considered for these streets receiving stormdrain improvements.
- Airport Rd Forcemain Extension- Met with design consultant for progress meeting. Design is approximately 80% complete.
- SR40 Sdkw/Trail Phase I- Prepared for contracts for award.
- SR40 Sdkw/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- Placed on agenda for award.
- LED Lighting Conversion- Staff has selected two replacement LED fixtures that will be presented to Ormond MainStreet and the Neighborhood Improvement Advisory Board for selection.

- Granada Beach Approach- Received verbal approval from FDEP Stormwater. The construction award is scheduled for City Commission approval on February 2nd.
- 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 has scheduled for City Commission approval on February 2nd, the required grant application submittal / maintenance agreement. Staff is finalizing the application / plans to be submitted before February 12, 2010.
- Mast Arm Rehab- Re-process City Commission agenda for bid award.
- Tomoka State Park- FDEP to send new easement for sidewalk removing special conditions.
- 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 Wells 54, 55 & 56- Project was advertised for bidding.
- Stormwater Study– Consultant provided report presentation to City Manager. Consultant is incorporating City Manager's comments into final report.
- Wastewater Treatment Plant Expansion and Rehabilitation – Sending final design plans to SRF prior to bidding
- John Anderson Drive – Evaluation of Proposals scheduled for February 4th.
- Capital Projects:
 - US1 & SR40 Utility Relocates- Work on utilities relocation schedule , plans and MOT
 - US1 & SR40 Utility Relocates- Modify Plan Set and modify Quantities
 - Water Treatment Plant- Modify process diagram
 - Rima Ridge Entrance Paving- Make Modifications to Drawing
- Administration:
 - Processed project invoices/pay requests totaling \$305,902
 - Prepared requisitions/PO's totaling \$1,600
 - Grant Administration:
 - FEMA Hazard Mitigation Grant Program – Hand Avenue & Laurel Creek Drainage Improvements project – prepared quarterly status report and a reimbursement request for \$31,500
 - ECHO – Casements Building Improvements project – prepared quarterly status report and a reimbursement request for \$191,338
- Meetings:
 - US 1 and SR 40 work days for schedule.
 - Staff met to discuss ways to implement the Naviline system in an effective way to track daily inspections, multiple project permits and critical path items. Technical support will be required by the software company.
 - Met with FDOT on US 1 and SR 40 Utilities relocation
- Customer Service:
 - Responded to Rockefeller parking crosswalk/ped signal

- Other:
 - Modify Standard Details
 - Plot & Copy Reuse tank As-builts

Environmental Systems

- **Street Maintenance**

Asphalt / Concrete

- Pull forms – backfill areas for (7) jobs
- Cut stress joints at Oceanshore Blvd. & Hunter's Ridge
- Asphalt utility cut for Water Department at Old Barn
- Asphalt utility cut for Stormwater at Seville (W/O Beach)
- Level roadway with asphalt at Ashton Look (Hunter's Ridge)
- Asphalt utility cut for Water Department at N. Halifax by Post Office & Outback
- Asphalt utility cut for Wastewater at 74 Beaver Lake Circle in Aberdeen
- Utility patch for Water Department at Dix and US1
- Concrete grinder demo at 333 N. Beach Street

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school)
- Trimming around benches at various locations
- Trimming on Main Trail
- Trimming citywide
- Trim trees over ROW at Sterthaus
- Fill in area with dirt at 37 Magnolia Avenue

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
- Assist concrete crew at various locations
- Assist tree crew where needed
- ROW trimming citywide
- Assist tree crew with traffic control at Sterthaus
- Banner maintenance on Streetscape
- Take recycle concrete for washout at Ormond Shores & Riverside

Sign Shop

- Continue fabrication of HIP street names along N. Beach Street
- Continue installation of HIP street names at intersections along N. Beach St. (4 locations)
- Install HIP street names at intersections in Saddlers Run subdivision (5 locations)
- Repair signs at the following locations:
 - Yoon Way & W. Granada Blvd., reinstall stop sign
 - Riverview Dr. & S. Beach St., replace stop sign post hit by a vehicle
 - Greenwood Ave. & N. Beach St., replace rusty stop sign post & street names
 - Kenilworth Ave. & N. Beach St., replace street names & straighten the post
 - Sanchez Ave. & N. Beach St., straighten the stop sign post

- Division Ave. E/of S. Old Kings Rd., replace “Yield to Pedestrians in Crosswalk” sign that was hit by a vehicle
- Northbrook Dr. @ Ormond Beach Middle School, reinstall handicap playground warning sign hit by a vehicle
- Nova Community Center, reinstall handicap sign pulled of the ground
- W. Granada Blvd. at The Chamber of Commerce, reinstall a delineator post at the curb knocked loose by a vehicle

- **Stormwater Maintenance**

- Maintenance Crew

- Locates citywide
- Carp Barriers inspected and cleaned
- Inlet inspection and cleaning – all zones
- Menzi Muck – reshaped ditch on Domicilio
- 738 Santa Fe – flooding complaint – resolved
- New computer installed in the office
- Replaced pipe on Santa Ana and Arroyo Parkway under driveway, after removing trees and digging out ditch
- Met with homeowners and HOA, Huntington Wood swale in Hunter’s Ridge – ongoing

- **Street Sweeping – Streetsweeper**

- Cleaned 59.4 miles of roads (short week)
- 21.5 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>
7	35

Road Calls for the week:

3

Accidents for the week:

Total: 1
pd #124

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>
8876 gallons	10189 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.

- Forwarded to HDI recommendations presented by Jaffe Corporation (Trails and Town Square SC) regarding concerns and administration of notices during inspection activities.
- 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. The contractor worked on communication problems between the influent pump variable frequency drives and the programmable controller. Received an approved shop drawing for the Process Control System Training.
 - 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 – Prepared a report to demonstrate four log removal disinfection standards and delivered to Volusia County Health Department
 - 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 Project: McDonalds lift station – wetwell vent modifications ongoing. The SCADA antenna cable was received and installed and the SCADA is operating. Continuing work and bypass pumping considerations at LS 6M. The access ladder is deteriorated and is found in need of replacement, quotation in the amount of \$8,700 was received – currently assessing. Pump Station piping is being installed. Obtained electrical drawings to submit for a building permit. Shadow Lakes lift station – Contractor indicated that punch list is completed. Field verification was performed. Obtained site plan information on Pump Station SC 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 nearly property owner concerns addressed.
 - State Road 5 at State Road 40 (US1 & Granada) –Reviewed the draft set of plans and sent comments to the Engineering Department. Began preparing specifications for the project.
 - State Road No. 40 from the West End of the Granada Bridge to SR A1A – Received and reviewed the draft set of plans from engineering. The water main replacement at Halifax was deleted from the project scope. Sent drawings to Engineering drafting department for preparation.
 - Airport Widening Project (Utility Relocation JPA) –There is a conflict between a proposed guard rail and the pig port on the forcemain. Installing the guardrail will require the County to lower the ground elevation by 3 feet, significantly reducing the cover over the force main. A meeting was held on site to discuss this issue. Removal of the existing pig port valve vault would eliminate a hazard in the clear zone, eliminating the need for a guard rail. The box will be removed by staff to determine if this solution is feasible.
 - 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 –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 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 7 Residential meters and 3 commercial meters, replaced 4 water services, installed 8 new residential meters and services, replaced 5 meter boxes/lids, Disconnected 1 water service
 - Repaired/responded to 15 service leaks, responded to 1 low pressure complaint, located 2 water meters for the meter readers, responded to 2 customer assistance calls
 - Tested for accuracy, 1- 4”, 2- 3”, and 1- 6” meters
 - Repaired 4, replaced 6 and tested 10 city owned backflow preventers
 - Flushed E. Granada Blvd, N. Yonge St, Dix Ave
 - Repaired flushing devices at 222 S. Nova Rd and Coquina Key Dr
 - Replaced 2 meters and replaced tap on main serving Oceanside Country Club.
 - Repaired a 2” main break on N. Halifax Ave, and Replaced a 6” valve on the corner of Dix Ave and N. Yonge St
 - Completed service to 2 flushing devices
 - All vehicles were cleaned and re-stocked.

- Water Treatment
 - Delivered City 33.032 million gallons for week ending January 24th, 2010
 - Backwashed 13 filters for a total of 640,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Completed FDEP Semi-Annual Inspection 1/22/10

- Waste Water Collection - Reuse
 - Crews Responded to five trouble calls.
 - Crews repaired four sewer laterals and two 3” Irrigation main lines (Breakaway).
 - Eleven sewer laterals televised, eleven laterals cleaned and Root controlled six sewer laterals.
 - Crews adjusted two force main valve boxes on Airport Rd due to new road construction.
 - Replaced with new PEPSystem tank and pump at 9 Forest View Way.
 - Repaired sewer lateral at soccer complex on influent side of PEPSystem.
 - Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Estimated 32.55 Domestic and Industrial Wastewater flow Million Gallons
 - Produced 8.86 Million Gallons of Reuse

- Produced 23.95 Million Gallons of Surface Water Discharge
- Influent flows average for the week is 4.43 MGD, plant rated 6 MGD
- Hauled tons of sludge 67.94 (14%-18% Solids).
- Centrifuge performance testing and optimization is due towards the end of the month by the manufacturer.
- Annual FDEP Pretreatment Report completed.
- 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

- Pulled 2 Lime softening Clearwell transfer pump motors. Sent both for rewind, reinstalled #2 motor after receipt from shop.
- Tested well 11D for operations.
- Installed new pressure transmitter at Arroyo Pkwy.
- Called after hours to Water plant, SCADA communications lost to wellfields. Water tower lights shorted out causing communications link on same circuit to drop out. Disconnected lights and re-established communication link. Contacted Economy Electric to repair water tower lights.
- Performed PM's to Rima, SR 40, Hudson and Division Wellfields.
- Took generator 340 to Fleet for service.
- Checked Accessibility to well 33H for repair activities via the fire trail. You can bring a small truck to the well but a large crane will not make it.
- Installed back up pumping system to Lime Softening Clearwell tank to improve reliability during current pump rehab activities.
- Repaired Lime Slurry pump #2.
- Replaced leaking copper tubes on Well 37R Bermad valve.
- Finished repair of Aerator #2 after receipt of parts and turned back over to operations.
- Assisted contractor on site with VFD project.
- Performed PM's to LPRO and Lime softening plant equipment.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's.
- Well 21 SR is still out of service due to contractor activities. (Calvary)

- Wastewater Plant – Lift Stations – Reuse System

- Replaced auxiliary contacts on 1P liftstation.
- Performed PM service to all plant equipment.
- Installed new Chart recorder in 1st floor lab at Wastewater plant.
- Replaced Fuse on RTU at 1P - reloaded controller from Wastewater plant.
- Removed damaged storage shed - brought to transfer station for disposal.
- Repaired asphalt patch next to Centrifuge building.
- Continued work on 4P liftstation pump #2 suction pipe valve replacement.
- Assisted operations with Alum pipe manifold rebuild.
- Assisted contractor on site with Phase 1 Rehab work.
- Performed PM service and lubricated Bar screen for use.
- Assisted operations group with sand filter cleaning.
- Adjusted probe level settings at Shadow Crossings LS.
- Checked all 3 Digester blowers for proper operation, no problems found.
- Installed Bleeder valves on 3 new Influent pumps, contractor pointed out they weren't in the design specs so we installed them ourselves.
- Cleaned golf cart for delivery to Fleet maintenance for servicing.
- Deragg 4 submersible aerators.
- Replaced preaeration motor with new 15 HP.

- Monthly PM's to 24 Liftstations(cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 6 Liftstations. (pull pumps, etc)
- Utilities Division completed 89 work orders as reported in MP2 system, of which 66 were PM work requests and 23 were repair work orders.
- Regulatory Compliance and Water Quality
 - Additional Miscellaneous Utilities Staff Updates and Information:

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. Awaiting response from VCHD regarding application submittal.

Reviewed SERC regulations and MSDS chemical information. Created a spreadsheet of water and wastewater chemicals with required reportable quantities to facilitate the completion of the required Tier II forms.

Updated and reviewed flushing and water quality data. January results showed continued improvement in the distribution water quality in regards to abating nitrification and increasing chloramine residuals.

Consumptive Use Permit:

Worked on compiling and reviewing the necessary reports due to the SJRWMD by January 31st.