

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 15, 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:
  - Weekly meeting with City Attorney
  - Met with Planning Director & Deputy City Engineer on 350 Cumberland (Todora/Whitley)
  - Bi-weekly meeting with Economic Development Director
  - Weekly meeting with HR Director
  - Weekly meeting with Police Chief
  - Budget discussion with Finance Director
  - Pre-meeting with Directors for Goals Workshop
  - Ride along with Sgt. Corn, P.D.
  
- Attended:
  - MPO Workshop – Make Your Mark in 2035
  - US Post Office Meeting (consolidation of facilities)
  - Volusia County City Managers' meeting
  - Joint meeting of Volusia County & Daytona Beach on E-Zone and Ocean Center
  - Todora/Whitley mediation

### **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):
  - Quality of Life Advisory Board Meeting
- Prepared packets for January 19 City Commission meeting.
- Prepared packets for January 20 Goals Workshop.

### **Community Development**

- Planning
  - The MPO conducted a Make Your Mark 2035 workshop on the 11<sup>th</sup> at the Performing Arts Center. Twenty-two participants along with 5 other support staff attended the workshop. The results of the workshop will be posted on the MPO web site.
  - Planning Board conducted a public hearing on the revised wetland, flood, and sign amendments to the LDC on 1.14.10. The wetland, flood, and sign amendments to the LDC were approved. The Planning Board recommended that the compensatory storage requirement for exempt single family dwellings be a 1:1 ratio and not tiered as recommended by the department in that all parcels less than 20,000 square feet would be required to compensate 1:1 and greater than 20,000 square feet compensatory storage increased to 1:1.15

- Building Inspections, Permitting & Licensing
  - 47 permits issued with a valuation of \$6,552,753.00
  - 126 inspections performed.
  - 7 business tax receipts issued.
- Development Services
  - Ormond Station on N. Nova requested a left turn median opening to access their development and indicated safety was the prime reason for the request. Staff has indicated to FDOT that by policy we do not approve median openings for development (access management) and the requested median opening would have eliminated a section of the landscaped median. However, if safety could be justified by the applicant to FDOT and no other alternative existed to remedy the safety issue, the City would rely upon FDOT's judgment regarding the matter.

### **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.

#### 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 working with representatives of the Chamber, Main Street, and local businesses to distribute local promotional campaign to shop locally. The promotional theme is "Shop Independent Businesses, Keep your \$\$\$ in Ormond Beach".
- Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.
- Staff is appointed to represent city economic development practitioners on the Business Development Partnership Collaborative Economic Information Technology Development Delivery System Committee. The purpose of the group is to improve the Metro Daytona Economic Development Corporation's economic development website to include available properties within the city and county and to enhance local marketing programs to attract prospects to their communities.

#### Prospective Business Attraction/Retention/Expansion

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

#### Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and has drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Economic Development Corporation.
- Staff attended the County Council meeting on December 10 to voice the Commission's oppositions to some aspect of the proposed CRA delegation powers proposed by the County. Meetings between the city attorneys and county attorney have resulted in revisions to the resolutions which will be discussed at the County Council meeting on January 21 at 3:30 pm.

#### Airport Operation and Development

- Staff conducted a pre-construction meeting for the airfield electrical improvements project this week. Work on this project is expected to commence on February 15, 2010. Staging activity has already begun, and will continue as an interim activity. 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 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 planned as well. 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 prepared and submitted the monthly FDOT Active Aviation Grants Status Report this week.
- Staff prepared and submitted to the City Attorney the final draft of an 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. Staff also prepared and submitted accompanying documentation required to place this lease on the January 19, 2010 City

Commission agenda. This lease will generate revenue to the airport fund in the amount of \$8,134.83 per year.

- Staff attended the weekly airport safety meeting at Daytona Beach International Airport.
- Staff conducted a meeting between the parties associated with two active and two pending aviation leases. The parties are Sunrise Aviation, BETNR Construction, Advanced Composite Solutions, Joseph Wright, and Charles Kristman. The purpose of the meeting was to coordinate development activities between the parties and the City.
- 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. We anticipate \$2.6 million in additional Fund Balance being added to the General Fund. Of this amount, \$600,000 is designated for the Ormond Beach Sports Complex. Staff recommends the remaining \$2 million be reserved to establish a revenue stabilization fund.
- Completed Projects - Weekly
  - Processed 44 Journal Entry Batches (# 1254 - 1368).
  - Approved 27 Purchase Requisitions totaling \$120,266.02.
  - Issued 20 Purchase Orders totaling \$88,228.06.
  - Held opening of RFQ 2010-07, John Anderson Drive Roadway Improvements on 1/13/10. Ten (10) companies submitted statements of qualifications.
  - Prepared 145 Accounts Payable checks totaling \$286,696.54 and 17 Accounts Payable EFT payments totaling \$199,510.33.
  - Processed 4,196 cash receipts totaling \$934,864.68.
  - Processed 1,364 utility bill payments through ACH totaling \$87,213.34.
  - Processed and issued 6,873 utility bills with billed consumption of water of 29,093k.
  - Issued 974 past due notices on utility accounts.
- Public Information
  - Press Releases
    - Martin Luther King, Jr., Day Prayer Breakfast
    - Residential Fire – 232 S. Beach Street
    - Media Contacts
    - Citizen Contacts
- Grants
  - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements.
  - Submission of SAFER grant to rehire two firefighters as authorized by the Commission in December 2009.

### **Fire Department**

#### **Operations**

- Revised Battalion Staff Daily Pass Down Report
- Discussions with Union Regarding Possible Grievance
- Worked with IT to solve issues with State Electronic Reporting for EMS
- Monitored a permitted ceremonial burn on SR 40
- Attended Volusia County EMS Providers meeting

- Completed Cardiac 12-Lead training program provided through Volusia County grant fund
- Attended city Safety Committee meeting
- Attended Volusia County Training meeting on incident command simulation training

#### Weekly Statistics

3	Fire
9	Fire Alarms
3	Hazardous
85	EMS
5	Motor Vehicle Accidents
19	Public Assists
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<b>124</b>	<b>TOTAL CALLS</b>

- Aid provided to other agencies: **7 calls**
- Aid received from other agencies: **5 calls**
- Total staff hours provided to other agencies: **10**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **5**

#### Training Hours

1	Driving
28	EMT Refresher - Module 7
2	Extrication
2	Medical Director - Biochem
3	SOP's
40	Technical Rescue
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<b>76</b>	<b>TOTAL STAFF HOURS</b>

#### Activities

- Updated 19 pre-fire plans
- Conducted 4 fire inspections with 5 safety violation discovered
- Attended Kiwanis Family Cycling Festival at The Casements – Presented the engine/equipment and answered citizen's questions
- Conducted tour of Station 91
- Held weekly Fire Explorers meeting at Station 92

#### Significant Incidents

- On Tuesday January 12<sup>th</sup> at 4:46 PM we responded with 3 Engines, 1 Quint and a Battalion to a residential structure fire at 73 Saint Anne Circle. Automatic Aid was received from Volusia County Fire Services. The residents evacuated the smoke-filled home prior to our arrival. The fire started when the resident was frying hamburgers and grease caught fire, burning the overhead hood and cabinets. No injuries were sustained. Homeowners were able to occupy the home after ventilation of smoke was completed. The home and contents value was estimated at \$225,000 which sustained an estimated damage of \$1,000.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Police Officer
- Screening/Interviews Scheduled
  - PT OA I – Leisure Services ~ Position has been placed on hold
  - PT Custodian- Leisure Services ~ Position has been placed on hold

- PT Community Events Technician (Leisure Services) ~ Position has been placed on hold
- Recreation Manager (In-House) ~ (2) employees applied ~forwarded to Leisure Services for review
- Maintenance Worker II (Wastewater) 10 interviews will be conducted 1/20/10 – 1/22/10
- Contacted Remedy Intelligent Staffing for a temporary employee to work in the Building Division (Kathleen Dixon started 1/11/10)
- Background/Reference Checks
  - Police Dept. is conducting background investigation on in house employee for the Community Service Officer position.
- Job Offers
  - Conditional Offer extended 01/14/10 for police officer position.
- Terminations/Resignations/Retirements
  - Community Service Officer - retirement - effective 01-29-10
  - Police Chief - retirement – 03-31-10

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

- FMLA – Public Works – Leave began 11-11-09. Expected return to work date is 01/25/10 after follow-up visit and results of exam. (FMLA Entitlement through 02-01-10)
- FMLA – Neighborhood Improvement, Leave began 12-07-09. Expected return to work date is 01-19-10. (FMLA Entitlement through 03-01-10)
- FMLA – Public Works – Leave to begin approximately 02-13-10 – Returning approximately 03-29-10. (FMLA Entitlement through 05-08-10)
- FMLA – Police Department. Leave began 12-07-09. Expected return to work date is 03-01-10 (FLMA Entitlement through 03-01-10)
- FMLA – Public Works – Leave to begin on 01-15-10. Expected return to work date is 03-01-10. (FMLA Entitlement through 01-15-10)

#### **Policy Under Review**

- Update email policy to expand proper use of email.
- Update cell phone use policy to include language regarding visual distractions while driving, i.e., texting, emailing, etc.
- Update No Smoking policy – ban to extend to City vehicles

#### **Risk Management**

- Injury: Employee fell while stepping into a dirt hole. There was a washout beneath the bottom of the hole. Medical treatment provided; temporary physical restrictions assigned for 2 weeks. Division is able to accommodate.
- Injury: Employee suffered a torn muscle while assisting a student. Medical treatment is on-going; the employee is returned to work with temporary, physical restrictions.
- Subrogation recovery: Motor vehicle accident damaged concrete culvert (\$150.13).
- Incident: An intoxicated person at the Nova Community Center Park was removed by OBPD.
- Tentative settlement of liability claim related to a 2008 motor vehicle accident. Pending Claims Committee approval.

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

- Work Plan Projects
  - Hardened Data Center
    - 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: - 50 New work - 48 completed - 53 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
  - For the week:

Total inbound E-Mails	72,657	Net Inbound E-Mails	50,765
Inbound Bad E-Mail	21,884	Percentage bad mail	30.1%
Virus Messages Blocked	8		

Notable Events: None.

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

- Addressing Additions: 1 Changes: 2 Corrections: 44
- Map/Information Requests: 10
- Information Requests from External Organizations: 4
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Staff member acquired FEMA ICS-100.a certification.

### **Leisure Services**

- Administrative Services
  - Public Works Staff meeting
  - City Manager's Staff meeting
  - Facilities Maintenance Supervisor meeting
  - Acting Recreation Manager meeting
  - Supervisory Staff meeting
  - Memorial Day meeting
  - Leisure Services Advisory Board meeting
  - Substantial completion inspection at Casements
  - Arbor Day at Fortunato Park
  - Staff Evaluations
  - Cobb memorial meeting
  - Agenda Items preparation
  - Athletic field inspections
  - Volusia County – Granada restrooms inspection
- 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 night throughout the rest of the season at 6:30, 7:45, and 9:00 p.m.
  - The Ormond Beach Soccer Club competitive program continue practicing in the cold, preparing for the Challenger Cup Tournament that they plan host to every year over Martin Luther King's Birthday weekend.
  - Seabreeze Girl's and Boy's Soccer continue their practices and games this week on Soccer Fields 1, 4, 7, and 8 at the Sports Complex.
  - Girl's and OBYBA Boy's Basketball games resumed this week at both the South Ormond Neighborhood (Monday, Wednesday and Thursday) and Nova (Monday - Thursday) Gyms.
  - Calvary Christian Soccer continues their practices and games this week, Monday, Tuesday, Thursday, and Friday at the Sports Complex.
  - River Bend Academy Soccer Program finished their game season at the Sports Complex on Monday at 5:00 p.m.
  - The OBYBSA competitive teams, the Lady Renegades and the Golden Spikes, will be having tryouts this Tuesday and Wednesday, January 12<sup>th</sup> and 13<sup>th</sup>, at the Quad, Nova Fields and the Kiwanis Field. Last Saturday's original tryouts were cancelled due to the bitter weather.

- 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.
- 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 is preparing for the Martin Luther King, Jr. Prayer Breakfast to be held on Monday, January 18<sup>th</sup>.
  - Interior work including routine gym maintenance is being completed while there is not a big park demand due to cold weather.
- Athletic Field Maintenance
  - Mowed baseball fields 1-4
  - Mowed common areas
  - Mowed South Ormond outfield
  - Edged running lanes and fence lines at Nova
  - 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 skateboard park, tennis and handball courts
  - Mowed softball fields 1-4 and coed fields
  - Picked up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Mowed soccer fields 1-10
  - Painted foul lines on baseball fields 1-3
  - Finished finding layouts for soccer fields for upcoming tournament
  - Painted foul lines and prepared baseball fields daily for umpire school
  - Moved bleachers to Oceanside golf course for SALLY tournament
  - Prepped and repainted soccer fields 4-8 for Seabreeze, CCA, Riverbend and competitive soccer programs
  - Cleaned up after daily use of the soccer fields and games
  - Started painting borders of soccer fields 1-4 and 9-10
  - Spent time at the Casements helping with projects
  - Repaired or rebuilt damaged player benches
  - Prepped softball fields 1-2 for men's slow-pitch league and Lady Renegades competitive club practice
- 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 Children's Musical Theatre on stage all week in preparation for their annual January performances. This year CMT is going green with two environmentally charged productions, Krazy Kamp and Update Earth. CMT has just completed a full year of contracted use with the PAC housing all classes and evening programs during the extended evening hours. This has been a successful venture for both the City of Ormond Beach and Children's Musical Theatre Workshop.

- 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 15<sup>th</sup> ♦ CMT Krazy Kamp & Update Earth (PAC) \$10-\$12
  - January 16<sup>th</sup> ♦ CMT Krazy Kamp & Update Earth (PAC) \$10-\$12
- Community Events
  - Prepared and setup for MPO hospitality and meeting at the PAC on January 11<sup>th</sup>.
  - Prepared and setup for Arbor Day tree planting Ceremony January 15 at 1:30 p.m. at Fortunato Park. Tree planting will be done with the assistance of some of the St. James Episcopal School children.
  - Staff updated Community Events Bulletin board with up-to-date information.
  - Delivered unwanted office supplies to the Pace Center for Girls.
  - Staff updated Art in the Park application; updating applicants’ addresses and information where needed. Staff is preparing mailing labels for application mail out.
  - Staff is still gathering information for the Birthplace of Speed Final Centennial Celebration by updating the application and awaiting confirmation of feature car. Invitations will be mailed soon.
  - Scheduled and held a committee meeting with Suzanne Heady and Dan Smith to discuss issues with the Birthplace of Speed event.
  - Staff scheduled a meeting with Paul McCauley and Robert Carolin to discuss Memorial Day Ceremony and the possibility of moving the ceremony from City Hall to Rockefeller Gardens.
  - Submitted check requests for checks to be presented to parade winners at January 19<sup>th</sup> Commission Meeting.
  - Walk with the Manager cancelled last Friday due to inclement weather conditions.
  - Gathering hospitality supplies and other items needed for the Focus Meeting on January 20<sup>th</sup>.
  - Staff attended Senior Games Meeting.
- Gymnastics
  - The head gymnastics coach was injured while spotting a student during class last Friday. The 1:30 and 2:30 classes at the gym have been cancelled for this week and will resume next week when the head coach is able to return to work.
- 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.
  - The Martin Luther King annual Youth Basketball Tournament met in the gym on Friday. Leagues competed throughout the day.

- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
- Preparations and planning continued for the Shining STARS Pageant and Fashion Show for special needs participants including sending invitations to the mailing list, confirming the partnership with the International Academy and arranging the first meeting of the planning committee.
- The Camp T. Rec partnership attended their first planning meeting on Wednesday at Nova Community Center. The cities of Ormond Beach, Daytona Beach and Port Orange reviewed the 2009 summer camp and began planning for 2010.
- Planning began for Challenger Volleyball including sending emails and mail-outs.
- Organization and clean up continued after the final sanding and refinishing of the Activity Room floor.
  
- The Casements
  - The Guild Board met on Monday, January 11<sup>th</sup> from 10:00 a.m. until noon.
  - Casement staff assisted Community Events with tables, linens and miscellaneous items needed for upcoming events.
  - Casement staff worked to strike Starry, Starry night display hanging from third floor to main floor.
  - Casements staff, with assistance from a PAC staffer, removed all the greens from the outside first floor windows and returned to storage.
  - Yoga met on Tuesday morning and Thursday evening in the dance room.
  - Tai Chi met on Wednesday evening in the dance room.
  - The Casements Coordinator met with the Guild President this week to discuss several fundraising ideas for the coming year.
  - Casements staff assisted with the set up and strike of the Farmers' Market on Thursday from 7:00 a.m. to 2:00 p.m.
  - East Coast Plein Air Painters gallery display will continue throughout the month of January.
  - The Casements Coordinator prerecorded an interview with Gage Publishing for their weekly radio show. This segment will air on Saturday.
  - The Coordinator met with Ron Berkheimer to discuss an upcoming Birthplace of Speed display to be showcased at The Casements during the centennial event.
  - The Coordinator met with Alex Walter this week to discuss the Eagle Project connected with the 100 years of Boy Scouting event to be held in February.
  - Planning continues on "Unity in Our Community", the multi-cultural event scheduled for Saturday, February 6<sup>th</sup>.
  - 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 upcoming 21<sup>st</sup> annual Native American Festival which will be next weekend. Festival hours will be Friday from 10:00 a.m. - 9:00 p.m.; Saturday 10:00 a.m. - 9:00 p.m.; and Sunday 10:00 a.m. to 5:00 p.m. Gate admission will be \$6.00 Adults, \$5.00 Seniors and \$4.00 children.
  
- Facilities Maintenance
  - Repaired toilet in ladies room at City Hall
  - Repaired fire alarm system at Nova Rec.
  - Repaired three decorative lights on Granada Boulevard
  - Replaced toilet at the Cassen Park Bait House
  - Repaired leaking sink at Ormond Beach Gymnastics

- Pulled in Christmas trees from Halifax River, disassembled them and put them in storage
- Took down and put away all snowflakes from Granada Boulevard
- Removed garland and snowflakes from Granada Bridge
- Removed Christmas decorations from the Police Department and Bailey Riverbridge Gardens
- Removed reindeer, horse and carriage and Happy Holidays decorations from City Hall lawn
- Parks and Irrigation
  - Turned off water Citywide due to freeze
  - Tried to locate reuse tap at Fire Station #92
  - Repaired two line breaks at Casements; replaced two broken rotors, raised valve box four inches
  - Hauled dirt to Casements to backfill holes
  - Helped Building Maintenance with Halifax River Christmas tree removal
  - Helped Reuse Water Department in locating tap at Fire Station #92

### **Police Department**

- Administrative Services
  - Attended Florida Police Chiefs' Association Winter Conference.
  - Conducted interviews for police officer applicants.
  - Attended Citizen Police Academy, Class XXIII.
- Community Outreach
  - Ormond Beach PAL's YDC was recognized with an award from the State of Florida PAL for their hard work and dedication to not only their community but to others as well. OBPAL's YDC completed twelve local community service projects and six regional community service projects this year. They also participated in four Florida PAL license plate campaigns encouraging over one hundred people to purchase the Florida PAL license plate. The funds from the sale of the specialty plate helps to provide programs for PAL youth throughout the state of Florida.
- Community Services & Animal Control
  - 59 animal calls
  - 10 reports
  - 4 animals to FHS
  - 1 animal citation
  - 1 alarm citation
- Criminal Investigations
  - Cases Assigned: 13
  - Cases Cleared by Arrest/Complaint Affidavit: 6
  - Cases Exceptionally Cleared: 4
  - Burglary Business: 1
  - Burglary Residential: 2
  - Larceny Car break: 3
  - Grand Theft: 3
  - Auto Theft: 1
  - Missing Persons: 1 (located)
  - Death Investigation: 1
  - Sex Offense/Rape: 1
  - Robbery: 1
  - Assaults: 1

- Narcotics:
  - One search warrant with an arrest for possession with the intent to distribute cocaine and cannabis, sale and delivery
  - 6 Buy-Walks, 4 attempts
- Comments:
  - Car breaks and residential burglaries are down
  - Stolen property from several car breaks recovered and a suspect has been identified (charges pending).
- Records
  - Walk-Ins / Windows 227
  - Phone Calls 341
  - Arrest / NTA'S 11
  - Citations Issued 113
  - Citations Processed 228
  - Reports Generated 96
  - Reports Processed 151
  - Mail / Faxes / Records Request 114
- Operations
  - 01/07/10 – Robbery Bank – N. Nova Road – suspect implied weapon; investigation continuing.
  - 01/08/10 – Traffic – N. Beach St. – water main break required closure of North Beach Street for several hours.
  - 01/08/10 – Aggravated Assault – N. Halifax Drive – known suspect fired shot at victim (missed); suspect apprehended by Flagler County and taken into custody.
  - 01/11/10 – Burglary Carbreak (3) – North US1 – three vehicles entered at business; suspect observed by patrons; search conducted with Air 1 and K-9; suspect not captured.
  - 01/11/10 – Burglary Carbreak – W. Granada Blvd. – time lapse previous two days.
  - 01/12/10 – Narcotics – OBMS – student arrested for possession of marijuana on school grounds.
  - 01/12/10 – Burglary Residence – S. Center Street – entry via unlocked door; jewelry taken.
  - 01/13/10 – Traffic Crash Fatality – Hernandez & US1 – two vehicle crash; one fatality; initial investigation indicates a possible medical issue with driver of one vehicle; Traffic Homicide Investigation being conducted.
  - 01/13/10 – Armed Robbery – North US1 – possibly known suspect armed with handgun demanded money from store clerk; investigation continuing.
  - 01/13/10 – Fire Residential – S. Beach Street – house fire required South Beach Street to be closed for several hours.
  - 01/13/10 – Traffic Crash – Hull Road/US1 – single vehicle rollover crash; driver fled scene; power pole damaged and created need to close US1 for several hours; investigation continuing.
- Traffic Unit:
  - 10-01-00180 - 1445 hr - Fatal Crash US1/Hernandez Avenue: A white minivan, west bound on Hernandez Avenue went through a stop sign at US1 without slowing or stopping. It entered the path of a northbound SUV, which collided into the van's driver side.
  - All motors have been assisting Officer Pavelka with the inter-agency police motorcycle training. We have six (6) students enrolled, two (2) from our agency. Three (3) instructors from outside agencies are in attendance as well. This has been a tremendous team effort on the part of the Traffic Unit for the past two weeks.

- The Traffic Unit is at the end of the FDOT evaluation of traffic enforcement statistics for 2009, commonly known as the “Motor Unit Challenge.” This program emphasizes traffic enforcement and its correlation with traffic safety during the holiday months. In counting the statistics, I was pleased to find out that our increased efforts during this evaluation period, as opposed to 2008, made a significant impact. Citation issuance nearly doubled and the number of traffic crashes was nearly cut in half.
  - Traffic Citations 33
  - Parking Citations 4
  - Crash - No Injury 6
  - Crash - Injury 1
  - Crash - Fatal 1
  - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
    - Total Citations Issued on S.T.E.P.: 25
    - Self-Initiated Enforcement Locations:
      - 500-800 BLK Division Avenue
      - 600 BLK Hand Avenue
      - N. Ridgewood Avenue
      - US1/Hand Avenue
      - SR A1A
      - Granada Bridge
    - 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: 2 Cases Initiated
  - Zone 2: 3 Cases initiated
  - Zone 3: 2 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.)
  - 5 tree removal permit requests
  - Administrative staff assisted with one (1) walk-in lobby and twenty-eight (28) telephonic inquiries.

## **Public Works**

### **Engineering**

- Hardened Data Center- Met with Bayshore electric for project for final walk through.
- Existing Wells 8 A, Division Ave- Completed permit application for modification. Contractor is to complete this work in February.
- US1 Forcemain Extension Phase II- Met with contractor to discuss completing original scope of work, involving utility tie-ins to the new forcemain. Work expected to resume mid January. Remaining road construction repairs and watermain bridge attachment are pending legal proceedings.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Two additional utility offsets need to be done. Shoulder work is underway. Milling & Resurfacing will be completed once shoulders have been constructed.

- CDBG Decorative Pavers – The contractor began work on Monday as scheduled by installing the barricades and signage for the first phase of the project. By weeks end, the demolition, base compaction and colored concrete header curbs were completed.
- 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 is soliciting installation quotations for the City purchased netting to be installed on February 14<sup>th</sup>.
- Design Projects:
  - Rima Ridge Wells 54, 55 & 56- Plans are completed. Project letting expected to occur in February.
  - Water Treatment Plant Distribution System, Phase II- Staff has been working with the consultant to design the tie-in at the south end of the water treatment plant. Otherwise, the design is completed.
  - 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- Design is 75%. Staff will be working with consultant to secure easements.
  - SR40 Sdwk/Trail Phase II- Revised plan sheet to avoid utility conflict
  - OBSC Boundless Playground – Staff is revising the preliminary concept plan to aid the manufacture in completing a finalized design.
  - South Ormond Rec. Center Lighting- Received bids – evaluating submitted alternate.
  - LED Lighting Conversion- Staff has received and reviewed factory direct (wholesale) equipment cost estimates.
  - Granada Beach Approach- The construction award is scheduled for City Commission approval on February 2<sup>nd</sup>.
  - SR40 A1A- Beach St.- Mailed signed Utilities Relocation Schedule
  - Granada Bridge Decorative Pole Replacement – Staff meet with McKim & Creed to discuss the proposed project scope in order for them to prepare a proposal for structural engineering services as the FDOT is requiring that a new utility permit be issued for the project.
  - Ormond Parkway Park – A site meeting was held this week with the consultant and staff to determine what would be the best use of the space.
  - Urban Forestry Grant – Staff has scheduled for City Commission approval on February 2nd, the required grant application submittal / maintenance agreement.
  - Hand Avenue- Consultant submitted SJRWMD Response to RAI#1. Consultant authorized to begin design of additional work to interconnect lakes and add bridge feature.
  - Stormwater Study – Final report to be provided next week.
  - Wastewater Treatment Plant Expansion and Rehabilitation – Anticipate providing plans to pre-qualified bidders by February to begin the bidding process.
  - US1 & SR40- Work on utilities relocation
  - Mast Arm Rehab- Process City Commission agenda for bid award.
  - Tomoka State Park- Received easement for sidewalk.
  - 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- City's utility plans have been submitted to County. This project is unfunded for the County where additional right-of-way is needed. No current schedule for project letting has been released.
- Rima Ridge Rd at SR40 Entrance- Plans into review by FDOT.
  
- Capital Projects:
  - Locate documents and drawings supporting monitoring well information for all monitoring wells located at OBPD.
  - Roberta Utility Relocate- Modify As-built As-built
  - VFD Change Order 1- Make modifications
  - US1 & SR40 Utility Relocates- Gather DOT drawings, create plan set, create quantities list, create utility work schedule.
  
- Administration:
  - Petroleum Cleanup Participation Program- Submitted resolution package to Legal.
  - Ormond Shores Stormdrain Replacement- Contacted contractor and materials supplier to discuss pipe insert repair feasibility.
  - Production Well 8A- Prepared permit for back plugging bottom well to improve water quality being pumped.
  
- Meetings:
  - US 1 and SR 40 sidewalk material
  - 179 Ann Rustin Dr onsite meeting for grading options with pool and paver deck installation.
  - Meet owner and contractor regarding 23 Manderly Dr rear yard grade and fill options.
  - Met with EVRWA where consultant presented results of their modeling of the Nova Canal drainage system. Results indicated minimal impact for the City at higher intensity storms (i.e. 100-yr, May Storm) with more impact seen during lesser frequent storms (i.e. 5, 10, and 25 year). This is primarily due to the restrictions within the drainage ditches and the amount of water that must be conveyed, and the distance from the outfalls. The Consultant recommends additional pumping stations, with one located in the Laurel Creek basin area to assist in moving stormwater to the river. It was also suggested that widening of the conveyance ditches be considered. The Technical Review Committee will meet this week to discuss the scope of work and determine in what direction the study should proceed due to the results from the model.
  
- Customer Service:
  - 179 Ann Rustin grade issue
  - Create CAD drawing showing piping diagram for WWTP for CDM request
  - On site visit to check 5 Tomoka View Dock and revetment permit compliance
  - Provide current John Anderson Dr survey to CSI Request
  - Create slab elevation variance memo for Scott Vanacore re: 113 Shady Branch

### **Environmental Systems**

- **Street Maintenance**
  - Asphalt / Concrete
    - 19' x 18' x 4.5" asphalt utility cut for water main break on N. Beach St. at Hernandez (8.63 tons)
    - Form up sidewalks – basin at Hunter's Ridge
    - Remove broken sidewalk at Cambridge Trace and Cottonwood
    - Asphalt Wastewater utility cuts (3) at Royal Dunes
    - Patched deteriorated roadway on Pineland Trail

- Asphalt work at S. Washington and SR40, Tomoka and Ridgewood, Melrose and Yonge, Amsden and A1A and Granada

#### Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Edging/trimming on N. Nova Rd., Oakmont Dr. and Old Kings Rd.
- Trimming citywide
- Stump grinding at various locations
- Take #284 to Fleet
- Trim over road and ROW at Old Tomoka Road

#### 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
- Pick up equipment at Fleet
- Check DOT weed control at A1A, US1, Granada and Nova
- Assist concrete crew

#### Sign Shop

- Continue installation of HIP street names at intersections along W. Granada Blvd. (7 locations)
- Observe traffic marking demo behind City Hall
- Installed a YMCA directional sign at W. Granada & N. Orchard St.
- Set up lane closure on W. Granada Blvd. @ S. Washington St. for emergency water line repair by the Utilities Department
- Repair signs at the following locations:
  - 79 Flamingo Dr., replace snap 'n safe couplers on large arrow sign hit by a vehicle
  - Lincoln Ave. w/o N. Beach, replace post on 25 mph sign
  - Lincoln Ave. & N. Ridgewood Ave., replace street names
  - NW Andalusia Ave. & Hand Ave., reinstall stop sign post hit by a vehicle

- **Stormwater Maintenance**

#### Maintenance Crew

- Locates citywide
- Carp Gates inspected and cleaned
- Basin cleaning - citywide
- Carp Barriers cleaned
- Ditch Cleaning – pick up trash, mow and weed at Thompson Creek Rd. @ SR40 and Lincoln Ave.
- Pump Station inspections
- Reachout Mowing (lease vehicle), our Reachout to Tampa – truck trailer and mower work at various locations
- Basin Inspections @ Coquina Point
- Gradall – dug out ditch on Santa Ana
- Vacon – line and basin cleaning – Tomoka Oaks
- Repair broken manhole – Ormond Business Park

- **Street Sweeping – Streetsweeper**
  - Cleaned 131.4 miles of roads
  - 28.0 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>
15	23

**Road Calls for the week:**

5

**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>
3,112 gallons	15,565 gallons

**Comments:**

The recent cold weather had negligible impact on the fleet division. The central fueling station gave some trouble with slow pumping of gas and diesel fuel. Fleet will look into making adjustments to resolve the problem. The fleet overall responded well to the cold. A few hard starts with nothing major otherwise.

- **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.
- Hand Avenue Collector Road Upgrade – Reviewed plans and met with consulting engineer and Engineering Department to discuss comments.
- Wilmette Ave. Forcmain Replacement Project – Construction completed - Approved the pay request. Prepared as-built drawings.
- Open Top Roll-Off Style Container Filter – Prepared bid documents for review and comments.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project –Reviewed the Process Control System Training Submittal. 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. Field Order 006 enables conveyor, sludge feed pumps, polymer feed systems and in-line grinder pumps operations from the centrifuge control panels. Work is completed on Field Order 006 enabling the centrifuge to operate in the auto mode. Processed pay request number 12. CenState continued to investigate the issues with the fabrication of the influent pumps (IPs). Obtained training for the new transfer switch at the influent pump station.

- Wastewater Treatment Plant Rehab/Expansion Project - Evaluated SOQ's received and prequalified 10 of 13 interested contractors. Discussed bid form format with City Engineer and Design Engineer.
- 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 –Prepared drawings for change order 1 and distributed them to the contractor, design engineer and staff for discussion at a project meeting. Received a quotation from Masci to perform the work involved in Change Order #1. The cost is \$21,083.40. The contractor also requested 45 days of additional time. Obtained and reviewed field orders for review covering this item.
- 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. 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) – All water and sewer main relocation activities completed. 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.
- Tymber Creek Widening from Peruvian Lane to North of Airport Road – Reviewed the design plans. Met with the County to review the project. The County presently does not have funds to construct this project. The project will not be constructed this fiscal year.
- Water Main Extension from the Water Treatment Plant to US Highway 1 – Reviewed the proposed water main installation within the plant site. 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 Seville Street Commercial Site plans. Reviewed the plans for Prince of Peace Social Services Building, Ormond Crossings and Betnr Airport Lot 3 Hangars Reviewed the revised plans for Maria Bonita Restaurant. Reviewed plans for Ormond Grande Townhomes.
- 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. Discussed sewer aspects of development of two residential lots on Hammock Lane.
- Roberta Road and John Anderson Drive – Hazen Construction performed and completed relocation work. Sent field mark ups to drafting to prepare a set of record drawings.
- Water Distribution
  - Repaired or replaced 7 residential, replaced 7 water services, installed 1 new meters and services
  - Responded and/or repaired 52 service leaks, flushed 6 dirty/cloudy water complaints, responded to 11 low pressure complaints, located 2 water meters for the meter readers.
  - Repaired 2-8", 2-6", 4-2" water main breaks
  - performed valve maintenance on 25 valves
  - flushed Melrose Ave, Seton Trail, Ocean Shore Blvd, Tomoka Ave, Seacrest Dr, Roberta Rd, Sunshine Blvd, Old Barn Trail, Mimosa Trail, N. Beach St., Hernandez Ave (all due to water main breaks.
  - All vehicles were cleaned and re-stocked.
- Water Treatment
  - Delivered to the City 35.132 million gallons week ending Jan.10th, 2010
  - Backwashed filters 8 times for a total of 400,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Performed flushing at Bear Creek housing development to improve water quality, flushed 9 hydrants a total of 16,500 gallons.
  - Started system flushing on beach side from Granada going south on Tuesday night 1/13. From Granada going north on beach side, will be done this Friday night. Mainland side from the river to the railroad tracks both north and south of Granada will be completed this weekend.
- Waste Water Collection - Reuse
  - Crews Responded to three trouble calls
  - Crews repaired three sewer laterals and one reuse lateral.
  - Seven sewer laterals televised and four laterals cleaned.
  - Crews assisted water dept with vactor during water breaks.
  - Shut down 8" & 10" force main for construction on Airport Rd. project.
  - Crews disconnected sewer at 647 Oceanshore Blvd.
  - Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
  - Cleaned buildings and fueled all equipment for weekend.
- Waste Water Treatment
  - Estimated Domestic and Industrial Wastewater flow 33.10 Million Gallons
  - Produced 9.31 Million Gallons of Reuse
  - Produced 23.80 Million Gallons of Surface Water Discharge
  - Influent flows weekly average @ 4.73 MGD, plant designed for 6 MGD
  - Hauled 56.0 tons of sludge (14%-18% Solids).
  - Both new Centrifuges have been installed and are fully operational with the exception one of the Centrifuge support beams is being rust coated and will be installed when coating is complete. Centrifuge optimization is planned by the manufacturer next week.
  - FDEP Consent Agreement is complete and final quarterly report submitted.
  - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.

- Utilities Maintenance Division
  - Replaced Lime Slaker #2 feed belt also set tracking correctly and adjusted tensioner for extended life.
  - Repaired leaks on #5 and #7 Sodium Hypochlorite feed pumps.
  - Worked on restoring #4 and #1 sand filter actuator valves from fault status. Found motor burned up on #1 and fault will not reset on #2. Operations group will contact manufacturer.
  - Replaced Sump pump and piping at well 19SR.
  - Attended transfer switch training at WWP influent station.
  - Reset wetwell pump #1.
  - Performed PM's to Booster pumping stations.
  - Performed PM's to LPRO and Lime softening plant equipment.
  - Performed PM's to Hudson and Division wellfield.
  - Performed Reuse system PM's
  - Repaired sump pump at Leeway Trail elevated tank/Booster pumping station.
  - Replaced photocell on Water tower lighting.
  - Replaced photocell on Maintenance building lighting.
  - Performed PM's to SR40 Wellfield. Well 21 SR is still out of service due to contractor activities.
  - Cleaned shop and put away spare part inventory.

Wastewater Plant – Lift Stations – Reuse System

- Replaced control fuse at Shadow crossings reuse station, pumps had lost pressure.
  - 7P liftstation controller went bad, set up float system for temporary operation and contacted Smith and Loveless representative for replacement. PO submitted to appropriate parties.
  - Clarifier #1 had high torque, reversed rotation and unjammed rake.
  - 3 Million gallon Reuse ground storage tank lighting main underground feeder was damaged at roadway to fleet. Economy contacted for price and repair options.
  - Spliced pump lead at 8P liftstation due to rat chewing through wiring. Baited station.
  - Replaced check valve at 7P liftstation.
  - Replaced motor Fermentation #3.
  - Repaired broken water line Scum well #2.
  - Obtained quotes for 11M and 13M liftstation piping and base elbow replacement. Submitted paperwork for P.O.
  - Cracked open water valves at all liftstations for freeze protection.
  - Filled all diesel cans for operations group.
  - Deragg 4 submersible aerators.
  - Replaced preaeration motor with new 15 HP.
  - Cleaned shop and put away spare parts.
  - Attended transfer switch training at Influent station.
  - Monthly PM's to 17 Liftstations( cleaned and deodorized)
  - Annual PM's to 4 Liftstations. (pull pumps, etc)
  - Utilities Division completed 78 work orders as reported in MP2 system, of which 54 were PM work requests and 24 were repair work orders.
- Regulatory Compliance and Water Quality
    - Drinking Water:
      - Completed report on coupon rack study to date for submittal in the January 10<sup>th</sup> monthly compliance package to the VCHD.
      - Updated database and reviewed results for the continuing lead/copper coupon rack study.

- Updated meter readings comparing plant finished, plant raw, and wells to complete 2009. There is <1% difference between the well meter readings and the incoming plant raw water meter readings.
- Initiated 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:
  - Updated database of well withdrawals vs. CUP allocation for 2009. Annual well withdrawals were 2362.27 million gallons. The CUP allocation for 2009 was 2682.8 million gallons. This resulted in an 88% usage of the CUP allocation for 2009.