

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 8, 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
  - Goals Workshop
  - Reviewed FPL proposed agreement with Assistant City Manager
  - Weekly meeting with HR Director
  - Budget discussion with Finance Director and Assistant City Manager
  - Ormond Crossings with Economic Development Director
  - Mediation Issue for the Todora/Whitley upcoming mediation on Jan 15<sup>th</sup>.
  - Union Issues with HR Director
- Attended:
  - EVRWA meeting

### **City Clerks Office**

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

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
  - City Commission Regular Meeting

### **Community Development**

- Planning
  - The Planning Department has arranged a meeting on January 26, 2010 at City Hall beginning at 5:00 pm in the Training Room to discuss the draft form based code for the downtown. A flyer has been prepared and will be sent to downtown property owners as well as to Main Street. A power point presentation describing what a form based code is and a summary of the FBC provisions along with the Form Based Code (FBC) itself and the Design Guidelines were also sent to Main Street for the Design Subcommittee to discuss but not act upon. City staff will also attend these subcommittee meetings. Formal public hearings before the Planning Board and City Commission will not occur until the changes have been adequately vetted and deliberated upon by all those possibly affected by the changes. Due to size limitation, copies of the flyer, power point presentation, FBC, and design guidelines have been placed on the City's FTP site at: <ftp://ftp.ormondbeach.org/> for downloading.
  - The Planning Department has arranged a meeting with the MPO – Mark Your Mark at the Ormond PAC on Monday, January 11th at 6pm to provide an opportunity for residents to prioritize transportation projects.

- A draft of the Property Improvement Grant Program revisions has been completed and will be sent out to Main Street for review and action. The grant program has been substantially revised to: 1) broaden the purpose of the program from one of merely increasing property values to one of implementing the Redevelopment Plan; 2) increasing the amount of assistance from the current \$50,000 to \$100,000; 3) changing the assistance provided from a grant to a deferred loan payable to the city upon payment of the first mortgage on the property or when the property is sold in interest; and 4) providing grant assistance for elevators when buildings are over two stories. This revised program is designed to implement the Form Based Code and the Multi-Modal Strategies for the downtown which are contained in the Comprehensive Plan. As a side benefit, the draft program has great potential in building a loan portfolio to the City that could produce program income that could sustain the program as the CRA funding gets tighter and eventually disappears.
- Rebecca Weedo started this week. She fills the Senior Planner position vacated by Richard Benton in September, 2009. Among her other duties, she will be project manager for the City's Florida Green Building Certification and the Energy Strategy and Plan funded by the Federal Energy Block Grant Program.
- Ormond Memorial Museum reported this month that 75% of the Korean War Memorial Project has been completed. The agreement to commission the work with the selected artist was received and 50% of the artistic fee as per the Call to Artist Agreement was made.
- This week was also devoted to preparing the Planning Board packet which contains the Wetland, Flood, and Sign Code amendments along with a Special Exception for Maria Bonita's for a January public hearing.
- Building Inspections, Permitting & Licensing
  - 29 permits issued with a valuation of \$257,908.00
  - 114 inspections performed.
  - 5 business tax receipts issued.
- Development Services
  - The last few of several outstanding vested right applications were received by staff and processed during the holidays. Sixteen of the seventeen buildings identified as being over 75 feet high have met the Charter imposed 12.31.09 deadline. Ten vesting right applications have been approved by the City Commission. The seventeenth building was the Surfside Hotel. No application was received for this building.

## **Economic Development**

### Ormond Crossings

- Staff has met over the past several weeks with a variety of officials from Volusia County transportation department, FDOT, and Tomoka Holdings to discuss the updated traffic analysis and determine the off-site transportation mitigation measures. As a result of the meetings, the transportation mitigation plans have been formulated to address mitigation issues.
- 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 and Development Agreement on February 2.
- Staff has transmitted the draft Remedial Amendments to DCA.
- Staff presented to County officials a draft CRA delegation resolution and TIF program for funding a portion of Crossings Boulevard. Comments from County staff are forthcoming.
- Staff is planning to 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 Plan update.

- Staff will be arranging briefings with the Commissioners prior to the February 2 Commission meeting.

#### Airport Business Park

- Continuing with 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. Notification to Business Park owners/tenants and Airport tenants has been completed.
- Staff is scheduling a meeting to present proposed signage plans in January 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 BDP'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 BDP 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

- 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. A follow up meeting with the County Council is scheduled for mid-January.

#### Airport Operation and Development

- 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 during the latter half of this month. 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 participated in three investigations of alleged code violations at the airport. All three cases involved allegations of unauthorized business activity, and have been resolved in a manner satisfactory to the City.
- Staff scheduled a pre-construction meeting for the airfield electrical improvements project to be held at the airport on January 11, 2010. Work on this project is expected to commence during the latter half of this month. 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 is preparing a 2010 Florida City and County Management Association nomination on behalf of the City, based on the programs and processes developed in relation to the "Report on Findings and Recommendations" of the Aircraft Noise Abatement Task Force. The City is applying for the FCCMA "Award for Program Excellence."
- Staff attended a meeting with the City Attorney and outside counsel to review issues associated with ongoing mediation efforts between the City and the Eddy Corporation. Staff is reviewing depositions and other materials in an effort to be of assistance to the City Attorney in this matter.
- 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.
- Two pending aviation leases, one between the City and BETNR Construction, the other between the City and Advanced Composite Solutions, remain under review by staff and the prospective lessors.
- 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
  - Compile information for continuation of audit by IRS.
  - Preparation of year-end audit.
- Completed Projects - Weekly
  - Processed 21 Journal Entry Batches (# 1184 - 1253).
  - Approved 11 Purchase Requisitions totaling \$29,956.19
  - Issued 13 Purchase Orders totaling \$53,735.96.
  - Mailed Letter of Intent to Award, RFP 2010-01, Performing Arts Marquee Design & Install, to the six (6) companies that submitted proposals.
  - Mailed Letter of Intent to Award, Bid 2010-05, Rehabilitation of the Traffic signals on Granada Blvd at Ridgewood Avenue & Halifax Drive, to eight (8) companies that submitted bids.
  - Prepared 173 Accounts Payable checks totaling \$1,591,380.07 and 18 Accounts Payable EFT payments totaling \$62,444.86.
  - Prepared 53 Payroll checks totaling \$51,471.49 and 319 Direct Deposits totaling \$397,937.00.

- Transferred IRS 941 payment of \$152,970.01.
- Processed 4,870 cash receipts totaling \$579,839.72.
- Processed 988 utility bill payments through ACH totaling \$49,979.00.
- Processed and issued 4,312 utility bills with billed consumption of water of 27,052k.
- Issued 974 past due notices on utility accounts.
- Completed Projects - Monthly
  - Total billed consumption of water for December 2009 was 117,608K.
  - Completed 307 Initial Reads for December 2009.
  - Completed 141 Re-Reads for December 2009.
  - Completed 293 Final Reads for December 2009.
  - Completed 247 Delinquent Notices for December 2009.
  - Completed 211 Restore of Services for December 2009.
- Public Information
  - Press Releases
    - Movies on the Halifax
    - Arbor Day Celebration
    - Media Contacts
    - Citizen Contacts
- Grants
  - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements.

## **Fire Department**

### Operations

- Pre-plan software has been installed for the implementation of conversion to electronic storage, allowing field units to access data through mobile data terminals while on apparatus.
- Attended Volusia County Operations Committee meeting to prepare for upcoming wildfire season by revising dispatch response direction for emergencies. Predictions for wildfire season are higher than average due to El-Nino weather conditions.
- Conducted two ceremonies at fire station 92 to honor five retiring firefighters.
- Implemented new Standard Operating Procedures and updated existing procedures, as well as updating Volusia County Model Operating Guideline.
- Developed electronic filing system for the NIMS compliance program.
- Submitted outline for new Fire Department web pages.

### Weekly Statistics

2	Fire
8	Fire Alarms
2	Hazardous
79	EMS
6	Motor Vehicle Accidents
12	Public Assists
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<b>109</b>	<b>TOTAL CALLS</b>

### Training Hours

2	Aerial Operations
27	EMT Refresher
21	Medical Director-12 Lead EKG
3	Reports
18	Technical Rescue

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## 71 TOTAL STAFF HOURS

### Activities

- Updated 95 pre-fire plans
- Conducted 18 fire inspections with 1 safety violation discovered
- Completed maintenance of 23 hydrants
- Instructed monthly CPR Healthcare Provider Class – 4 Students
- Held weekly Fire Explorers meeting at Station 92

### Significant Incidents

- On December 22<sup>nd</sup> we were dispatched to a residential fire at 83 Dix Avenue. The fire was an accidental kitchen fire. The occupants were at home and were able to leave without injury. The Ormond Beach Fire Department was assisted by the Ormond Beach Police Department and Volusia County Fire Services. Damage to the home and contents was estimated at \$30,000 and was confined to the kitchen area. The home remained habitable.
- On December 27<sup>th</sup> we were dispatched to a motor vehicle accident at 450 Lakebridge Drive. The alarm was immediately upgraded to an accident with entrapment. Quint 92 and Battalion 90 arrived simultaneous. An elderly occupant was found entrapped in the vehicle with the second floor balcony on the hood of the vehicle and projecting into the windshield. The collision collapsed the second floor balcony and stairwells, leaving no access to the second floor. The driver was extricated and found to be uninjured. The building department was contacted and after conferring we deemed the four apartments uninhabitable (only 2 apartments were occupied, with 1 being the vehicle operator's). Red Cross was contacted and they stated this did not meet their threshold for response. We advised property management they were responsible for the safe removal of the hanging balcony and suitable housing for their tenants. The scene was turned over to PD to complete their investigation and the building management to secure the hazard so the vehicle could be removed.
- At approximately 5:30 AM on December 27<sup>th</sup> we responded as automatic aid to a motor vehicle accident in Volusia County on SR 40 and Buckskin Lane. An overturned vehicle with ejections was noted upon arrival. We had three trauma alert patients, one of which was pronounced deceased on scene. Two Ormond Beach Firefighters joined EVAC with continued treatment on the patients during transport to the hospital.
- At approximately 6:30 AM on December 27<sup>th</sup> we responded to a motor vehicle accident at the corner of Hand Ave. and Williamson Blvd. Ormond Beach Battalion 90 arrived on scene and found 6 patients from a two vehicle accident. Three of the patients were transported to Memorial Hospital. One of the vehicles was destroyed.
- On Saturday January 2<sup>nd</sup> at 11:47 PM we responded with two Engines, one Quint and a Battalion to a commercial structure fire at the Shadow Lake Apartments, 500 Shadow Lake Blvd. Automatic Aid was received from Volusia County Fire Services. Fire was contained to the bathroom and was caused by a faulty ac/heat unit. No injuries were sustained. The apartment unit was not habitable and the two occupants were relocated to another unit by the property manager.
- On Sunday January 3<sup>rd</sup> at 2:36 PM we responded with three Engines, one Quint and a Battalion to a residential structure fire at 6 Deep Woods Way. Automatic Aid was received from Volusia County Fire Services and Daytona Beach Fire Department. The home was not occupied at the time and smoke was showing upon the Fire Department's arrival. The Fire Department had to force entry into the home and confine the fire to the kitchen. Cause of fire was an unattended pot left on the stove. No injuries were sustained. Home owners were able to occupy the home after ventilation of smoke and clean up of debris was completed.

- On Wednesday January 6<sup>th</sup> at 4:10 PM we responded with three Engines, two Quints and a Battalion to a commercial structure fire at 44 Chippingwood Lane, townhouse style condominium residences. Automatic Aid was received from Volusia County Fire Services and Daytona Beach Fire Department. Occupants evacuated the unit prior to the Fire Department's arrival. The fire was caused by a faulty ac unit with minor damage and was confined to the ac unit within the attic. No injuries were sustained. Homeowners were able to occupy the home after ventilation of smoke was completed.

### **Human Resources**

- Job Requisitions
  - Police Officer
- Approved/Active Recruitment
  - Recreation Manager – Leisure Services
  - PT Community Events Technician - Leisure Services
- Screening/Interviews Scheduled
  - Police Officer - Interviews to be conducted on Jan. 13th.
  - 12 applications for PT OA I – Leisure Services ~ Typing test and interviews in process
  - 12 applications for PT Custodian - Leisure Services ~ Interviews in process
  - 23 applications for Maintenance Worker II – Wastewater - forward to division 1/6/10
- Background/Reference Checks
  - Police Dept. is conducting background investigation on internal candidate for Community Service Officer position.
- Terminations/Resignations/Retirements
  - Permit Technician - Resignation - effective 01-8-10
  - Community Service Officer - Retirement - effective 01-29-10
  - Mike Longfellow - Retirement – effective 03-31-10
- Promotions
  - Corporal promoted to Police Sergeant effective 1-3-10.
- Demotions
- Transfers
- 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

- Incident – two people collided while playing basketball at the Nova Community Center. One person was cut on the lip. First aid was applied.
- Subrogation demand to Progressive insurance for repair of damage to concrete culvert (\$150.13); payment issued January 6.
- Subrogation recovery: Motor vehicle accident destroyed median landscape and irrigation (\$1,692.07).
- Subrogation recovery: Motor vehicle accident destroyed a park bench (\$548).
- Incident: One city vehicle scraped a parked city vehicle while backing out of a parking space. Cost to repair damage TBD.
- Incident: A city vehicle was contacted by another vehicle changing lanes. No damage reported and no injuries.

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

- Work Plan Projects
  - Hardened Data Center
    - HVAC – HVAC units are initialized and performing well
    - Electrical –Data Grounding bids being submitted, work to be completed next week
  - 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: - 28 New work - 24 completed - 49 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: 0 Corrections: 33
  - Map/Information Requests: 8
  - Information Requests from External Organizations: 3
  - CIP Related Projects (pavement management, project tracking map): 0
  - Notable Events: Renewed Autodesk software maintenance contract.

### **Leisure Services**

- Administrative Services
  - Public Works Staff meeting
  - City Manager's Staff meeting
  - City Commission meeting
  - Upcoming Goals Workshop preparation
  - Facilities Maintenance Supervisor meeting
  - Gymnastics Program meeting
  - Acting Recreation Manager meeting
  - Supervisory Staff meeting
  - Riverfest Wrap Up meeting
  - Volusia League of Cities Event planning meeting
  - Quality of Life meeting

- Substantial completion inspection at Casements
- Arbor Day planning discussion
  
- Athletics
  - 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 practice began January 4<sup>th</sup>, preparing for the Challenger Cup Tournament that they plan to host every year over Martin Luther King's Birthday weekend.
  - Seabreeze Girls' and Boys' Soccer continue their practices and games this week on Soccer Fields 6-8 at the Sports Complex.
  - Girls' and OBYBA Boys' Basketball games resumed this week at both the South Ormond Neighborhood (M, W, F) and Nova (M-Sat) Gyms.
  - Calvary Christian Soccer continues their practices and games this week, (M, Tu, Th, F) at the Sports Complex.
  - Riverbend Academy Soccer program started their game season at the Sports Complex on Monday at 4:00 p.m. They will be playing just three games at our facility.
  - The OBYBSA competitive teams, the Lady Renegades and the Golden Spikes, will be having tryouts this Saturday, January 9<sup>th</sup>, at both the Nova fields and the Kiwanis field.
  - Harry Wendelstedt's Umpire School will once again be at the Sports Complex starting this week and running through early February. 150 umpires are expected for the five-six week program, Monday- Saturday.
  
- South Ormond Neighborhood Center
  - OBYBSA basketball games were held Monday, Wednesday and Friday.
  - PAL basketball practices were held Tuesday and Thursday evening.
  - Youth basketball activities took place everyday except Sunday.
  - Interior work including routine gym maintenance is being completed while there is not a big park demand due to cold weather.
  
- Athletic Field Maintenance
  - Several of the soccer fields have not been reopened due to the rye seed not germinating because of the cold temperatures.
  - The Umpire School has been delayed in the mornings because of the frost on the grass due to damage caused by walking on frozen grass.
  - Possible problems are that the soccer fields, especially, those that were not rye seeded early (because of soccer use) have the potential for the rye seed not to germinate; therefore, they may not be aesthetically pleasing for the season and the existing Bermuda will be impacted as well. However, we will not know to what extent until late spring.
  - The true impacts will not be seen on the rye seed for at least another week or two. The City Men's Softball Winter League continues their game season this week at the Dale
  - Mowed baseball fields 1-4
  - Mowed common areas
  - Over-seeded worn areas on soccer fields 5-8
  - 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, cleaned 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.
- Fertilized soccer field 7
- Cleaned restroom, offices and lunch area of Maintenance Building
- Trouble shot irrigation problem on softball field 1
- Mowed soccer field 1-4 and 9-10
- Fertilized baseball fields 1-4
- Painted foul lines on baseball fields 1-3
- Put clay around fence lines on baseball fields 1-3
- Started finding layouts for soccer fields for upcoming tournament
  
- Senior Center
  - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church and the Daytona Community Church.
  
- Performing Arts Center
  - The Theatre Workshop spent Tuesday on stage preparing for their January production of Annie Get Your Gun. The Theatre Workshop is one of the PAC's internal show groups with proceeds from their shows going directly to benefit the PAC.
  - The PAC hosted the open auditions on Monday for the musical Purlie in the theatre. The production will be a collaborative effort between City Lites, LLC and the Friends of the Performing Arts Center. All proceeds raised will be donated back to the City of Ormond Beach Performing Arts Center.
  - The PAC hosted the Very Special Arts of Volusia Counties production of Freedom Train. Over 1200 elementary and middle school students attended this moving recreation of the plight of those involved in the Underground Railroad. This is first time the VSA of Volusia has utilized the PAC for their annual production.
  - The PAC hosted the Wyotech graduation services on stage this week.
  - 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 8<sup>th</sup> ♦ Legends of Doo – Wop (PAC) 7:30 pm \$30-\$50
    - January 9<sup>th</sup> ♦ Bill Bailey's Southern Gospel (PAC) 7:00 pm \$10
    - January 15<sup>th</sup> ♦ CMT Krazy Kamp & Update Earth (PAC) 7:30 pm \$10-\$12
    - January 16<sup>th</sup> ♦ CMT Krazy Kamp & Update Earth (PAC) 1:00 pm & 7:30 pm \$10-\$12
  
- Community Events
  - Community Events staff is in full swing preparing and organizing for all the upcoming events for the month of January and beyond.
  - Staff has been helping with the Office Supply Drive, taking unwanted office supplies to the Pace Center for Girls.
  - Staff has been updating the Birthplace of Speed invitation and preparing for the mailing and also gathering information and items for the event.
  - Birthplace of Speed final Centennial Celebration takes place on March 16<sup>th</sup>; more information to follow as event goes into the final stages.

- Starting sponsorship drive for the upcoming events.
- Staff is preparing to assist with January 11<sup>th</sup> MPO Hospitality Event and Meeting, to be held at the Performing Arts Center.
- Staff is excited to be present at the City Commission meeting January 19<sup>th</sup> to present Parade winners with congratulations and their winnings.
- January 22-24 staff will be assisting with the Annual Native American Festival.
- Staff is updating application and gathering information for the 2010 Art in the Park which takes place on May 1<sup>st</sup> and 2<sup>nd</sup> at Fortunato Park.
  
- Gymnastics
  - The Cheer squad held their garage sale right before the holidays which did very well. The girls raised enough money for each girl to purchase a new pair of cheer shoes. The unsold items from the garage sale were donated to a homeless shelter in the area. Their first competition is set for February 20<sup>th</sup> at Mainland High School in Daytona.
  - Staff and students are excited for the New Year and working hard on skills needed to move up to the next level.
  - Three of the team girls will be competing this session in hopes of making it to the Age Group Nationals this year. One of the girls has already made it on to the team twice already; it will be the first attempt for the other two. The staff at the gym has every confidence in their girls that they will do well.
  - The gym will be holding their first Open Work Out this weekend from 10:00 a.m. until 12:00 p.m. to introduce the gymnastics program to more community members.
  
- 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 met for the first classes of the winter season.
  - FitGyms conducted their personal training, tennis lessons and Fit Moms.
  - Athletics met for basketball games 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.
  - 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 began for the Shining STARS Pageant and Fashion Show for special needs participants including contacting volunteers, taking inventory, making the supply list and developing the time line.
  - Planning began for Challenger Volleyball including developing the lesson plans and taking inventory of supplies.
  - Winter programming schedules were sent out to the special population's mailing list.
  
- The Casements
  - A Wedding Rental, Saturday, January 2<sup>nd</sup> from 11:00 a.m. to 1:00 a.m.
  - Memorial Service, Sunday, January 3<sup>rd</sup>, 2:00 p.m. to 4:30 p.m.
  - Riverfest Wrap Up meeting, Monday, Jan 4<sup>th</sup>, 3:00 p.m.
  - Guild Tours Resume after renovations, Monday, 10:00 a.m. to 4:00 p.m.
  - Ormond Beach Garden Club Meeting, Wednesday, 9:00 a.m. to noon.
  - Meeting for VLOC Event in March 2010, Wednesday, 2:30 p.m.
  - Gallery Exhibit Hang with East Coast Plein Air Painters, Monday, 8:30 a.m.
  - Preview Movie for Friday Night's Movie Night, Wednesday, 1:00 p.m. to 3:00 p.m.
  - Meeting with Jim and Jane Boettner for upcoming Native American Festival, Wednesday, 10:00 a.m. to 11:00 a.m.

- Final interviews for Custodial Position at The Casements, Thursday, 8:30 a.m.
- Assist with Farmer's Market set up and strike, Thursday, 7:00 a.m. to 1:00 p.m.
- Set up for Historical Society in Dance Room for Starry, Starry Night.
- Set up for Starry, Starry Night Gallery Walk, Friday, January 8<sup>th</sup> from 5:00 p.m. to 8:00pm.
- Set up for Movie Night in Rockefeller Gardens, Friday, January 8<sup>th</sup> from 8:00 p.m. to 10:00 p.m.
- Set up for Baby Shower Rental in Dance Room, Friday, January 8<sup>th</sup> after Starry Night event.
- Meet with Kiwanis Club on Saturday at 6:30 a.m. to assist with set up of event.
- Facilities Maintenance
  - Repaired stair light in atrium at City Hall
  - Repaired PAPI light #17 at Ormond Beach Municipal Airport
  - Repaired emergency light in gymnasium at Nova Rec.
  - Repaired ice machine at Fire Station # 91
  - Repaired two bay doors at Breakaway maintenance building
  - Repaired overhead lights in tool room at Fleet Maintenance
  - Installed memorial plaque on outdoor kennel at Police Department
  - Repaired fill valve on fountain at City Hall
  - Repaired lights in training room at Police Department
  - Repaired men's room sink at Osceola Elementary School
- Parks and Irrigation
  - Ran zone, checked system. Reclaim tank.
  - Replaced three damaged heads on Granada medians.
  - Replaced one damaged head on Streetscape.
  - Washed and cleaned vehicle; cleaned up office.
  - Cleaned out debris, flushed out valve on Streetscape East.
  - Replaced broken head, repaired two line breaks, adjusted spray heads and installed two new nozzles.
  - Ran and checked system and timer at Fire Station #91 – everything ok.
  - Replaced six rotors on West Granada medians; ran zones and adjusted heads.
  - Installed park bench under bridge at Cassen Park
  - Installed new memorial bench at Birthplace of Speed Park
  - Repaired vandalized fountain at Bailey Riverbridge Park
  - Repaired wedding pit area at Ames Park for proper drainage
  - Repaired urinal at Central Park II

## **Police Department**

- Administrative Services
  - Attended City Commission meeting; presented several awards to officers.
  - Attended Department Directors' meeting.
  - Met with citizens regarding various issues.
  - Conducted Drug Free Workplace Training
  - Conducted Police Motorcycle Operators' training.
- Community Services & Animal Control
  - 59 Animal calls responded to
  - 10 Animal reports
  - 4 Animals to FHS
  - 1 Animal Citation
  - 1 Alarm Citation
  - Many well being checks done for animals outside in the cold weather.

- Blankets given out to citizens in need.
- Criminal Investigations
  - Cases Assigned: 17
  - Cases Cleared by Arrest/Complaint Affidavit: 6
  - Cases Exceptionally Cleared: 4
  - Inactive: 5
  - Fraud: 3
  - Burglary Business: 0
  - Burglary Residential: 6
  - Larceny Car break: 5
  - Grand Theft: 1
  - Auto Theft: 1
  - Offense Against Family/DCF Reports: 1
  - Sex Offense/Rape: 0
  - Death investigations: 1
  - Robbery: 0
  - Assaults: 0
- Narcotics:
  - Six buy-walks and four attempts
  - 2 search warrants
- Comments:
  - Several pieces of stolen property were found at pawn stores in Daytona. These items were linked to burglaries in our city. Arrest affidavits have been presented to the State Attorneys Office.
- Records:
  - WALK INS / WINDOWS 141
  - PHONE CALLS 227
  - ARRESTS / NTA 'S 13
  - CITATIONS ISSUED 79
  - CITATIONS ISSUED 277
  - REPORTS GENERATED 163
  - REPORTS ENTERED 106
  - MAIL / FAXES / RECORDS REQUESTS 87
  - TOTAL CALLS 1,152
  - TOTAL TRAFFIC STOPS 179
- Operations
  - 12/30/09 – Fraud – N. Nova Road – three individuals attempted to cash fraudulent checks from local roofing company; one suspect apprehended; business owner advises that at least 72 fraudulent checks cashed throughout area.
  - 01/01/10 – Burglary Carbreak – Cantor Court – unlocked vehicle; electronic items taken.
  - 01/01/10 – Burglary Residence – Lucky Drive – residence entered; numerous items taken.
  - 01/01/10 – Auto Theft – Druid Circle – vehicle taken from driveway; no suspects.
  - 01/02/10 – Burglary Residence – Lucky Drive – no forced entry; jewelry taken.
  - 01/02/10 – Burglary Carbreak – John Anderson Drive – unlocked vehicle; credit cards, jewelry, GPS and camera taken.
  - 01/02/10 – Burglary Residence – Oak Avenue – Christmas decorations taken.
  - 01/02/10 – Burglary Carbreak – Division Avenue – window broken; prescription meds taken.

01/02/10 – Burglary Motel (Occupied) – S. Atlantic Ave – guest found sliding door open; numerous items missing.

01/04/10 – Burglary Business – Wilmette Ave. – shed entered, yard equipment taken.

01/04/10 – Robbery Strong Arm – Flormond Ave. – prescription meds reportedly taken by known suspect; investigation continuing.

01/05/10 – Burglary Residence – Benjamin Drive – empty residence entered; washer and dryer taken.

- Traffic Unit:

- 10-01-00010 - Hit & Run - Felony DWLS Hand Avenue/Sauls Street: Motorist in a Mercedes was driving aggressively and tried to pass a vehicle turning left. They crashed. The aggressive driver told the victim driver that she did not have a DL and did not want the police called. The victim driver asked her to pull over to the side so they could exchange info and she fled the area. The suspect vehicle was later found abandoned in the Thousand Oaks apartment complex. It was towed. We have a suspect ID'ed. She has a felony DL suspension. She told us to talk to her lawyer. As soon as the victim picks her out of a lineup, we will introduce her to the ever-friendly Branch Jail intake personnel.

- Parking lot enforcement is being conducted at major shopping areas for the holiday season. Two more disabled parking permits have been seized from motorists fraudulently using the permit of another.

- Cpl. Bandell was promoted to Sergeant and reassigned to Patrol duties.

- 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.

- Traffic Citations 25

- Parking Citations 10 Parking areas in shopping centers were strictly enforced for the holiday season.

- Crash - No Injury 20

- Crash - Injury 4

- Crash - Fatal 0

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

- Total Citations Issued on S.T.E.P.: 35

- Self-Initiated Enforcement Locations:

- 500-800 BLK Division Avenue

- 600 BLK Hand Avenue

- N. Ridgewood Avenue

- US 1 / Hand Avenue

- SR A1A

- Granada Bridge

- Enforced Complaints:

- 100-500 Block Clyde Morris Blvd.

- Timberline Trail

- Parking Complaints:

- Ormond Towne Square

- Wal-Mart

- Lowe's

- City Hall

- Rivergate

- Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated

- Zone 2: 1 Case initiated
  - Zone 3: 0 Cases initiated
  - Zone 4: 1 Case initiated
- (In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)
- 4 tree removal permit requests
  - Administrative staff assisted with three (3) walk-in lobby and thirty-six (36) telephonic inquiries.

### **Public Works**

- Engineering
  - Hardened Data Center- Met with Carter electric for project walk thru
  - Existing Wells 8 A, Division Ave- Consultant recommended back plugging bottom ten feet of this existing well to improve water quality. Contractor is to complete this early this year.
  - US1 Forcemain Extension Phase II- All directional drill work is completed. Tie-ins to new main are to be completed. Watermain replacement and road repairs schedule pending legal action and insurance claims. Met with contractor for progress meeting to determine intention of completing all work and repairs. Contractor is intending to perform work, but will need to obtain funding from suit against directional driller.
  - Airport Rd JPA-Shoulders/Stormdrain Improvements/Sunshine Turn Lane & Utility Relocates- Contractor completed utility offsets; shoulder work and turn lane work has begun.
  - I-95 & SR40 Bridge Landscaping – The FDOT is in the process of reviewing the project closeout documents for reimbursement. The project contractor returned as scheduled and weeded the slopes.
  - CDBG Decorative Pavers – The contractor has begun work on January 4<sup>th</sup>. Don Bell Signs has submitted preliminary is in the progress of designing the new monument signs for Ellinor Village.
  - Downtown Improvements – The new furnishings are scheduled to arrive in January 2010. 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- Consultant is revising proposal for preliminary structural design to submit a couple options for the WTP site tie-in, since underground connection appears unfeasible. Cost will be compared to determine which design is most beneficial for consideration of final design.
  - Alcazar-Buena Vista Drainage Area Improvements- 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- Responded to FDOT's comments, plan sheets and insert new special provision. Sent environmental report.
  - 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 is working with the manufacture of the fixtures and poles to receive factory direct (wholesale) equipment cost estimates.

- Granada Beach Approach- Hall Construction is preparing a proposal for staff review.
- SR40 A1A- Beach St.- Submitted Utilities Relocation Schedule
- Granada Bridge Decorative Pole Replacement – Staff is seeking a proposal for structural engineering services as the FDOT is requiring that a new utility permit must 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 is preparing an application in efforts to receive a \$24,000 grant for a tree planting project. The grant requires no matching funds to qualify.
- Hand Avenue- Consultant received authorization for additional work to include replacing culverts at Laurel creek and include bridge for channel interconnect between lakes
- Stormwater Study – Expect final draft report in 2<sup>nd</sup> week of January.
- Wastewater Treatment Plant Expansion and Rehabilitation – met with selection committee to review pre-qualification submittals for bidding. Expect to bid project in Jan/Feb.
  
- Capital Projects:
  - Roberta Utility Relocate-Create As-built
  - Wilmette FM- Create clean record drawing for Mike
  - VFD Change Order 1- Make modifications
  
- Administration:
  - Prepared and process Volusia Health –FDEP clearance for Ellicot and Ormond Drive
  - Prepared a supplemental LAP agreement for SR 40 Multiuse Trail Phase 1
  - Processed project invoices/pay requests totaling \$1,320,196
  - Prepared work authorizations totaling \$3,985
  - Prepared requisitions/PO's totaling \$12,750
  - SRF Loan Administration – routed/transmitted executed disbursement request #7 to FDEP for \$127,535
  
- Meetings:
  - Meeting on US1 and SR40 FDOT project
  
- Customer Service:
  - Research and Provide Benchmark information for 121 Brookside Cir for Surveyor request.
  
- Other:
  - Monitoring well information for RW-1 @ OBPD need old files located
  - Research and Stakeout Easement line @ Winding Woods Retention Pond
  - Fiesta Heights Wall - Research drawings, Field Locate, Create Sketch of Encroachment

### **Environmental Systems**

- Street Maintenance  
Asphalt / Concrete
  - Assist Wastewater with utility cut on Royal Dunes Circle
  - Cut sidewalk for removal on Ashton Look/Foxcroft
  - Remove broken sidewalk at Foxcroft/Ashton Look
  - Unable to get asphalt or concrete because of the cold

### Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).

- Trimming around benches at various locations
- Install flags on Granada Bridge
- Maintenance on equipment
- Trimming citywide
- Stump grinding at Ridgewood and Arbor
- Edging/trimming at 575 S. Nova Rd., US1 s/of Division & 75 Oakmont

#### 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
- Change banners on Streetscape
- ROW trimming
- Patch numerous potholes on Pineland Trail
- Sidewalk lip grinding at numerous spots citywide

#### Sign Shop

- Continue installation of HIP street names along W. Granada Blvd. (8 locations)
- Begin fabrication of HIP street names for intersections along N. Beach St.
- Begin installation of HIP street names at intersections along N. Beach (5 locations)
- Repair signs at the following locations:
  - Replace street names & stop sign at the SW corner of N. Ridgewood & N. Britain
  - Lincoln & N. Ridgewood Ave., replace street names

#### Stormwater Maintenance - Maintenance Crew

- Locates citywide
- Carp Gates inspected and cleaned
- Basin cleaning – citywide
- Carp Barriers cleaned
- Lift Station maintenance – daily
- Fountain Maintenance – all pond fountains – met with Florida Water Features, Inc.
- Put together and installed new computer desk in office
- Cleaned and rearranged shop
- Built headwall from car accident – Santa Ana & Arroyo Parkway
- Broadmoor – flooding investigation – contacted homeowner, nothing found
- Reachout Mowing – ponds on Nova Road

#### Street Sweeping - Streetsweeper

- Cleaned 131.6 miles of roads
- 28.0 cubic yards of debris removed

#### **Fleet Operations**

##### **PM Services completed for the week:**

Emergency—Vehicles and Equipment      Non-Emergency Vehicles and Equipment

63

21

##### **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>
5415 gallons	9742 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.

Fleet has also started the process of getting the yearly Preventative Maintenance services done on all stationary emergencies generators.

• **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.
- 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 HDI in late December to discuss plan format for final draft preparation and schedule.
- Hand Avenue Collector Road Upgrade – Reviewed plans and met with consulting engineer and Engineering Department to discuss comments.
- Wilmette Ave. Forcemain Replacement Project - 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 centrifuge and blower fan operation and maintenance manuals. Received the fire alarm wiring shop drawings. A re-submittal is required. 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 being performed on Field Order 006 to enable the centrifuge to operate in the auto mode. Processed pay request number 11. CenState completed the under slab piping over the conveyor and wire installation in the IPS from the VFDs to the IPs. Combustible gas detectors and explosive gas detectors were installed in the wet well and drywell areas. CenState continued to investigate the issues with the fabrication of the influent pumps (IPs). Completed the drywall installation in the influent pump station at the electrical room.
- Wastewater Treatment Plant Rehab/Expansion Project - Evaluated SOQ's received and prequalified 10 of 13 interested contractors.
- Division Ave. Well 7A and 18A Rehabilitation. Minor electrical and remote telemetry work also remains for completion prior to final acceptance.
- Water Treatment Plant High Service Pump Station VFD Conversion –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. Prepared draft field orders for review covering this item.

- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) –The design engineer was asked to include variable frequency drives in this project.
- 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. Lift Station start up was performed at Shadow Crossings and Laurel Oaks.
- State Road 5 at State Road 40 (US1 & Granada) – FDOT forwarded tentative schedule for utility relocation work to begin in April. The necessary utility relocation project will be designed in-house. Completed the design for the project and gave the information to the drafting department for preparation of the design plans.
- State Road No. 40 from the West End of the Granada Bridge to SR A1A – Sent drawings to the engineer showing the manhole rings and covers requiring replacement. No valve boxes were deemed to require adjustment under the JPA portion of the contract.
- Airport Widening Project (Utility Relocation JPA) – Met with contractor to resolve a conflict between the water main and the road shoulder. The water main was very shallow for approximately 100 feet. Discussed using black base and asphalt covering to resolve this conflict. The contractor will submit costs to perform this change for review.
- Tymber Creek Roadway Widening from SR 40 to Peruvian Lane - Received the draft construction plans from engineering. Received revised 90% construction plans from the county. Reviewed the plans Tymber Creek Roadway Widening from Peruvian Lane to Airport Road –Reviewed the draft construction plans. Comments were returned to the drafting department for preparation of a construction plan set.
- Tymber Creek Widening from Peruvian Lane to North of Airport Road – Reviewed the design plans and sent comments to the engineering department.
- 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 provided the low bid for \$9,250.00. City contractor performed completed relocation work this week. A purchase order was received for the project. Sent field mark ups to drafting to prepare a set of record drawings.
- Attended the SJRWMD Volusia MFL Prevention and Recovery Subgroup workshop in Deland.

- Water Distribution
  - Repaired or replaced 37 Residential and 1 Commercial water meters, replaced 4 water services, installed 2 new meters and services, and tested 2 large meters for accuracy
  - Repaired/responded to 22 service leaks, flushed 7 dirty/cloudy water complaints, replaced 39 boxes/lids, responded to 8 low pressure complaints, tested 8 city owned backflow preventers, located 3 water meters for the meter readers, and disconnected 1 water service.
  - Replace 20' of 2" water main due to a large split in the pipe, repaired a 6" water main break at Ellsworth Ave and S. Beach St, repaired 4 other 2" main breaks at Mimosa Trail, Knollwood Cir, S. Arbor Dr, and Sunshine Blvd, also, we replaced a broken/leaking 6" valve at Seacrest Dr and John Anderson Dr. Prepared appropriate Precautionary Boil Water Notices and delivered rescission notices to appropriate customers.
  - Exercised 30 valves per the valve maintenance program
  - Flushed Deer Creek Subdivision, Arroyo Pkwy/Plaza Grande, Seacrest Dr, Mimosa Tr., S. Beach St, Ellsworth Ave, Ormond Business Park, N. and S. Arbor Dr's, Knollwood Cir.
  - Installed a new 3'x5' Meter vault, a new test valve, and protective reflective posts on the 4" meter at Tomoka State Park.
  - Performed maintenance on 2 permanent flushing devices.
  - All vehicles were cleaned and re-stocked.
- Water Treatment
  - Delivered to the City 33.922 million gallons week ending January 3, 2010.
  - Backwashed filters 9 times for a total of 390,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Isolated and drained wash water line in plant for contractor installation of 12" crossover valve.
- Waste Water Collection - Reuse
  - Crews Responded to eight teen trouble calls
  - Crews repaired two sewer laterals and two reuse laterals.
  - Four sewer laterals televised and four laterals cleaned.
  - Crews rehabbed two pep tanks this week.
  - 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 30.99 Million Gallons
  - Produced 11.87 Million Gallons of Reuse
  - Produced 19.12 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 4.43 MGD, designed for 6 MGD
  - Hauled 82.32 tons of sludge (14%-18% Solids).
  - Both new Centrifuge have been installed and is fully operational with the exception one of the Centrifuge support beams being rust coated. Centrifuge optimization is planned by manufacturer at future date.
  - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
- Utilities Maintenance Division  
Water Plant - Well Fields - Booster Stations
  - Replaced 50 hp motor on aerator pump #3.
  - Replaced actuator valve on RO train #3.
  - Reset overloads on Well #33.
  - Installed auto greaser on Slaker pump #1.
  - Assisted contractor with on site VFD project activities.

- Installed new bearing in 25HP scrubber motor.
- Replaced tube on Chlorine pump #5
- Replaced actuator valve on RO train #1.
- Performed PM's to LPRO and Lime softening plant equipment.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's.
- Performed PM's to SR40 and Hudson Wellfields. Well 21 SR is still out of service due to contractor activities.

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

- Replaced battery and tested RTU at Homac LS.
  - Replaced motor starter and overload on pump #1 at 1P LS.
  - Replaced Chlorine analyzer at WWP.
  - Attended Shadow Crossings and Laurel Oaks LS start-up.
  - Replaced Phase monitor for generator cooling fan for Fleet maintenance.
  - Tested pump at 92 Sounders Trail for collections division.
  - Disassembled RAS pump for inventory rebuild and technician training.
  - Adjusted pump packing on RAS/WAS pumps.
  - Fabricated new deragging tool for operations.
  - Repaired clarifier telescopic wrench.
  - Drained and flushed Biocube at 4M LS.
  - Performed PM service to all plant equipment.
  - Ordered spare parts and cleaned shop.
  - Weekly Staff meeting.
  - Assisted contractor on site with Rehab project
  - Monitored progress to liftstation rehab project.
  - Deragg 4 submersible aerators.
  - Monthly PM's to 21 Liftstations( cleaned and deodorized) also exercised valves
  - Annual PM's to 6 Liftstations. (pull pumps, etc)
  - Utilities Division completed 111 work orders as reported in MP2 system, of which 85 were PM work requests and 26 were repair work orders.
- Regulatory Compliance and Water Quality
    - Wastewater:

Continued review of Industrial Pretreatment Regulations and the City's operating permit in regards to assisting with the development of a Plan of Study required for revised local industrial discharge limits. A review of regulatory pollutants and limits of potential pollutants of concern (POC) was performed. Met with the Daytona Beach Industrial Pretreatment Coordinator to discuss FDEP permit requirements as related to verifying/developing local limits.
    - Drinking Water:

Updated database and reviewed results for the on-going lead/copper coupon rack study. Met with Chief Operator and revised 1<sup>st</sup> draft report on the coupon rack lead and copper study and included completion of Form 141-C "Optimal Corrosion Control Treatment/Water Quality Parameter."

Updated data and calculations for irrigation quantities report for Breakaway Trails due to the SJRWMD January 31<sup>st</sup> each year. Met with Chief Operator to discuss elements required in the January 31<sup>st</sup> package due to SJRWMD