

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 12, 2010

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

City Manager

- Reviewed and prepared with staff as follows:
 - Weekly meeting with City Attorney
 - Met with Assistant City Manager, HR Director, Fire Chief and IAFF representative on IAFF class action grievance regarding promotion of employees formerly demoted.
 - Exit interview with auditors
 - Budget discussion with Finance Director and Assistant City Manager
 - Phone calls to George Lovett FDOT regarding the Ormond Crossings Project
 - Met with Planning Director on flood and wetland regulation changes
 - Meeting with Finance Director on IRS audit of 2007 expenditures.
 - Weekly meeting with HR Director

- Attended:
 - Rotary meeting
 - FDOT teleconference and phone calls on Ormond Crossings development orders and Stipulated settlement agreement
 - Draft stormwater presentation for Mayor, Commissioners Kent and Kelley
 - U.S. Census open house
 - Met with Gene Miller and Dr. Merrill on planned John Anderson Dr. improvements
 - Met with Greg Avakian on FPL franchise renewal
 - Walk with the Manager – one person attended, the chilly, rainy weather was a factor
 - EVRWA meeting at Daytona Beach City Hall

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):
 - General Employee Pension Board Meeting
 - Firefighters Pension Board Meeting
 - Police Officers Pension Board Meeting
- Prepared packets for February 2 City Commission meeting.
- City Clerk attended first election meeting with the Supervisor of Elections and municipal clerks.

Community Development

- Planning
 - A lively meeting was held at the Design Subcommittee of Main Street to discuss staff's proposed revisions to the Property Improvement Grant Program. Staff stated they were open to any suggested changes but wanted to convert the grant program to a zero interest deferred loan program in order to build up a loan portfolio for future lending

- assistance as the TIF dollars decrease and demand for improvements increase. Several members expressed a need for infrastructure improvements and would be willing to eliminate the grant assistance program. It was stated by staff that the City intends to require new construction to go vertical rather than horizontal and some type of assistance will be required and the assistance would need to be at a higher level. In the end, the committee agreed to review and work on the program given the understanding of why staff prepared the changes as they were. It was a very good meeting in that a conversation was created as to what Main Street saw for the future of the downtown. Staff was asked to present the Form Based Code to the Main Street Board on 2.15.10.
- Final comments from FDOT to DCA on the City's multi-modal strategy as part of the EAR based amendments were received by the City. No objections were made but several helpful recommendations were made by FDOT to improve the strategy. As a result, staff prepared the prototype methodology for the transit fee that will replace the prop share and impact fee. An inter-local agreement between Volusia County and Ormond Beach will be needed to substitute the transit fee for the mitigation methodology related to the TIA Guidelines. Work continues on developing a non-motorized fee (sidewalks and bike trails).
 - Last year the City Commission approved the concept design of the Way Finding Signage for the downtown. Two particular designs were chosen by the City Commission and the request of staff was to provide the City Commission with "mock-ups" of the two selected signs so they could see them in the field prior to fabrication and placement into the field at selected locations in the downtown. Previously, the pdf's detailing the fabricated signs that the City Commission requested as mock-ups were forwarded under separate email. One sign top depicts two racing cars on the beach (Birthplace of Speed logo) while the other sign depicts a silhouette of a car. On Tuesday, February 16th, Don Bell Signs will temporarily install the mock up sign to see in a real world environment. The sign will be up only on the 16th along Tomoka Avenue between Beach Street and the library parking lot. It is important to note that this a **MOCK** sign and the details, primarily the sign cabinet, are being finalized. Staff would appreciate it if the City Commission could view the sign and provide any comments/input that they may have prior to finalization. Attached is the proposed location of the sign.
 - Building Inspections, Permitting & Licensing
 - 42 permits issued with a valuation of \$258,864.00
 - 123 inspections performed.
 - 3 business tax receipts issued.
 - Development Services
 - A neighborhood meeting was held last Friday night after work at the Prince of Peace Church. The Church is planning a new social services building on land they purchased in the 90's from the Resolution Trust Corporation. The stand alone building is about 10,000 square feet and it will be occupied principally by its growing thrift shop which is currently located in a shopping center down the road. Notice was provided and approximately 10 people showed up, mainly from Wellington. The meeting went well and the church representatives did a very fine job in presenting their project and arranging the neighborhood meeting. One resident from Wellington complained about the notice mix-up and claimed the City erred. Notice was sent to the Association's president however it was discovered Wellington did not update its new Association Officer list. Notice went to the old president. The Church indicated they would be more than glad to hold another meeting with Wellington either at their clubhouse or at the church. The Mayor attended for the City along with two representatives from the Planning Department.
 - Staff met with representatives of Shell and the proposed Maria Bonita on Wednesday. Apparently the owner is willing to sell a portion of the Maria Bonita's site to Shell which would cause the total redevelopment of the Shell station. Staff is exploring how the new

building can be moved forward and the pumps and car wash can be located to the rear with access off of US1 and a joint access for Maria Bonita and Shell on SR40. Sharing of retention between the two uses will also be explored.

Economic Development

Ormond Crossings

- DCA is providing additional time for the City to resolve the Stipulated Settlement Agreement. The meeting scheduled with DCA and FDOT officials for February 10 to discuss the transportation matters was cancelled as the transportation issues/comprehensive plan issues were successfully resolved by staff. All issues appear to be resolved. Staff will bring forward items on 2nd reading and the Stipulated Settlement Agreement requires only one reading.
- Staff has transmitted to the Commission material in advance of the meeting including the Remedial Amendments, Stipulated Settlement Agreement, Development Agreement, Rescission of the prior DRI/DO, and CRA Master Redevelopment Plan update.
- Staff arranged individual briefings for the Commission to provide an opportunity for a discussion of the various elements of the project.
- Staff met with County transportation staff on February 11 to discuss the remaining issues impacting county roads.
- Staff met with some residents of Ormond Lakes to review their traffic concerns with regard to the development.
- Now that the CRA Update has been approved by the Commission, staff will be arranging a meeting with County staff and to have the County Council approve the CRA documents.

Airport Business Park

- Staff is waiting for estimates of the signage projects at the entrance of Sunshine Boulevard. The widening of the entrance of Sunshine Boulevard and Airport Road, as part of the County's Airport Road improvement project, is underway.
- Staff is scheduling a meeting to present proposed signage plans in March as well as to discuss electric power related issues that some of the businesses would like to jointly discuss with FPL officials.

Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.
- Staff is appointed to represent city economic development practitioners on the Business Development Partnership Collaborative Economic Information Technology Development Delivery System Committee. The purpose of the group is to improve the Metro Daytona Economic Development Corporation's (MDEDC) economic development website to include available properties within the city and county and to enhance local marketing programs to attract prospects to their communities. At a meeting of the Committee last week, it was decided to arrange for vendor demonstrations of software programs.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the MDEDC and County staff to discuss potential business opportunities.
- Staff responded to one request for information on the available Ormond Beach properties for manufacturing prospects.
- 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 have 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. A workshop between MDEDC and the County Council is scheduled for February 25.
- Staff attended the County Council meeting on December 10 to voice the Commission's oppositions to some aspect of the proposed CRA delegation powers proposed by the County. Meetings between the City attorneys and County attorney have resulted in revisions to the resolutions which were to be discussed at the County Council meeting on January 21. Due to delays at the Council meeting, the matter has been rescheduled for February 18 at 9 am, and staff will be attending.

Airport Operation and Development

- Staff submitted to the City Manager a request to assign an approved aviation lease between the City, Mr. Joseph Wright, and Mr. Charles Kristman to their limited liability corporation, Wright Flyers, LLC. The City Attorney has determined that the City Manager may approve assignment of the lease as provided for under section 3.3-52 of the Code of Ordinances. This lease represents revenue to the airport fund in the amount of \$8,134.83 per year.
- Staff continues to work with representatives of the Building Maintenance and Engineering Divisions regarding efforts to address ongoing water leaks at the Air Traffic Control Tower. Staff is in receipt of an estimate to correct the leaks. Staff is investigating warranty issues to determine liability for repairs in this matter.
- Staff worked with representatives of the civil engineering firm McKim & Creed to submit an on-airport construction proposal to the FAA for review. This proposal details the site development plans for Parcel 3A and 3B, a joint effort between BETNR Industrial Construction and Advanced Composite Solutions.
- Staff participated in a conference call with representatives from the FAA regarding the City's compliance with airport-related federal grant assurances.
- Staff participated in the quarterly inspection of the Automated Weather Observation Station (AWOS) at the airport.
- Staff continues to work with the Finance Department and the Legal Department regarding financial obligations owed to the City by Ormond Beach Aviation, aka Euro American School of Aviation (EASA).
- Staff prepared and submitted to the Planning Department a brief on the topic of airport overlay districts.
- Staff began to gather estimates for the construction of new advisory signage at the airport, designed to help communicate the particulars of our voluntary noise abatement procedures to both resident and itinerant pilots. Signage is to be placed at all of the access gates to the airport, and adjacent to all taxiways.
- Staging and stockpiling of supplies and materials for the airfield electrical improvements project continued again this week. Work on this project is expected to commence on February 15, 2010.
- Staff completed required updates to the online Joint Automated Capital Improvement Plan (JACIP) for the airport.
- Staff previously received approval from the City Commission to award a contract for phase 2 of the airport security upgrades project. Work on phase 2 is expected to commence 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 received from Hoyle, Tanner & Associates the 90% design documents for the OBMA public use heliport project. Grant closeout documents for the design phase of this

project should be forwarded to the FAA within 60 to 90 days. 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. A summary of the review was forwarded to the City Manager.
 - Completion of year-end audit. Approx. \$545,455 moved to deferred revenue for VCSD contribution which will be recorded (and designated) over the period of the contract and \$54,545 designated for future maintenance and capital projects. An additional \$2 million will be reserved for revenue stabilization.
- Completed Projects - Weekly
 - Processed 25 Journal Entry Batches (# 1672 - 1771).
 - Approved 10 Purchase Requisitions totaling \$38,420.86.
 - Issued 12 Purchase Orders totaling \$32,465.24.
 - Prepared 159 Accounts Payable checks totaling \$248,371.00 and 23 Accounts Payable EFT payments totaling \$283,621.78.
 - Processed 3,780 cash receipts totaling \$775,755.92.
 - Processed 615 utility bill payments through ACH totaling \$46,451.85.
 - Processed and issued 6,739 utility bills with billed consumption of water of 37,992k.
 - Issued 876 past due notices on utility accounts.
- Completed Projects - Monthly
 - Total billed consumption of water for January 2010 was 122,641K.
 - Completed 274 Initial Reads for January 2010.
 - Completed 206 Re-Reads for January 2010.
 - Completed 223 Final Reads for January 2010.
 - Completed 220 Delinquent Notices for January 2010.
 - Completed 253 Restore of Services for January 2010.
- Public Information
 - Press Releases
 - Youth Coed Volleyball
 - Movies on the Halifax Cancellation
 - Meeting with the Manager
 - Unity in the Community
 - Citizen Contacts
 - Media Contacts
 - Scheduled a Boy Scout Tour of City Hall on February 26, 2010.
- Grants
 - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements.
 - Submitted the request for Urban and Community Forestry 2009-2011 Forest Health Improvement Initiative Grant Program for \$23,965 to reforest storm water retention areas. Awards should be known by the end of March. There are three population regions for the State with Ormond Beach being in #1 which consists of 43 counties. There is a total of \$465,000 available for funds within each of the three regions, for a Statewide total of \$1,395,000. Based upon the total amount available and the maximum allowed request, the funds will only cover approximately 19 grants within region #1.

Fire Department

- Attended Volusia County Council mini budget workshop on fire services with discussions on hub stations and EMS issues.
- Received a new "Fire Danger Sign" for the upcoming wildfire season. Building Maintenance is scheduled to install it at Station 93, corner of Wilmette & US1.
- Completed the Volusia County Tri-Data Survey on Ormond Beach fire department statistics.
- Continued working issues related to Collective Bargaining related IAFF 2008-2011 contract.
- Local off-duty firefighters held a breakfast fundraiser, raising \$450 for Muscular Dystrophy Association.

Weekly Statistics

1	Fire
5	Fire Alarms
1	Hazardous
78	EMS
9	Motor Vehicle Accidents
20	Public Assists
<hr/>	
114	TOTAL CALLS

- Aid provided to other agencies: **13 calls to Volusia County Fire**
- Aid received from other agencies: **2 calls from Volusia County Fire**
- Total staff hours provided to other agencies: **8 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **3**
- # of overlapping calls: **17**

Training Hours

5	EMT Refresher Module 4
5	EMT Refresher Module 7
1	Leadership
4	Professional Development
30	Pump Operations
5	Tactics
20	Technical Rescue
<hr/>	
70	TOTAL STAFF HOURS

Activities

- Updated 73 pre-fire plans
- Conducted 10 fire inspections with 7 safety violations discovered
- Instructed monthly CPR Healthcare Provider class – 8 Students
- Weekly Fire Explorers meeting held at Station 92

Significant Incidents

HAZARDOUS

Date: Wednesday, February 3rd

Type of Call:

Address: West Granada and Breakaway Trail

Dispatch Time: 5:11 PM

Cleared Time: 5:48 PM

Jurisdiction: Ormond Beach

Units on Scene: Rescue Engine 94, Battalion 90

Incident Description: Dispatched for a medical equipment spill on westbound SR40. Roadway closed approximately 15 minutes. Crew found new needles and sharp containers spread over approximately 300 feet of roadway. Equipment meant for fishermen to aid in deflating fish bladders for catch and release program. Equipment picked up, disposed of and roadway reopened.

FIRE

Date: Wednesday, February 3rd

Type of Call: Structure Fire

Address: 1317 Parr Ave

Dispatch Time: 6:07 PM

Cleared Time: 6:14 PM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Quint 92, Rescue Engine 93, Battalion 90
Volusia County: Engine 11, Battalion 10

Incident Description: Called for a structure fire in county area of Holly Hill. Upon arrival Quint 92 staged and waited for assignment. Engine 11 cancelled Ormond units after it was determined to be an illegal burn. 7 Ormond personnel dispatched and 4 County personnel.

Human Resources

- Job Requisitions
 - PD - Police Officer
- Approved/Active Recruitment
 - PD - Police Chief - 100+ resumes submitted – obtaining quotes for selection and assesment center services
 - Leisure Services – PAC Supervisor
- Screening/Interviews Scheduled
 - None
- Background/Reference Checks
 - Utilities – Wastewater – Maintenance Worker II
- Job Offers
 - Police Officer, conditional offer made 01-15-10. Waiting on background clearance from P.D.
- Terminations/Resignations/Retirements
 - PD – Office Assistant III – resignation - effective 02-26-10
 - PD – Police Chief – retirement – effective 03-31-10
 - FD - D.E./EMT - retirement – effective 04-30-10
- Promotions
 - Leisure Services – from PAC Supervisor to Recreation Manager – effective 02-08-10
- Leave Status & Restrictions Update
 - FMLA – Public Works Department – Approved – six weeks to begin on or around 03-29-10
 - FMLA –Police Department – Approved – 12 weeks beginning 12-07-09. Anticipated return to work date 03-01-10.
 - FMLA – Fleet Division – Approved – Six weeks beginning 01-15-10. Anticipated return to work date 03-01-10.
 - FMLA – Leisure Services – Approved – Six weeks beginning 02-04-10. Anticipated return to work date 03-18-10.
 - FMLA – Planning Department – Approved – 12 weeks intermittently beginning 01-10-10. Anticipated return to work date 03-18-10.

- Workers' Compensation – Leisure Services Department – currently working modified duty. Beginning physical therapy; sessions scheduled for 4-12 weeks. Employee will be re-evaluated for return to work after PT is completed.
- Policy Issues
 - 'No Smoking' Policy, Revised – Final draft being prepared for City Manager.
 - 'Cellular Telephone & Electronic Device' Policy, Revised – Final draft being prepared for City Manager.
 - 'General Computer Use' Policy, Revised – Final draft being prepared for City Manager.
- Risk Management
 - Distributed proposed changes in level of insurance coverage for insured facilities to members of the Program Committee via the City Attorney's Office. Anticipate discussion and feedback at February committee meeting.
 - Injury report – Possible stroke. Employee continues to be evaluated.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - Floor – Done
 - Electrical – Vendor scheduling
 - Server Virtualization – Implementation planning: modeling current environment
 - Document Imaging – City Clerk project – Preparation for RFP
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 58 New work - 64 completed - 42 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	68,360	Net Inbound E-Mails	48,269
Inbound Bad E-Mail	18,487	Percentage bad mail	29.4%
Virus Messages Blocked	1,604		

Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 2 Changes: 1 Corrections: 3
- Map/Information Requests: 6
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Diagnose OBPD plotter malfunction. Put out three RFQ.

Leisure Services

- Administrative Services
 - Supervisory Staff Meeting
 - Sports Complex Issues Meeting
 - Public Works Staff meeting
 - City Manager's Staff meeting
 - Bailey Riverbridge Gardens Discussion
 - Meeting with Hall Construction
 - Facilities Maintenance Supervisor meeting
 - Online Registration Discussion

- Background Checks for Coaches Discussion
- Leisure Services Advisory Board Meeting

- Athletics
 - The City Men's Softball Winter League played their final week of their regular season this week at the Dale Buttleman Softball Quad 1. Playoff games will run the next two weeks on Monday and Wednesday at 6:30, 7:45, and 9 p.m.
 - Girl's and OBYBA Boy's basketball games continued this week at both the South Ormond Neighborhood (M, W, F) and Nova (M - F) Gyms. Playoff games for all divisions have started.
 - The OBYBSA Competitive Teams, the Lady Renegades and the Golden Spikes, continued practicing this week at the Quad, Nova Fields and the Kiwanis Field.
 - Harry Wendelstedt's Umpire School finished up last week at the Sports Complex. 130 umpires were here for the six week program, Monday - Saturday. Minus the cold and rainy weather, the group enjoyed the facility and staff, looking forward to moving upward in the professional umpiring world.
 - CCA and FLHS Softball, as well as RBA, SHS and FLHS Baseball, continued practices this week at the Sports Complex. CCA and SHS Softball opened their game season this week at the Softball Quad. SHS Baseball did the same at the Wendelstedt Complex on Tuesday and Friday.
 - Louis Camacho took a week off this past Sunday with his Spring 11 V 11 Adult League. This was done to accommodate the OBSC weekend tournament.
 - Ormond Beach Golden Spikes, the competitive baseball program of the Ormond Beach Youth Baseball/Softball Association, continued AAU League play this past Saturday at the Wendelstedt Fields. These games will run most weekends through the month of May.
 - The Ormond Beach Soccer Club played host to a Central Florida Regional Cup, in conjunction with the Challenge Sports Organization. 100 teams competed, ages ranging from 9-14, in the two-day event. Eight full-size fields were used.
 - The Ormond Beach Youth Baseball/Softball Association held their "tryouts" (skill assessments) this past Saturday, with make-ups on Wednesday. These were held at both the Nova Community Park Fields, as well as the Dale Buttleman Softball Quad Fields. This is done to see each player's ability, which allows the program to assign teams that are evenly talented.
 - Upcoming Spring Programs: City Adult Coed Softball, City Youth Coed Volleyball, Ormond Beach Soccer Club Spring Season.

- Athletic Field Maintenance
 - Mowed baseball fields 1-4 twice a week
 - Mowed common areas
 - Mowed South Ormond outfield; cleaned tennis and basketball courts
 - Went to Osceola Elementary to prep softball fields; cleaned tennis, basketball, and handball courts
 - Nova Park: mowed infields and outfields; cleaned 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 softball fields
 - Finished laying out full-sized soccer fields for upcoming tournament
 - Built six new full-sized goals and positioned them on the fields
 - Painted foul lines and prepared baseball fields daily for Umpire School
 - Prepped and repainted eight soccer fields for tournament

- Cleaned up after daily use of the soccer fields
- Prepped softball fields 1-4 for men's slow-pitch league, Lady Renegades, CCA and Father Lopez practice
- Moved three bleachers to the front for The Casements
- Prepped fields 1-5 at Nova Park for practices and weekend games
- Reset all irrigation controllers to water less as weather and grass indicates

- 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
 - On Tuesday the PAC hosted *Life in a Jar* – the Irene Sendler Story. Students from rural Kansas discovered a Catholic woman who saved Jewish children. Few had heard of Irena Sendlerowa in 1999. Now after 250 presentations of *Life in a Jar*, a web site with huge usage and world-wide media attention, Irena is known to the world. Her story was presented by the Jewish Federation of Volusia and Flagler Counties.
 - The PAC hosted the Ormond Beach Show Club Follies on stage Tuesday through Thursday this week. The group is preparing for their March production of Follies 2010.
 - The PAC spent the week preparing for the 1st annual Founder's Day Celebration on Saturday. The show will include re-enactors performing as the original settlers and founders of Ormond Beach, plantation owners and more.
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, Children's Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet, Judo
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre, KEDA
 - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
 - Friday – Greene Dance, Children's Musical Theatre
 - The Performing Arts Center is preparing to host the following events:

February 13 th	•	Founders Day Celebration \$10/\$5
February 19 th	•	Wyotech Graduation
February 20 th	•	Aberdeen Revue \$15
February 21 st	•	Aberdeen Revue \$15
February 24 th	•	Daytona Beach Concert Band FREE

- South Ormond Neighborhood Center
 - OBYBSA playoff games began Monday and will continue through February 19th.
 - PAL basketball practices were held Tuesday and Friday evening.
 - Youth basketball activities took place everyday except Sunday.
 - Staff continues to make the necessary repairs and cleanup to both the inside and outside of the facility as needed.
 - Staff is starting to make preparations for the opening of the splash pad in March.

- Community Events
 - Community Events Coordinator attended a meeting with the Recreation Manager about Birthplace of Speed and Art in the Park events
 - Returned the stage and table to The Casements
 - Assisted with set-up tasks for the Unity in Our Community event at The Casements

- Attended a meeting with Purchasing Coordinator and Recreation Manager about July 4th.
- Attended Memorial Day meeting.
- Staff continues to register participants for the Birthplace of Speed event
- Developed flyer for Birthplace of Speed event
- Staff is answering many calls for information about Art in the Park and the Birthplace of Speed event
- All Art in the Park applications and sponsorship letters have been sent.
- Preparing for the Walk with the Manager on February 12th.

- Gymnastics
 - Students are having fun and working hard this session. Many of our competitive students have moved on to new levels.
 - The cheer class continued to grow this session. The cheer team is continuing to prepare for their first competition coming up at Mainland High School on February 20th.
 - Building Maintenance is working to get two ceiling fans installed in the gym to help with circulation and reduce air conditioning costs.

- Nova Community Center and Special Populations
 - Nova conducted regular adult classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
 - The Activity Class, Miss Debby's Dance and Phonics continued their classes for the winter season.
 - FitGyms conducted their personal training, tennis lessons and Fit Moms.
 - Athletics met for basketball games on Monday through Friday in the evenings at Nova and on Saturday from 9:00 a.m. until 2:00 p.m.
 - Girl Scouts Troop 195 met in the small classroom on Wednesday evening.
 - Special Populations Jazzercise met for their third class on Thursday in the activity room.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - Preparations and planning continued for the Shining STARS Pageant and Fashion Show for special needs participants including registering participants, developing the script for the event, ordering food for the reception and sending event information to the volunteers.
 - Challenger Volleyball met for their third practice on Tuesday in the Nova gym.
 - Planning continued for Camp T. Rec including contracting for the field trip sites and guest instructors, developing the daily activities spreadsheet and beginning the inventory process.
 - Planning began for Nova's summer camp including contacting guest instructors and developing the monthly calendar.

- The Casements
 - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
 - The Casements Guild Board met Monday from 10:00 a.m. to noon.
 - Guild members purchased new pillows for the wicker furniture in the sun porch this week. They look terrific and dress up the seating areas.
 - Yoga continued this week on Tuesday mornings and Thursday evenings.
 - Tai Chi classes continued this week on Wednesday evening.
 - Zumba classes continued this week on Thursday afternoons.
 - Casements staff, along with help from the PAC staff, worked to organize the Carriage House and move holiday items from a storage room upstairs to their new home in the Carriage house.
 - Staff completed a list of upcoming movie night film features from March until December.

- Staff worked to complete permits for the monthly events including bridge permitting and special event permitting.
- Staff completed Summer Art Camp flyers for the upcoming Camp Expo.
- Staff is working on Enviro Camp planning and flyer layout for the upcoming Camp Expo.
- Staff worked with Eagle Scout, Alex Walter on the upcoming 100 year celebration of scouting for this weekend, Saturday 10:00 a.m. to 2:00 p.m.
- The Coordinator met with a new "Northern Italian" cooking instructor this week to arrange classes starting in March and April.
- The Coordinator met with two brides this week to begin planning and working on contracts for upcoming weddings.
- The Coordinator met with Hall Construction and a local mason to arrange placement of two brick orders (60) new bricks to be laid in the new courtyard.

- Facilities Maintenance
 - Serviced and checked for safe operation of ten electronic gates
 - Built custom-sized table for buffet at the Senior Center
 - Relocated file cabinets at City Hall
 - Replaced lavatory faucets in boys and girls restrooms at Gymnastics Center
 - Continuing first quarter A/C services
 - Replaced grates for rain leaders at City Hall
 - Repaired broken light on runway 8 at Ormond Beach Municipal Airport
 - Painted railings on the front porch of Fire Station 92
 - Replaced kitchen sink faucet at Fire Station 92
 - Repaired hand rail in the dance room at the PAC

- Parks and Irrigation
 - Replaced brass knockers for the sound wall at the Magic Forest
 - Replaced ladies room toilet at Nova Rec. south side restrooms
 - Installed new BBQ grill for the large pavilion at Nova Rec.
 - Repaired drinking fountain at Nova Rec. racquetball courts
 - Replaced missing and damaged pickets at the Magic Forest
 - Removed and replaced backflow valve at Fire Station #94
 - Removed two PVB backflow valves at South Beach Street medians and capped PVC pipes
 - Lowered two spray heads at Cassen Park
 - Installed four spray heads on North Granada median #2
 - Repaired 3" mainline break on West Granada median #15
 - Replaced stolen rotor head at Riviera Park
 - Cleaned debris from rotor head and adjusted heads at SONC ball field
 - Replaced three spray heads on streetscape
 - Installed new padlock on timer cabinet at BPOS
 - Installed new PVB backflow valve on Beach Street median
 - Turned off two ball valves on US1 medians for wastewater test (leak)

Police Department

- Administrative Services
 - Officers received 11 requests for extra patrols (generated by citizens, City personnel, etc. due to suspicious activity or offenses).
 - Attended Department Directors' meeting with City Manager.
 - Attended City Commission meeting.

- Community Services & Animal Control
 - 40 Animal calls
 - 6 Animal reports

- 1 Animal Bite
- 7 Animals to FHS
- 2 Solicitor Permits

- Criminal Investigations
 - Cases Assigned: 21
 - Cases Cleared by Arrest/Complaint Affidavit: 16
 - Cases Exceptionally Cleared: 19
 - Inactive: 5
 - Fraud: 3
 - Burglary Business: 0
 - Burglary Residential: 2
 - Larceny Car break: 5
 - Grand Theft: 9
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 1
 - Kidnap: 1
 - Narcotics:
 - During the past week the unit did extensive work on an operation in New Smyrna Bch. area that resulted in the arrest of 15 persons and two search warrants being executed.
 - Two buy walks
 - One trial on an Ormond Beach narcotics case which resulted in a guilty verdict.
 - Comments:
 - [Since the arrest of two subjects involved in the thefts of air conditioning units there have been no more stolen in the city.](#) Although we are confident that they are involved in the majority of our thefts, there are several other known subjects in the Volusia County area also stealing copper from air conditioning units.
 - Subject identified in Dr. Woodward's burglary where his safe was removed from his residence (large amount of jewelry and cash). Charges have been sent to the State Attorneys Office.
 - Delayed reporting of an alleged abduction that occurred at Division Ave. and US#1. Female reports that she was taken against her will by two black male subjects and sexually assaulted in Daytona Beach. The victim reported the incident 4 days later. Daytona investigators are handling the reported sexual battery and we are handling the reported abduction. Investigation is on-going.

- Records:
 - Walk-Ins / Windows 179
 - Phone Calls 318
 - Arrest / NTA'S 20
 - Citations Issued 217
 - Citations Entered 309
 - Reports Generated 127
 - Reports Processed 134
 - Mail / Faxes / Records Request 111

- Operations
 - 02/04/10 – Burglary Carbreak – Carmel Court – unlocked vehicle; purse and contents taken.
 - 02/04/10 – Grand Theft – Old Tomoka Ave. – 6 A/C units stripped of copper coils.
 - 02/04/10 – Burglary Residence – Pine Cone Trail – electronics and narcotics taken.

- 02/04/10 – Retail Theft – female arrested for stealing shrimp for upcoming Super Bowl party (had three prior failures to appear for previous charges).
- 02/05/10 – Attempted Burglary Carbreak – Williamson/SR40 – officers received call of subject attempting to enter vehicles; suspect located and charged with Attempted Burglary and Loitering & Prowling.
- 02/06/10 – Burglary Carbreak – Woodland Avenue – unlocked vehicle; wallet and golf clubs taken.
- 02/06/10 – Grand Theft – S. Kings Road – A/C unit stolen from house.
- 02/07/10 – Kidnapping – S. Yonge Street – juvenile female reported that she was kidnapped from S. Yonge Street earlier in the week and taken to Daytona and assaulted. Investigation being conducted in conjunction with DBPD.
- 02/08/10 – Burglary Carbreak – W. Granada Blvd. – prescription meds and stereo taken.
- 02/09/10 - Warrant Arrest – S. Yonge Street – arrested individual on Volusia County warrant for robbery.

- Traffic Unit:

- 02/06/2010 - Crash w/Injuries - SR 40 / Beach Street: Vehicle turning left into an oncoming vehicle caused a head-on collision and sent several people to the hospital. Crash shut down SR 40 eastbound for about one hour. Charges filed on all parties involved (fail to yield, no seat belts).
- Officer Pavelka and Officer Piccola made a presentation to some young children, demonstrating their motorcycles and explaining their roles in traffic safety.
- Officer Pavelka and Officer Piccola attended a HOA meeting in Tymber Creek to address traffic complaints.
- Traffic Citations 123
- Parking Citations 0
- Crash - No Injury 13
- Crash - Injury 4
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 53
 - Self-Initiated Enforcement Locations:
 - SR 40 / US 1 (Red Light Violations)
 - 500-800 BLK Division Avenue
 - 200 BLK S. Old Kings Road
 - 600 BLK Hand Avenue
 - US 1 / Hand Avenue
 - SR A1A
 - 600 BLK S. Yonge Street
 - 100 BLK N. Ridgewood Avenue
 - Granada Bridge
 - N. US 1
 - Enforced Complaints:
 - 100-500 Block Clyde Morris Blvd.
 - SR 5A / Sterthaus Drive
 - Parking Complaints:
 - Tomoka Oaks
 - 325 Ocean Shore Blvd.
 - ABC Liquors
 - Royal Dunes Circle
 - S. Washington Street

- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 2 Cases Initiated
 - Zone 2: 8 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 1 Cases initiated
 - 15 tree removal permit requests
 - Administrative staff assisted with two (2) lobby calls and seventy-one (71) telephonic inquiries.

Public Works

- **Engineering**
 - Hardened Data Center- Issued Work Authorization for the grounding.
 - Existing Wells 8 A, Division Ave- Well modifications expected to begin within two weeks. Contractor has submitted well modification permit to SJRWMD.
 - US1 Forcemain Extension Phase II- The Contractor's primary project manager for this project has resigned from the company. Staff contacted the owner, who expressed wanting to complete the project; however, the bonding company may be necessary to complete the work. Staff will meet with the contractor next week to discuss their approach to complete the project.
 - Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- The majority of utility work is completed and the contractor has started work on constructing the Sunshine Blvd turn lane.
 - CDBG Decorative Pavers – The contractor saw cut and patched the broken asphalt where needed. Staff finalized the design for the monument signs and fabrication will begin shortly. Next week the colored concrete banding will be acid washed and sealed.
 - Downtown Improvements – The new furnishings are scheduled to be shipped on February 15th. Staff will be installing the new furnishings and removing the decorative planters along the entire downtown streetscape. Staff is considering alternate locations for the concrete planters.
 - OBSC Replacement Netting – The Purchase Order has been approved and the contractor will begin installation on February 15th.
 - Ormond Shores Stormdrain Replacement- Contractor has excavated old pipe and installed dewatering and approximately 100 ft of 36" stormdrain pipe. Completion of the stormdrain construction is expected next week with start of the watermain replacement.
- **Design Projects:**
 - Water Treatment Plant Distribution System, Phase II- Staff will meet with consultant to review revised design for tie-in at the south end of the WTP. Expecting to bid project in early March.
 - Alcazar-Buena Vista Drainage Area Improvements- Additional utilities improvements on these roads expected to be included with these improvements if funding is available. Design 40%. Utility replacement is also being considered for these streets receiving stormdrain improvements.
 - Airport Rd Forcemain Extension- Design is approximately 80% complete. Permits are being worked on for the proposed construction.
 - SR40 Sdkw/Trail Phase I- Received contract and routed them for signature and send info.
 - SR40 Sdkw/Trail Phase II- Responded to question on RFQ
 - Cassen Park Boat Ramp- Received FDEP permit, need Corp permit
 - Vining Court- Site visit for power connection with FPL
 - Tomoka State Park- Sent plans to FDOT

- OBSC Boundless Playground – Staff is revising the preliminary concept plan to aid the manufacture in completing a finalized design.
- South Ormond Rec. Center Lighting- Met with Musco for project details
- LED Lighting Conversion- The lighting rep is loaning the City two LED fixture for testing on New Britain Avenue. This will give staff an opportunity to view and select the best wattage fixture for replacement in the Downtown side streets and CDBG areas.
- Granada Beach Approach- The construction award was approved by the City Commission on February 2nd.
- Granada Bridge Decorative Pole Replacement – Staff is preparing a work authorization for the required structural engineering.
- Ormond Parkway Park – The plans were submitted, and found acceptable to solicit written quotations from local contractors
- Urban Forestry Grant – The application and plans were submitted on Wednesday.
- Tymber Creek Widening, Phase I- The letting of this project has been pushed out due to permitting issues associated with aspects of the County's part of the project.
- Rima Ridge SR40 Entrance- Application submitted for approval of entrance design. Designed vertical curve and elevation layout revisions per FDOT comments.
- Tymber Creek Widening, Phase II- County is experiencing permitting delays for the road widening and may not go to construction this fiscal year for Phase 1.
- Rima Ridge Wells 54, 55 & 56- Project is advertised for bidding, pre-bid conference will be next Thursday.
- US1 & SR40- Revised plans and resubmitted to FDOT, process two permits
- Stormwater Study – Consultant is presenting draft report findings to the Commission individually for comments
- Wastewater Treatment Plant Expansion and Rehabilitation – Final plans submitted to FDEP for SRF and ARRA priority funding.
- John Anderson Drive – RFQ submittals were ranked by the evaluation Committee. Staff will present results to the City Commission at the February 16th meeting.
- Administration:
 - Naviline- After working with Sunguard, staff worked on implementing the building module of Naviline for engineering application. Inspectors started training on the system; however, problems with the slow air-card response raised concerns about the use of this system in the field. Staff is working to correct this.
 - Private Stormdrain System Maintenance- Memo and map are approximately 80% complete.
 - Geo-grid soil & pavement stabilization- Attended workshop to about latest technology in geo fabrics and grids.
 - Processed project invoices/pay requests totaling \$106,423
 - Prepared work authorization's totaling \$1,140
 - Submitted utility permit for SR 40 water line relocation
 - Responded to FDOT conceptual on Nova Rd and US 1
- Meetings:
 - Met regarding lane closures on US 1
 - Met regarding Comtech bridge estimates.
 - Met with FDOT on contaminated soil in US 1 and SR 40
- Customer Service:
 - Locate the permit information regarding the 30' vegetative buffer @ Westland Village for Vanacore Homes.
 - Locate old Central Park Tree survey for lake interconnects and deliver to Zev Cohen.

- Site visit to 110 John Anderson regarding tie in to street from new home driveway
- Responded to Mr. Calhoun request of ATT schedule of construction on Reynolds
- Responded to P. Mychenberg on basement pump for Ormond Lakes
- Other:
 - Dock Permit for 85 St Andrews
 - Compile map showing the existing stormwater systems in the CDBG districts.
 - Compile and create a map showing the 2" watermains that need replacement for utilities division.
 - Review information regarding the discrepancies between the May flooding information created by the City Engineering Div and the information provided by Volusia County (city information is correct).
 - Locate 225 Ormwood Dr plans for stormwater drainage assessment
- **Street Maintenance**
Asphalt / Concrete
 - Form up pad to pour concrete at Water Treatment Plant
 - Form up concrete apron for Stormwater drain at Cottonseed (S. Forty)
 - Pull forms and dress area at Airport Sports and Riverside Dr. at Cardinal Dr.
 - Repair Stormwater apron at Coquina Point and Sandpoint
 - Form up Water Department utility cut – sidewalk at A1A & Briggs Rd. (Ormond-by-the-Sea)
 - Pour concrete at A1A and Briggs (sidewalk), Water Treatment Plant (air conditioner pad), Cottonseed (Stormwater apron), and Coquina Point (Stormwater drain)

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Removal of trimmings from Reynolds Ave.
- Trimming at Sterthaus, Fire Station #92, Sandy Oaks Boulevard and Park Ridge

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- 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
- Take broken concrete to Chips
- Repair railroad ties at Nova Community Center
- Assist concrete crew at water plant
- Assist with pothole repair on Pineland Trail

Sign Shop

- Continue fabrication of HIP street names for intersections along N. Beach St.
- Continue installation of HIP street names at intersections along N. Beach St. (20 intersections)
- Install "No Parking Anytime" signs along the drainage easement located south of Ormond Shores Dr. & w/of S. Atlantic Ave. behind the ABC store as requested by the Ormond Beach Police Department
- Assisted Utilities Department on US1 at Arroyo Parkway by setting up TCZ (traffic control zone) to close the center turn lanes on Tuesday, 2/9/10, for an emergency repair

- Checked signs citywide for replacement of street names and repair of other signs
- Put together a request for quotes for street name blanks and other assorted traffic signs
- Repair signs at the following locations:
 - W/end of Oriole Cir. and Northshore Dr., replace bent stop sign post
 - Straighten leaning signs on Tomoka Ave. from S. Beach St. going west
- **Stormwater Maintenance**
Maintenance Crew
 - Locates citywide
 - Carp Barriers inspected and cleaned
 - Pump stations inspected
 - Equipment to Fleet for service and pick up
 - Basin Cleaning – All zones due to rain
 - Pipe repair – The Crossings – lifting hole repaired
 - Repaired wall at airport – replaced (3) panels this time
 - Remove sediment boom from Rockefeller Park
 - Picked up tractor from Tampa – old Reachout mower
 - Vacon – cleaned pipe connecting to Thompson’s Creek to try and move duckweed out. Finished cleaning Winding Woods subdivision
- **Streetsweeper - Street Sweeping**
 - Still down for fuel tank repair

- **Fleet Services**

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
8	26

Road Calls for the week:

2

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>
7617 gallons	13781 gallons

Comments:

Fleet continued to complete all pm services and or repairs on schedule and no unusual occurrences happened this week to our fleet operations.

- **Utilities**

- 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. Coordinating with Finance regarding formal presentation of water audit with CUP Permit response. Met with WTP and compliance staff to coordinate response preparation activities.
- Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): Received amended draft CCC Plan and Ordinance for review by staff. Draft CCC Plan at VCHD for review.

- Airport Rd Force Main – Reuse Main to Breakaway Trails –The pressure requirements for reuse delivery to Deer Creek is being researched. Apparently, the system is supposed to be directly connected to our reuse main. Additional booster pumping may be necessary to meet this requirement – assess during design phase.
- Open Top Roll-Off Style Container Filter – Prepared bid documents for review and comments. Sent information to the Public Works Operations Division to determine if the container would be handled by the City's contract hauler. The weight of the unit was requested.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff to prepare Change Order upon final understanding and receipt of additional contract time request and justification from the contractor. The proposal will be modified to be actual cost with an estimate for 150 days of time. The contractor worked on communication problems between the influent pump variable frequency drives and the programmable controller. Reviewed the meeting minutes and daily construction logs. The bar screens were placed back into operation. Submitted monthly construction cost information to the census bureau.
- Wastewater Treatment Plant Rehab/Expansion Project - Pre-bid meeting scheduled 2/23/10.
- Division Ave. Well 7A and 18A Rehabilitation. Change order for back-plugging remains for completion prior to final acceptance.
- Water Treatment Plant High Service Pump Station VFD Conversion –The contractor performed the work proposed in Field Orders 5 and 6. An additional field order will be required to relocate the transfer switches and increase the wiring size to conform to electrical code requirements. Processed pay application number 2 for the contractor.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) –The design is completed and the project is advertised for bids. Attended a pre-bid meeting.
- Pump Station Repair and Replacement Project: Continuing major piping installation and bypass pumping operations underway at lift station 6M. The access ladder is deteriorated and is found in need of replacement. Currently assessing ladder replacement types and costs. Requested a cost for a fiberglass ladder instead of galvanized steel. A driveway permit was obtained for the Pump Station Shadow Crossings site and the driveway was poured. Punch list for this station needs to be developed. Fencing and landscaping needs to be completed. Laurel Oaks Lift Station - Installed a privacy fence to address nearby property owner concerns. Other items need to be completed. Sent a reminder to the contractor to get these items finished. Reviewed draft change order submittal for Ormond Mall Lift Station. Awaiting receipt of modified pricing. Reviewed the daily construction logs for the project.
- State Road 5 at State Road 40 (US1 & Granada) – Prepared the permit submittal for Volusia County Health Department. Completed the design drawings and specifications and advertised the project for bids.
- State Road No. 40 from the West End of the Granada Bridge to SR A1A – Prepared the permit submittal for Volusia County Health Department. Completed the design drawings and specifications and advertised the project for bids.
- Water Main Extension from the Water Treatment Plant to US Highway 1 – Some storm drains and piping will need to be relocated in order to avoid replacing the perimeter wall. The Variable Frequency Drive (VFD) Rehabilitation project is almost completed.
- Water Plant Forced Draft Aerator Rehabilitation – Met with the engineer to develop a scope for the project. A preliminary design report will be prepared to determine the best way to rehabilitate the aerators.
- 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 the Village Centre and Betnr projects and submitted comments to SPRC.

- Significant Meetings: Site visit Alcazar – Buena Vista Drainage Project with Engineering and Consultant. Gave utility drawings to engineering department to obtain an estimate for design engineering services to include increasing the water main sizes for better pressure flow in the area. Engineering is presently obtaining the estimate.
- Meeting held with Hunter's Ridge Consultant for discussing developer draft response to additional information request from SJRWMD for proposed Land Use Amendment in Flagler Co. – City endorsement of response is requested.
- Water Distribution
 - Repaired or replaced 15 Residential meters, replaced 3 water services, replaced 1 meter box
 - Repaired/responded to 13 service leaks, responded to 3 low pressure complaint, replaced 4 water services, responded to 2 customer assistance calls
 - Repaired 2 and tested 2 city owned backflow preventers
 - Flushed Briggs Dr and Ocean Shore Blvd.
 - performed maintenance on 5 fire hydrants and installed riser kits on 1 fire hydrants
 - Located, exercised 10 valves.
 - Scheduled, tested and notified customers about upcoming shut down on Ocean Shore Blvd. and performed a water main shut to disconnect the 10" water main from the old water tower site on the north peninsula, 2 - 10" disconnects were performed on Ocean Shore Blvd. and Bonnie View Dr.
 - All vehicles were cleaned and re-stocked.
- Water Treatment
 - Delivered to system 32.20 million gallons week ending Jan. 31, 2010
 - Backwashed 17 filters for a total of 850,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered lime sludge.
 - Contractor completed installation of finished water pump VFD's for pumps 1, 7, and 8 at high service pumping facility. Awaiting SCADA installation, programming and training activities.
 - Calibrated miscellaneous in-plant instrumentation equipment.
- Waste Water Collection - Reuse
 - Crews Responded to four trouble calls.
 - Eight sewer laterals televised and Root controlled three sewer laterals.
 - Assist contractor at Wastewater Plant to reconnect sewer line for front control building.
 - Crew repaired 3" reuse line at US 1 and Arroyo Parkway.
 - Main sewer line backup at 12 Woodgate cir.
 - Locate 2" reuse service for 110 John Anderson Dr.
 - Crews rehabbed pep tank at 10 Echo Woods Way.
 - Cleaned buildings and fueled all equipment for weekend.
- Waste Water Treatment
 - Estimated 32.81 Domestic and Industrial Wastewater flow Million Gallons
 - Produced 6.83 Million Gallons of Reuse
 - Produced 25.98 Million Gallons of Surface Water Discharge
 - Influent flows average for week is 4.69 MGD, plant designed for 6 MGD.
 - Hauled tons of sludge 132.34 (12%-16% Solids).
 - Centrifuge performance testing and optimization is projected for the second week of February.
 - Influent Pumping Station is online and fully functional.
 - Training on Influent Pumping Station SCADA System was completed.
 - Training on Influent VFDs and Pump maintenance - pending.
 - Grit Removal System is online and fully functional.

- Training on the Grit Removal System has been completed.
- Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Water plant tower lights repaired.
 - Replaced bad relay at well 33H.
 - Removed #2 scrubber pump and replaced bearings in motor. All good
 - Pulled wire for pH probe for RO washdown line.
 - Performed PM's to Rima, Division, Hudson and SR40 Wellfields.
 - Assisted contractor on site with VFD project.
 - Performed PM's to LPRO and Lime softening plant equipment.
 - Cleaned shop and put away spare parts.
 - Performed Reuse pump station PM's.
 - Well 21 SR is still out of service due to contractor activities. Lid has been poured and hatches are on site.

Wastewater Plant – Lift Stations – Reuse System

- Installed fan control at 7P lift station.
 - Attended training on new Influent station pump controls.
 - Started up new Influent station at WWP, debugged and tested pumps and put on line. Assisted with temporary Bypass removal.
 - Reversed Clarifier #1 due to high torque. Torque continues to rise due to rags working their way through the system. Will have to continue this practice until rags are all the way through system or clarifier is drained for cleaning.
 - Replaced PEP tank control box at 40 Shadow Creek way.
 - Worked on Reuse tank transfer pump high level shut off. Had to replace Transducer at tank and rewire controls due to contractor wiring activities inside that control box.
 - Pulled dewatering pumps and cleaned rags.
 - Replaced shear pin at #1 barscreen and removed obstruction from screen.
 - Replaced suction valve at 4P lift station #2 pump, put on line and pulled #1 pump for servicing from factory repair center.
 - Assisted operations with cleaning of clarifier #1 televalves.
 - Installed rebuilt pump at 4M lift station pump #3.
 - Performed monthly remote generator checks and reported findings to Fleet Maintenance.
 - Performed PM Service to all plant equipment.
 - Continued work on 4P lift station pump #2 suction pipe valve replacement.
 - Assisted operations with Alum pipe manifold rebuild.
 - Assisted contractor on site with Phase 1 Rehab work.
 - Deragg 4 submersible aerators.
 - Monthly PM's to 24 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 6 Liftstations. (pull pumps, etc)
 - Utilities Division completed 78 work orders as reported in MP2 system, of which 56 were PM work requests and 22 were repair work orders.
- Regulatory Compliance and Water Quality
 - Drinking Water:
Updated database and reviewed results for the on-going lead/copper coupon rack study.

Updated customer drinking water complaints database and graphs indicating number and type of complaint.

- Additional Miscellaneous Utilities Staff Updates and Information:
SERC (State Emergency Response Commission): Completed for submittal the spreadsheet documenting chemicals at the water and wastewater facilities to assist in completing the Tier II forms.

CCR (Consumer Confidence Report): Completed data collection and submitted to Office Manager.