

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 14, 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 discussion with City Attorney
- Met with Mayor, Assistant City Manager, Leisure Services Director, Leisure Services Manager, Rick Cobb, Troy Dittman and Rock Hartley on a possible Christmas on the Halifax project.
- Review/prep for Town Hall Budget Meetings with Assistant City Manager, Finance Director and Accounting Manager.

Spoke to, attended and/or met with:

- Spoke with Commissioner Kent on Town Hall Budget Meeting
- Attended Zone 2 and Zone 4 Town Hall Budget Meetings
- Attended Congressman Mica's round table discussion with Economic Development Director on economic development
- Participated in Police Athletic League R.E.A.D. program at Ormond Beach Elementary
- Attended Florida City/County Manager's Association (FCCMA) Annual Conference in Orlando

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):
 - Town Hall Meeting – Zone 4
 - Town Hall Meeting – Zone 2
 - Quality of Life Advisory Board
 - Pension Boards – General, Fire and Police
- Prepared packets for May 18 City Commission meeting.
- Attended Clerks meeting with Supervisor of Elections in DeLand.

Community Development

- Planning
 - The Department had a representative who is assigned to the EOC participate in the Hurricane Exercise conducted by Volusia County.
 - A continued effort by staff to have the Mango Restaurant come into compliance with an affidavit filed by the applicant for a Business Tax Receipt (BTR) has not been successful. Consequently, it has been determined that the business is operating without a valid BTR. Authorized code enforcement action requiring compliance within 24 hours of delivery of the violation since the public is being served. Compliance can be quickly obtained if the owner of Mango re-files for a BTR for a Type A restaurant. The responsible state officer regarding

alcohol compliance that the business located at 1185 W. Granada Boulevard has also been notified.

- The City Commission approved an ordinance amending the Land Development Code requiring those properties containing accessory apartments located in single-family residential zoning districts to record the use of the apartment as a deed restriction on the property. The purpose of this requirement was to alert future potential property purchasers that the apartment can only be utilized if the property owner lives on the property during the rental of the accessory apartment. The Department has begun to send out letters with an approved Deed Restriction form by Legal to all accessory apartment owners on file.
- Building Inspections, Permitting & Licensing
 - Issued 116 permits with a total valuation of \$1,214,733.00
 - Conducted 305 inspections
 - Issued 3 new business tax receipts
 - Surfside demolition. Demolition package sent overnight to Building for issuance of permit. The building has been abated for rodents and FPL is supposed to have the electrical vault removed no later than Monday. The building demo will start next week.
- Development Review
 - On May 11 staff issued a notification to all affected agencies regarding the closure of Sterthaus Drive (Between North Center Street and Old Kings Road) next week (May 17-21) for the connection of sanitary sewer from the Madison Glen site.

Economic Development

Ormond Crossings

- Staff transmitted the approved CRA documents to the County staff. A meeting with the staff is scheduled for May 19 to discuss the updated CRA plans. The County Council's review/approval is expected in June.
- Tomoka Holdings is preparing plans for the zoning and platting of the property.
- Staff is discussing with Tomoka Holdings construction of phase one infrastructure to the development.
- Staff is reviewing federal EDA infrastructure grants opportunities for phase one of the Ormond Crossings project.

Airport Business Park

- Staff is gathering the construction bids for the two monument signs and a directory sign at the entrance of Sunshine Boulevard.
- Staff met with representatives of the Business Park and FP&L to discuss power related issues. Several solutions to some of the issues related to intermittent power interruptions are being considered including a survey of all power lines and selective trimming of branches in the Park.

Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff is following up with the Chamber regarding economic development initiatives discussed at the Leadership meeting.
- 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 Volusia Economic Development Corporation's (MDEVDC) economic development website to include available properties within the city and county and to enhance local marketing programs to attract prospects to their communities. Demonstrations have been completed by four vendors and a selection process will be forthcoming.

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 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.
- Staff worked with the Editor of the Volusia/Flagler Business Report as part of a news story related to industrial growth in Ormond Beach. The site visits included Hudson Technologies, Energizer Personal Care (Hawaiian Tropic), Pace Analytical, and Germ Free Labs, which are all experiencing growth and employment hiring. The first of the two part series was on April 30th. **The second part will be published in the mid-May edition of the Business Report. Copies will be provided to the Commission.**
- Staff has wrapped up the work with Volusia County legislative delegation, Daytona Chamber of Commerce for 2010, and our lobbyists at Pennington Law. **Our proposed legislation amendment to the ad valorem tax exemption law was passed by the legislature in HB 1752 and awaits action by the governor.**

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 Volusia Economic Development Corporation. A workshop between MDVEDC and the County Council was held to discuss the partnership roles of the organizations. A meeting sponsored by VCARD and VCOG was held this week to discuss the merits of the new organization. Further discussions between the MDVEDC and County officials continue. **The meeting with the County Council scheduled for May 6 was postponed to work on unresolved issues.**

Airport Operation and Development

- Work on the airfield electrical improvements project continued this week. The majority of the heavy construction work is complete. The contractor recently completed work to relocate spare components and equipment from the vault to a storage area at the air traffic control tower. The contractor is currently assisting staff with efforts to address performance issues with the REILs (runway end identifier lights) on Runway 17. Work requiring limited runway closure may be continued, based on proposed project changes. Hoyle, Tanner & Associates will contact FAA to determine if these additional project items may be funded under the current grant. All of the proposed changes are in accord with the provisions of the construction contract.
- Two of five planned noise abatement advisory signs have been installed at the airport this week. Placed at the two main entrance gates for the airport, these signs advise pilots to "fly quiet," and to be aware that voluntary noise abatement procedures are in effect. The remaining three signs will advise pilots of specific noise abatement procedures, and will be placed next to the airport taxiways so that pilots and flight crews may view them prior to takeoff. Installation of the three remaining signs will commence next week.
- Staff continues to work with representatives of ADT Security Services regarding a proposal to provide security surveillance technology at the airport. Additional site visits are planned for next week. Several potential camera locations have been identified, including the air traffic control tower. The Civil Air Patrol has volunteered access to their

- communications antenna as a possible camera site, and will donate electrical power as needed. The City currently has a JPA with FDOT to fund 100% of the cost of security upgrades at the airport, including perimeter fencing and surveillance technologies.
- Staff attended the annual meeting of the Florida City and County Managers Association this week, in order to accept on behalf of the City the "Award for Program Excellence." This award has been conferred upon the City in recognition of excellence in plans and policies implemented as a result of the recent Aircraft Noise Abatement Task Force.
 - Staff continued to work with Code Enforcement to address a credible report of an aircraft maintenance business being conducted improperly at the airport. Code Enforcement communicated with the subject individual, and advised him that he needs a BTR with the City as well as an upgrade of his Category 4 FBO status in order to be in compliance. Reports have been received that indicate this unauthorized business activity continues to take place, so additional code enforcement action may be required.
 - Staff received confirmation this week that Addendum #1 to Amendment #29 to the Master Agreement between the City and HTA has been included on the May 18, 2010, City Commission consent agenda.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is preparing draft of the personnel budget and the CIP.
 - Staff completed implementation of utility deposit refunds. The refunds will appear as a credit on the applicable customers' monthly utility bill.
- Completed Projects - Weekly
 - Processed 38 Journal Entry Batches (# 3036 - 3128).
 - Approved 32 Purchase Requisitions totaling \$470,220.89.
 - Issued 28 Purchase Orders totaling \$164,984.01.
 - Posted Addendum No. 1 to DemandStar for Bid No. 2010-08, South Distribution Water Main, Phase II, on 5/7/2010.
 - Posted Addendum No. 1 to DemandStar for RFP No. 2010-21, Water and Sewer Revenue Bond Series 2010A and Water and Sewer Refunding Bond Series 2010B, on 5/10/2010.
 - Posted Addendum No. 1 to DemandStar for RFP No. 2010-19, Downtown Drainage Master Stormwater Plan for Community Redevelopment Area, on 5/13/2010.
 - Mailed 96 "Letter of Intent to Award" notices for RFQ No. 2010-16, Continuing Contracts for Professional Architectural and Engineering Services, on 5/13/2010.
 - Prepared 165 Accounts Payable checks totaling \$257,871.37 and 26 Accounts Payable EFT payments totaling \$226,396.85.
 - Prepared 58 Payroll checks totaling \$52,147.18 and 311 Direct Deposits totaling \$357,896.32.
 - Transferred IRS 941 payment of \$144,527.67.
 - Processed 3,807 cash receipts totaling \$910,116.37.
 - Processed 780 utility bill payments through ACH totaling \$59,086.95.
 - Processed and issued 5,877 utility bills with billed consumption of water of 39,744k.
 - Issued 778 past due notices on utility accounts.
 - Issued 3,827 utility deposit refund credits totaling \$175,703.39.
- Public Information
 - Press Releases
 - Movies on the Halifax – Summer Schedule
 - Sterthaus Drive Road Closure (5/17-5/23)

- Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, and reimbursements.
 - The recommendations of the NIAB were presented to the QLB at their May 6 meeting at which the QLB endorsed the NIAB recommendations. The annual and five year plans will appear on the June 1 City Commission agenda.
 - Attended ECHO Workshop.

Fire Department

Weekly Statistics

3	Fire
4	Fire Alarms
0	Hazardous
59	EMS
6	Motor Vehicle Accidents
15	Public Assists
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87	TOTAL CALLS

- Aid provided to other agencies: **10 calls – Volusia County**
- Aid received from other agencies: **2 calls – Volusia County**
- Total staff hours provided to other agencies: **9 hours**
- Total staff hours received from other agencies: **6 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **3**
- # of overlapping calls: **12**

SIGNIFICANT INCIDENTS

Date: Wednesday, May 5th

Type of Call: Motor Vehicle Accident

Address: Southland Rd. & US 1

Dispatch Time: 3:10 PM

Cleared Time: 3:56 PM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Rescue Engine 93, Quint 92, Battalion 90. Volusia County: Squad 13 & Battalion 10. Air-1.

Incident Description: Responded emergency to a 2-car motor vehicle accident with rollover and heavy entrapment. One trauma alert flown to hospital.

Date: Saturday, May 8th

Type of Call: FIRE

Address: 399 Hand Av.

Dispatch Time: 3:38 PM

Cleared Time: 4:22 PM

Jurisdiction: Ormond Beach

Units on Scene: Ormond Beach: Quint 91, Quint 92, Rescue Engine 93, Battalion 90, OBPD. Holly Hill: Engine 96.

Incident Description: Fire started from overheating due to a copper pipe being soldered on the outside of the structure. Conducted heat started a fire in the wall where the pipe connected to the home. Additionally, we put a smoke detector in the home due to the present one malfunctioning.

Operations

- Continued working on Collective Bargaining related IAFF 2008-2011 contract
- Attended funeral service for relative of employee
- Preparation for Assistance to Firefighters Grant application

Training Hours

3	Aerial Operations
52	Building Construction
21	EMT EMT-Paramedic Refresher Module
12	Preplanning
4.5	Pump Operations
5.25	Reports/Report Writing/QA
30	Technical Rescue
3	Tools & Equipment
15.75	Other classes

146.5 TOTAL STAFF HOURS

Activities

- Serviced 64 hydrants to include: flow testing, inspecting and flushing
- Conducted 3 fire inspections with 3 safety violations discovered
- Instructed CPR class for Fire Explorers
- Held weekly Fire Explorers meeting at Station 92
- 9 homes visited for smoke detector program
- 3 fire station tours, including Cub Scout troop
- 7 visitors to fire stations
- 22 Preplans

Human Resources

- Staffing Update
 - Job Requisitions
 - Police - Police Officer
 - Maintenance Worker II, Streets
 - Firefighter/EMT
 - Approved/Active Recruitment
 - Leisure Services - Summer Counselors for Day Camps at Nova & S.O.N.C., Special Populations (Camp T-Rec) and Enviro Camp at The Casements.
 - Screening/Interviews Scheduled
 - Finance - Account Clerk II – Interviews in-house to be scheduled
 - Police Chief Assessment Center and interviews will be held June 10th and June 11th
 - Begin processing Summer camp counselors
 - Background/Reference Checks
 - Job Offers
 - PT Box Office Attendant at the Performing Arts Center
 - Terminations/Resignations/Retirements
 - Finance – Meter Reader – effective 5/31/10
 - Promotions
 - Firefighter to Driver Engineer, Fire Department 5/12/10
- Employee/City Benefits Program Update
 - Representatives from Bank of America met with employees on Thursday, May 13th to open new accounts and receive financial investment advice.

- City Events/Employee Relations Update
 - Sloppy Joe Lunch was held in four locations within the City on May 6th and raised \$540 for the American Heart Association. Next events planned are Friendship Day flower fundraiser (May 21) and a Poker Run (June 5). Recycle bins are located in city offices for aluminum cans to benefit the Heartwalk team.

- HR Process/Systems Issues/Improvements
 - Staff met with Rob Zicker, City of Port Orange H.R. Director, Frank Mercer and Paul Wheeler with Daytona State College on May 12th to discuss “ownership information” on the Cities/County web site with the goal of DSC completing web site.
 - Contracts with EmployMed and Inquiries, Inc. reviewed for renewal. Occupation Health Services put out for bid/quotes. Inquiries agreement is being updated to reflect intent of RFP for a continuing contract. City Attorney’s Office providing correction for Inquiries and City.

- Risk Management
 - Updated Resolution 98-132 revising the Insurance Requirements for purchases; preparing for presentation to Program Committee for review and comment.

- Projects
 - Drafting a policy on Driver License History checks.

 - Distributed proposed changes in level of insurance coverage for insured facilities to members of the Program Committee; for discussion at the next meeting.

 - Supported Airport Manager and Deputy City Clerk with regard to contacting occupants at the airport business park concerning compliance with insurance requirements.

 - Forwarded information from airports in Florida regarding insurance requirements for FBO and fuel farms to the Airport Manager for use in report to City Manager/City Attorney.

 - Working on writing the RFP for WC Third Party Administration claim services.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center – Project completed.
 - Server Virtualization – Implementation planning: modeling current environment
 - Document Imaging – City Clerk project – Preparation for RFP

- iSeries system (HTE Sungard Naviline)
 - Naviline-7 upgrade preparation and scheduling
 - IBM OS upgrade preparation and scheduling

- Windows Servers: - Several server hardware failures due to old age

- Networking System: Internet performance back to normal levels, tuning seems to have worked

- Work Orders: 73 New work - 79 completed - 44 in progress

- Virus Protection – Email

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

Total inbound E-Mails	60,017	Net Inbound E-Mails	49,808
Inbound Bad E-Mail	9,934	Percentage bad mail	17.0%
Virus Messages Blocked	275		
- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 3 Changes: 0 Corrections: 1
- Map/Information Requests: 13
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None

Leisure Services

- Administrative Services
 - Christmas Concert Meeting
 - Mowers and Equipment Meeting
 - Public Works Staff Meeting
 - Supervisory Staff Meeting
 - Ormond Beach Middle School Meeting
 - Leisure Services Advisory Board Meeting
 - Quality of Life Board
 - Weekly park visits
- Athletics
 - The OBYBSA Competitive Teams, the Lady Renegades and the Golden Spikes, continued practicing this week at the Quad, Nova Fields and the Kiwanis Field.
 - The Ormond Beach Youth Baseball/Softball Association continued this week with games Monday through Friday at both the Nova and Sports Complex fields.
 - The Ormond Beach Soccer Club's Recreational and Competitive Programs continued their weekly practices with games this weekend at the Sports Complex.
 - The City's Adult Coed Softball Program continued their second half of the season this week, Monday through Thursday at 6:20, 7:30, and 8:40 p.m. Playoffs will begin next week.
 - The City's Adult Soccer Program continues playing on Tuesday nights at 8:00 p.m. after the recreational practices. Play is on Fields 4 and 5. There are currently four teams of 15 players each competing.
 - Luis Camacho is once again renting the soccer fields for his Sunday 11 v 11 adult league. They play each Sunday at 10:00 a.m.
 - The Mid East Athletic Conference (MEAC) held its annual Softball Championships at the Dale Buttleman Softball Quad. This is held each year at our facility. Practices were held on Wednesday, with games Thursday, Friday, and Saturday. This is the conference that the local college Bethune-Cookman University plays in.
 - The Bethune-Cookman University Baseball Team held practice this week at the Wendelstedt Fields in preparation for their upcoming MEAC Championships.
 - FSSA Senior Softball Tournament was held at the Dale Buttleman Softball Quad on Saturday and Sunday. Ten teams of 50 and older players competed on two of the Quad Fields.
 - Upcoming Activities: City's Men's Adult Baseball League, USSSA Lacrosse Tournament, City's Summer Youth Volleyball League

- 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 twice a week
 - Mowed the right-of-way along Harmony Road that leads to the entrance of the Airport Complex
 - Painted foul lines on softball fields
 - Painted foul lines and prepared baseball fields daily for high school and competitive teams practice and games
 - Repainted soccer fields for recreational and competitive leagues
 - Cleaned up after daily use of the soccer fields
 - Prepped softball fields 1-4 for youth rec. leagues, Lady Renegades, CCA, Seabreeze and Father Lopez practice
 - Prepped fields 1-5 at Nova Park for practices and weekend games
 - Prepped and marked softball field 7 for spring coed softball league
 - Placed trash receptacles and player benches on soccer fields
 - Prepped T-Ball fields 1-3 and rotary field 4
 - Repainted the six small soccer fields at SONC on the softball field
 - Worked Saturday morning to get three softball fields ready for FSA tournament and rec league games
 - Finished spring maintenance of all irrigation and sprinklers
 - Started the spring fertilizing of all fields at Airport and Nova Park complexes
 - Placed and removed bleachers from Rockefeller Gardens for National Day of Prayer
 - Changed out reels on the F-10 mower for the summer mower
- 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 24K Solid Golden Oldies Spectacular performed at the Performing Arts Center on Saturday, May 8th for a nearly sold-out audience.
 - The PAC spent the week preparing for Children's Musical Theatre performances of "Happily Ever After" and "Into the Woods". Rehearsal took place on Monday, Tuesday, and Wednesday. Performances for the schools took place on Thursday, and shows for the public take place on Friday, Saturday, and Sunday.
 - The Performing Arts Center hosted the following classes as part of its regular operations:
Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, KEDA
Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Stars League, Simmons Ballet, Judo
Wednesday – Show Club Skits, Upbeat Choral, Devito Dance, Kopy Kats Skits, KEDA
Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
Friday – Greene Dance

- The Performing Arts Center is preparing to host the following events:
 - May 14th • CMT Presents Happily Ever After & Into the Woods
\$10 Adults, Child \$8.00 - 7:00 p.m.
 - May 15th • CMT Presents Happily Ever After & Into the Woods
\$10 Adults, Child \$8.00 - 7:00 p.m.
 - May 16th • CMT Presents Happily Ever After & Into the Woods
\$10 Adults, Child \$8.00 - 2:00 p.m.
 - May 18th • Warner Velvet Blues Band Concert - Free - 7:00 p.m.
 - May 19th • St. James Episcopal School Concert - Free - 7:00 p.m.
 - May 21st • Wyotech Graduation - 4:00 p.m.
 - May 22nd • Miss USA Preliminary Pageant - 4:00 p.m.

- South Ormond Neighborhood Center
 - United Hands meeting took place on Monday at 6:00 pm
 - Jazzercise classes were held Monday and Wednesday from 5:30 pm until 6:30 pm
 - Youth basketball practice took place Monday through Thursday from 5:00 pm to 7:00 pm
 - YMCA youth soccer game took place Wednesday. This will complete the season.
 - The splash pad is open from 10:00 a.m. until dusk for the spring and summer.

- Community Events
 - Coordinator attended a Memorial Remembrance Committee meeting at The Casements
 - Community Events staff delivered cooler with ice to Public Works, Police Department, Nova Recreation Center and City Hall for the Heart Walk luncheon
 - Staff, along with Leisure Services registration staff, prepared and sent Independence Day letters for sponsorship
 - Memorial Day program development
 - Memorial Day Flyer distribution
 - Attended Senior Games meeting
 - Attended Ormond MainStreet Seafood Festival meeting
 - Assisted with Town Hall Budget meeting set-ups
 - Administrative tasks
 - Art in the Park wrap-up tasks

- Gymnastics
 - Team tryouts were held last weekend for competitive team levels 2-5. A few of the girls have moved up to a higher level. Those who were unable to make it to Saturday's tryout will be tested during the week.
 - The Cheer Team is getting ready for the Summer Blast CheerFest competition in Myrtle Beach May 22nd. The team continues to work together to finalize and perfect their routine.
 - Level 7 student Emily Bauer is getting ready for the National competition next month and then it will be on to the Junior Olympics in July.
 - The Gymnastics Center has been getting more calls and people stopping in to inquire about signing their children up for the program. This is positive news as we hope to continue to build the program.

- Nova Community Center and Special Populations
 - Nova conducted regular adult classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
 - The Activity Class and Miss Debby's Dance continued their classes for the spring season.
 - Special Populations Jazzercise met on Thursday afternoon for their fourth class of the spring season.
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - 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.
- Planning for Camp T. Rec included completion of the counselor manuals, continued development of planning spreadsheets, reviewing applications for counselors, interviewing possible summer counselors, sending the initial recommendations for hiring summer counselors and developing camper information spreadsheets.
- Planning for Nova Summer Connection Day Camp continued with development of counselor manuals, reviewing the applicant list for counselors, interviewing counselors, sending initial recommendations for hiring summer counselors and organizing supplies and equipment.
- The Casements
 - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
 - Carolyn Land's exhibit "Perceptions" can be viewed throughout the week in The Casements Gallery.
 - Yoga classes were held on Tuesday morning and Thursday evening this week.
 - Tai Chi Classes continued this week on Wednesday evening.
 - Zumba Classes continued this week with a Wednesday morning class at 10:00 a.m., Thursday morning class at 10:00 a.m. to 11:00 a.m. and continuing on Thursday afternoons from 4:00 p.m. to 5:00 p.m. and on Friday morning at 10:00 a.m. The classes are growing!
 - The Children's Art Workshop continued this week on Thursday afternoon from 4:00 p.m. to 5:30 p.m. with instructor Sharon Friedman. Sharon has secured another workshop to begin in September.
 - The Casements Guild Crafters met this Thursday from 12:30 p.m. to 3:00 p.m.
 - Children from Pine Trail Elementary accompanied by Marion Tomblin took a special tour of the home on Monday morning with 30 attending.
 - Another class from Pine Trail Elementary visited The Casements on Thursday to tour the home; the class consisted of 20 children plus chaperones.
 - Commissioner Troy Kent held a Town Meeting at Bailey Riverbridge Meeting House on Tuesday evening from 6:30 p.m. to 8:00 p.m. with 20 in attendance.
 - The Casements Guild Board met on Monday from 9:30 a.m. to noon. A new program involving high school students was discussed. More information to follow.
 - The Casements Coordinator met with Ron and Alice Howell this week regarding a new book on The Casements and John D. Rockefeller's life while residing here in Ormond Beach.
 - The Casements Coordinator met this week with Joyce Benedict and Nancy Partridge to discuss a new program idea for The Casements in hopes of forming a partnership with the Historic Trust and Pilgrims Rest Cemetery.
 - The Casements Guild members and staff had a work day on Friday to reorganize the new Carriage House and to identify all items stored there.
 - The Casements' staff worked on Friday to set up for a wedding reception scheduled here on Saturday.
 - Members from Seaside Herb Society met at Bailey Riverbridge on Saturday for their monthly workshop and garden clean up.
 - Two weddings were held this Saturday at Ormond Memorial Art Museum and Gardens.
 - The Casements was the site for a wedding reception on Saturday afternoon and evening.
- Facilities Maintenance
 - Installed timer for irrigation at Ormond Beach Senior Center
 - Replaced photocells for roof lighting at the PAC
 - Repaired ice machine in Streets Department at Public Works

- Installed additional toilet paper holders in employee restrooms at City Hall
- Relocated fire alarm strobe at City Hall for I/T Department
- Repaired A/C unit in the Storm Water Department at Public Works
- Began installation of new benches and trash cans on Streetscape
- Repaired lighting in the congregate dining at the Ormond Beach Senior Center
- Replaced nets for basketball hoops at Nova Community Center
- Repaired the chiller at the Ormond Beach Police Department
- Parks and Irrigation
 - Replaced vandalized urinal and toilet tank in men's room at Fortunato Park
 - Replaced broken sink drain and vandalized sink in men's room at Fortunato Park
 - Installed new restroom partitions in women's room at the Airport Sports softball quad
 - Installed new toilets and lavatory faucets in women's room at the Airport Sports softball quad
 - Installed new [Toto] toilets in the women's room at the Airport Sports soccer fields
 - Replaced timer at Senior Center and replaced one damaged spray head
 - Turned on reuse at Rockefeller, Fortunato and The Casements
 - Ran zones at Fire Station #91
 - Ran zones on North Nova Road, replaced five heads and repaired one line break
 - Met with contractor at Birthplace of Speed, ran zones, replaced one spray head and reset timer
 - Replaced one rotor on West Granada Boulevard, median #6 (car accident)
 - Ran all zones at American Legion, replaced six damaged heads, adjusted system and reset timer
 - Ran all zones, replaced timer batteries, replaced all damaged heads, adjusted nozzles on south A1A medians
 - Replaced two rotors at Bailey Riverbridge Gardens
 - Replaced two rotors at City Hall

Police Department

- Administrative Services
 - Property and Evidence Room audit and inventory continuing
 - Attended bi-weekly meeting with City Manager
 - Attended quarterly Citizens Law Enforcement Advisory Board meeting
- Community Outreach
 - 25 youths participated in the R.E.A.D. program held at OBE. Youth in the Tuesday and Wednesday classes completed their books for exhibition. The Thursday class will complete their books on the 20th. Their portion of the program was delayed due to a VCS class cancellation for weather. City Manager Joyce Shanahan attended the Tuesday program to assist the youths.
 - Summer program field trips for the SONC partnership are being organized.
 - SOP completed their afterschool program on Thursday, May 6th.
 - Youth basketball teams continue to practice for USSSA team tournaments.
- Community Services & Animal Control
 - Animal calls responded to - 48
 - Animal reports - 8
 - Animals transported to Flagler Humane Society - 5
 - Animal Bites - 1
 - Raccoons to Tomoka Vet for PTS- 1

- Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 9
- Cases Exceptionally Cleared: 1
- Inactive: 1
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 5
- Grand Theft: 2
- Auto Theft: 2
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 1

Narcotics:

- One search warrant on Laurel Oaks with misdemeanor charges
- Two buy walks

Comments:

- Reported robbery attempt on the beachside. Victim reports that a subject attempted to rob him and took a shot at him with a handgun. Investigation continues but at this point it appears drug related.
- Large amount of stolen jewelry (\$20,000.00) recovered from two residential burglaries. Suspects identified and a warrant was obtained for one of the subjects. Charges are pending on the second subject.

- Records

- Walk Ins / Window - 183
- Phone Calls - 267
- Arrest / NTA'S - 14
- Citations Issued - 151
- Citations Entered - 165
- Reports Generated - 108
- Reports Processed - 109
- Mail / Faxes / Records Request - 113

- Operations

- 05/07/10 Theft – Applebees – purse stolen
- 05/07/10 Fugitive Arrests – 436 N Ridgewood/10 Glen Arbor Park for dealing in stolen property. Det Elkins responded and interviewed subjects.
- 05/07/10 NTA – possession of controlled substance under 20 grams and paraphernalia – Central Park Hammock
- 05/08/10 Missing/Endangered Adult – 42 Ocean Pines – Husband said wife was making suicidal threats by phone – She was allegedly in the garage w/car running. Officers went to home and she was not there – search of area – unable to locate – BOLO sent out.
- 05/10/10 Domestic Violence – 194 Cambridge Ct – boyfriend/girlfriend. Argument escalated into a physical altercation involving a knife.
- 05/10/10 Carbreak – 178 Pointview Ln – GPS and DVD taken
- 05/10/10 Suicide attempt – 330 Cumberland Av – drug overdose

- 05/10/10 Reported home invasion robbery and hostage situation – in progress – 753 Knollview Blvd – female resident claimed she escaped but that several robbers were still inside her home and had her husband tied up in the bedroom. Large scale police resources were utilized to address situation. It was determined that the female resident was hallucinating. No home invasion robbery had taken place.
- 05/10/10 Car break – 7 Old McDuffie Circle – Ormond Lakes
- 05/10/10 Fugitive arrest – 1000 Blk N US 1 following a traffic stop. Adult female was arrested and transported to VCBJ
- 05/11/10 Sailboat broke anchor and drifted into the dock area of Cassen Park. Boat was secured and the registered owner notified.

- Traffic Unit
- 05/11/2010 – Crash with road blockage - US 1 / Wilmette Avenue: Northbound motorist ran red light and crashed into a westbound motorist. Minor road blockage. No serious injuries. At-fault driver cited.
- 05/11/2010 - Crash with road blockage - SR 5A / Woodland Avenue: Southbound motorist ran red light and crashed into an eastbound motorist. SR 5A partially blocked for short time. No serious injuries. At-fault driver cited.
- Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
- Assisted NID with several parking complaints. Most were resolved with compliance or tow warnings.
- Officer Piccola is at the Florida Police Institute in Tallahassee attending a Traffic Homicide Investigator course for two weeks.
- Contact made with residents at 413 Main Trail to address concerns of dangerous curve / speeding motorists. Additional stop sign enforcement conducted in same area.
- Traffic Citations 121
- Parking Citations 1
- Crash - No Injury 8
- Crash - Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 76
 - Self-Initiated Enforcement Locations:
 - 500-800 BLK Division Avenue
 - 600 BLK Hand Avenue
 - 900 BLK Arroyo Parkway
 - N. US 1
 - SR A1A
 - 400 BLK N. Ridgewood Avenue
 - 500-1500 BLK N. Beach Street
 - Granada Bridge
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - Parking Complaints:
 - 325 Ocean Shore Blvd. (Unfounded)
 - SR A1A / Standish Drive (No violations)
 - Osceola Elementary (No violations)
 - Lowe's Home Improvement (No violations)
 - Cassen Park (No Violations)

- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 7 Cases Initiated
 - Zone 2: 10 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 1 Case initiated
 - 21 tree removal permit requests
 - Administrative staff assisted with four (4) lobby call and ninety (90) telephonic inquiries.

Public Works

• **Engineering**

- US1 Forcemain Extension Phase II- FDEP performed audit with staff for the SRF loan. The issues involved with this project will not affect the funding status, but the over-cost for the repairs will not be funded by SRF.
 - Water Treatment Plant Distribution System, Phase II- Held Pre-Bid Conference. Addendum will be issued.
 - Airport Rd JPA-Shoulders/Stormdrain improvements/Sunshine Lane Turn Lane & Utility Offsets
 - Downtown Improvements – Staff installed a portion of the furnishings from Beach Street to US1 this week. Next week they plan to install from US1 to Orchard Street.
 - Ormond Shores Stormdrain Replacement - Purchase order for work is in progress.
 - Rima Ridge Wells 54, 55 & 56 - Contracts are being executed.
 - Granada Beach Approach - The contractor installed the landscape and irrigation portion of the project this week. The wheel stops were delivered and stained to match the decorative concrete. The benches were delivered and installed.
 - Ormond Parkway Park – The project is 90% complete. The contractor needs to complete a small section of the seating patio, install the furnishings and finish sodding and other minor punch list items.
 - SR40 Sidewalk/Trail Phase I - Set up account for ARRA, DBE and EEO reporting on FDOT system. Submitted time extension request.
 - SR40 Sidewalk/Trail Phase II - Set up Pre-Construction meeting, reviewed submittals
 - US1 & SR40 Utility Relocate - Resolve issues that were brought up on pre-bid meeting with FDOT. Coordinated the inspection of the 18" water main on US 1.
 - Division Avenue Stormdrain Pipe Joint Repair – Received repair report from contractor which information is entered into a CAD file to track locations of the joint repairs.
 - Mast Arm Rehab - Reviewed shop drawings
 - Cassen Park Boat Ramp Extensions – Completed.
- Design Projects:
 - Alcazar-Buena Vista Drainage Area Improvements – Maps were created showing proposed improvements. Proposed catch basins will be staked with a staging lathe to monitor flooding at location.
 - Airport Rd Forcemain / Reuse Extension - Reviewed 90% plan set. RAI received from the County review.
 - OBSC Boundless Playground - Staff is working on the final design.
 - SR40 Sidewalk/Trail Phase III - Review plans and quantities for connection to Airport Rd
 - Hull Rd. & US 1- Resubmit on FDOT comments concerning submittals. Process LAP certification for project. Responded to new inquiries.
 - Tomoka State Park - Sent a copy of the recorded easement.
 - Halifax Dr. Sidewalk - Review grant application and estimate.
 - Granada Bridge Decorative Pole Replacement – The project consultant submitted engineered plans to the FDOT for permitting.

- Vining Court - The consultant is finalizing the plans and specifications for competitive bidding. An issue arose that required additional survey to determine property ownership.
- Sunshine Blvd. - Staff is soliciting quotations for the replacement of two monument signs and the addition of directory address map.
- South Ormond Recreation Center Improvements - Received final proposal from Hall Construction.
- 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 - Received permit to construct from FDOT.
- 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.
- Stormwater Study - City commission was presented the study and its recommendations. City Commission was in favor of recommendations. Staff will proceed with implementing the projects and/or scheduling them in the 5 year CIP.
- Wastewater Treatment Plant Expansion and Rehabilitation - Project is in the bid phase. Bids were received on April 29th and are being evaluated by the consultant.
- John Anderson Drive - Coordinating scope of project and costs with the consultant.
- EVRWA Nova Canal Flood Control Study - Coordinated scope modifications to expand the number of outfalls and improve conveyance channels. Commission has been informed of this modification. Results of the updated study are expected in May.
- Hand Ave. Collector Road Upgrade - A meeting was held with the SJRWMD to discuss the permit status. SJRWMD indicated that they would be preparing the staff report recommending approval. The request by the City Commission to include the lake interconnect and bridge across Hand Avenue will require a permit modification once the permit as was originally submitted for Hand Avenue is approved.

- Capital Improvement:
 - SR-40 interconnect - Add Right of Way to Plan

- Administration:
 - NRCS - Staff met to discuss ditch cleaning as cost shared with this program. The ditch/canal runs presumed to be cleaned must be reviewed and approved by a PLS to determine by best available information that the City has legal access to the proposed areas.
 - Processed project invoices/pay requests totaling \$31,845

- Meetings:
 - FDOT D5 Traffic Signal Maintaining Agencies
 - Pre-Bid Meeting for Mast Arm rehabilitation

- Customer Service:
 - Researched and provided old A1A Right of Way and Bovard Ave information to surveyor for the Vining Court Imps Project.
 - Provided requested current and previous monitoring well elevations at the WTP to consultant.
 - Met with contractor and engineer and provided requested SWMP submittal information to Luxury Builders for the proposed 759 N. Beach St residence.
 - Researched and provided old 1972 aerials images of 1699 John Anderson to consultant.

- Other:
 - 36 projects were inspected.
 - Jill Anderson - Start Design for Sidewalk

- 772 N Beach - Obtain Elevations for Planning
- Buena Vista Area - Place Stakes at Proposed Storm Drain Locations
- Elevation shots @ 772 N Beach St residence for Planning Dept.
- Stakeout of all proposed storm inlet locations for the Alcazar/Buena Vista drainage improvement project
- Tree locate @ 23 Twin River Dr.
- Researched and supplied old easement and legal agreement information for the Ormond Mall Lift Station to Dave Ponitz
- Locate and provide as-built information for 135 Orchard Lane drainage to Larry Haigh

- **Street Maintenance**

- **Asphalt / Concrete**

- (4) ton asphalt patch at Jefferson Water Treatment Plant
- Asphalt repair around gutter at 1258 Fernway Dr.
- Repair concrete sidewalk at N. Beach St. and Hernandez Ave.
- Remove broken concrete curbing at Cassen Park
- Patch pot holes on Pineland Trail and at Bovard
- Trim for view at stop sign on Eileen Butts at Tomoka

- **Tree Crew**

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming at Janet Circle, 1326 Oak Forest, Oleander, 608 John Anderson Drive, Laws Lane, Valencia and Interchange Blvd.
- Take down a tree on Bonita Place

- **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 Parks II, III & IV and Division Avenue
- Maintenance of various vehicles
- DOT weed control on Nova Road and under Granada Bridge
- ROW trimming citywide
- ROW trimming at Public Works Yard, 501 N. Orchard St. exit

- **Sign Shop**

- Replaced (28) street names in Tomoka Oaks subdivision
- Fabricated (2) signs for the Airport gates to remind pilots to "Fly Quiet" (Voluntary Noise Abatement Procedures in effect)
- Placed Town Hall meeting signs at (2) different locations
- Continue fabricating high intensity prismatic street names for Tomoka Oaks subdivision (10)
- Request a Purchase Order for sign posts (\$2,705.75) from US Wholesale Pipe & Tube, Inc.
- Request a Purchase Order for various traffic signs (\$2,675.25) from Municipal Supply & Sign Co.
- Repair signs at the following locations:
 - East entrance to OBPD parking lot, replaced broken sign post
 - W. Granada Blvd. @ the Chamber of Commerce, reinstall a delineator post
 - Main Trail @ Shady Branch, straighten stop sign post
 - S/side Sterthaus Dr. E/O N. Old Kings Rd., replace a 25 mph sign & post that was hit by a vehicle

- **Stormwater Maintenance Maintenance Crew**

- Locates citywide
- Carp barriers inspected and cleaned
- Pump Stations inspected
- Slope Mowing – Wilmette Ave. retention pond
- Gradall – Remove grass from around ponds on N. Nova Rd. Pond, South Pond Nova and Laurel Oaks Pond (9 dump truck loads removed so far, 3 more on the ground)
- Reachout Mower – Division Ave. from Center St. to Old Kings Rd.
- Vacon – Wilmette Ave. inspection, basins and line cleaning on Military Blvd. and S. Arbor Dr.

- **Streetsweeper – Street Sweeping**

- 103.0 miles of road cleaned
- 51.5 cubic yards of debris removed

- **Fleet Services**

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

Emergency—Vehicles and Equipment
10

Non-Emergency Vehicles and Equipment
17

- **Road Calls for the week:**

2

- **Accidents for the week:**

0

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

Diesel
4273 gals.

Gas
5544 gals.

- **Comments:**

- Fleet operating activities are normal.
- We will be conducting are above and below ground fuel tank inspections. We anticipate a completion date of next week.

- **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. Forwarded information concerning service area designations to Planning Department requesting mapping and agreement assistance with the information request.
- Cross Connection Control (CCC) Program Management Services: Meeting held with Hydro Designs, Inc. (HDI) concerning feedback provided by Volusia County Health Dept. reviewers regarding draft City's CCC Plan and Ordinance modifications.
- Fire Hydrant Replacement Program – A bid number was assigned to the project. Project documents were revised to include the bid number and bid opening date. Revised the fire hydrant detail to specify American Darling and/or Kennedy models desired by operations.
- Open Top Roll-Off Style Container Filter – A bid number was assigned to the project.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – The project is essentially complete. Staff to prepare Change Order #2 upon receipt of additional contract time request and justification from contractor. The proposal will be modified to be

- actual cost with an estimate for 180 days of time. The pump impeller attachment bolt and washer configuration is being modified by the pump manufacturer to eliminate locations that currently accumulate rags within the unit. The modified bolt and washer installation was delayed until a new impeller is manufactured for pump #1. Presently, two pumps are operating.
- Gravity Sewer Pipeline Repair – Specifications for repairs are being prepared.
 - Water Treatment Plant High Service Pump Station VFD Conversion - The total amount of changes requested to date is \$26,898.60. A change order is being prepared. A final pay request was received for review. Revised Operation and Maintenance Manuals were received for the motor drives with copy sent to the chief plant operator for review. Some malfunction occurred with two VFD cabinet air conditioners. The contractor was contacted and the repairs will be covered by the warranty. Repairs to the VFD air conditioner at VFD #8 were completed.
 - Lift Station Repair and Replacement Project: Prepared Change Order #1 to include extra work performed to date and for the Ormond Mall Lift Station relocation and upgrade. The Ormond Mall owner's representative indicates in his initial response to City's request for additional easement that compensation is desired. The most feasible option to construct the improvements without securing an additional easement is to change the voltage from 208 to 240 and install a power pole in the right of way on the west side of the City's current easement. The pump station layout configurations need to be explored in order to keep the proposed improvements inside the easement that has already been secured. A revised plan is required from the consultant. The change order request was prepared for the 5/18/10 agenda. The start up at lift station 6M was rescheduled by the contractor. A request for additional information (RAI) was received for the Volusia County Right-of-Way Utilization Permit application. A response to the RAI was prepared by the consulting engineer and the Volusia County Right-of-Way permit was received.
 - Root control – The project documents were reviewed and are ready to be advertised for bids. The legal advertisement was prepared and given to the purchasing coordinator for publication.
 - State Road 5 at State Road 40 (US1 & Granada) – The commencement of construction date will be 5/16/10. Shop drawings were received for review.
 - Wastewater Treatment Plant Expansion: A letter was received from McKim and Creed that identifies some potential SCADA and instrumentation enhancements that can be performed during the construction of the second phase. The content is being reviewed prior to discussing the material with the consultant.
 - Water Plant Forced Draft Aerator Rehabilitation – The report is being prepared by the consultant.
 - Standish Water Storage Tank Rehabilitation – Prepared a revised sole source memo. The memo was reviewed with the finance director and was determined to be acceptable. A purchase order requisition is being prepared and coordinated with purchasing.
 - SPRC - Access routes to Well 36R through Huntington Woods are being evaluated. The slab elevation of Well 35R needs to be determined to develop a grading plan on the lot. The existing easement for the wells doesn't appear that it will be adversely affected by the proposed improvements. Plans showing the proposed changes for easement accessibility were received for review.
 - Capital Improvement Project budgetary planning and development underway for FY 2010-2011.
- Water Distribution
 - Replaced 15 residential water meters
 - Tested and repaired 3- 3" water meters, Rebuilt 2-4" water meters
 - Installed 2 new residential water meters and services
 - Responded/ repaired 10 service leaks, 4 low pressure calls, and 6 cloudy water complaints

- Tested 13, repaired 2, installed 1 City owned backflow preventers
- Replaced 9 residential water services, and disconnected 3 commercial and one residential water services
- Performed maintenance activities on 13 city owned fire hydrants
- Patrolled 45 leak noise loggers for 2nd time from Division Ave, north to Hernandez Ave between US1 and Beach St, no leaks found.
- Performed flushing in South 40 sub, The Falls sub, Seville Ave, Cordova Ave, S. Beach St, Plaza Grande, Castilla Ave
- Upgraded ¾" meter to a 2" meter and rebuilt service at 138-140 W. Granada Blvd
- Replaced a broken 3" valve for a meter at Towne Square Shopping Centre
- Install A temporary hydrant flushing device in Deer Creek subdivision due to water complaints, we will be installing a permanent device
- Repair an automatic flusher on Lake Isle Way
- Replace landscaping at 36 Ocean Crest Dr, Lindenwood Cir, Royal Dunes Blvd due to excavations during repairs
- Cleaned and restocked all trucks

- Water Treatment
 - Delivered 37.417 million gallons week ending May 9, 2010 (5.345 MGD)
 - Backwashed 17 filters for a total of 800,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Delivered Monthly Operations Report to FDEP
 - Notice: Alternate disinfectant and flushing event scheduled for June 1-30.
 - Met with interested contractors on site this week to discuss upcoming pre-bid concerns for Division Avenue Water Distribution Main Project.

- Waste Water Collection - Reuse
 - Crews responded to one trouble call out west Breakaway/Hunter's Ridge and three in town.
 - Marty and crew rehab pep tank at 33 Hunt Master Court and flushed irrigation system in Breakaway area.
 - Butch and crew cleaned eight sewer laterals and televised five sewer laterals. Repaired 4" sewer lateral at 237 Riverside Dr and located 6" sewer lateral for 200 Seton Tr.
 - Crew continuing to clean up wastewater plant backyard for plant expansion.
 - Cleaned buildings and fueled all equipment for weekend.
 - Addressing BAT/ HR irrigation demands and storage operations with water plant personnel – well consumption high

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 25.94 Million Gallons
 - Produced 20.86 Million Gallons of Reuse
 - Produced 5.08 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 3.71 MGD, plant rated @ 6 MGD
 - Hauled tons of sludge 153.12 (14%-18% Solids).
 - Centrifuge Manufacturer performance testing and optimization.
 - Influent Pumping Station pumps continue to experience ragging. Contractor and pump manufacturer representatives were to install alternate impeller fastener on May 10th. Installation was not successful and staff is collaborating with contractor and pump supplier regarding alternate completion schedule.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project.

- Utilities Maintenance Division

- WATER PLANT - WELL FIELDS - BOOSTER STATIONS

- Tested 200HP high service pump for operations. Tested OK
- Fabricated extension cord for portable generator.
- Removed level probe from old filter clearwell at WP and put into storage for later use at liftstation.
- Painted control box at well 21SR.
- Replaced photocell for water plant sight lighting.
- Installed new ammonia injection system with redundant back up.
- Replaced pressure release valve on well 8D.
- Installed flow meter on scrubber #2.
- Primed and painted state park booster pumping station.
- Pulled fan shroud on LPRO pump motor #4 and cleaned interior rust and repainted, also changed the oil and greased bearings.
- Ran LPRO and Lime softening back up generators, tested ok inspected system after run and submitted findings to Fleet Maintenance.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime softening plant equipment.
- Performed Booster Station PM's.
- Cleaned shop and put away spare parts.
- Installed receptacle in Break room.
- Performed Reuse pump station PM's.

- WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM

- Adjusted motor starter at Towne Square liftstation.
- Pumped down wetwell at 6M liftstation.
- Tested E1 pumps at Riverbend Park, found internal high level switch bad. Manufacturer indicates new E1 extreme series pumps for replacement.
- Installed GFI receptacle at Wastewater plant centrifuge building.
- Cleaned LS 8M3 control cabinets.
- Tested motor at Post anoxic mixer, tested bad, pulled and cleaned and shipped to ABS pumps for rebuild.
- Hooked up sampler at wastewater plant for operations.
- Repaired leaking plumbing at Sand filter #2.
- Repaired broken wash down plumbing at fermentation train.
- Repaired leaking O-ring gasket on 4" ball valve at fermentation train.
- Met with liftstation odor control rep and installed H2S data logger at Breakaway Trails LS. Will also install at 4M station as it is similar sized and we can see if we are generating more gas from the pep tank systems as compared to conventional systems.
- Utilities and operations group Deragged 3 influent pumps about every 3 days. Note: Pump #1 impeller damaged and out of service. Working with contractor and manufacturer to correct.
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 23 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 6 Liftstations. (pull pumps, etc)
- Utilities Division completed 68 work orders as reported in MP2 computerized maintenance management system, of which 41 were PM work requests and 27 were repair work orders.

- Regulatory Compliance and Water Quality

- Preparing re-classification request for refill of this vital position.