

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 28, 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
- Weekly staff meeting with Directors
- Budget meeting with Assistant City Manager, Finance Director and Fleet Operations Manager.
- Meeting with Assistant City Manager and Neighborhood Improvement Manager on 1522 Oak Forest Drive
- Weekly meeting with Human Resources Director
- Bi-weekly meeting with Acting Police Chief

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended United Way Board of Directors meeting
- Webinar on Evaluating the Health of Your Community
- Completed annual plan and credential manager update for International City/County Management Association (ICMA)
- Attended Commissioner Gillooly, Zone 1, Town Hall Budget Meeting
- Attended Volusia County Managers meeting
- Participated in Council on Aging Big Wheels Deliver Meals
- United Way Webinar on Duties of Governing Boards
- Attended Volusia League of Cities annual awards banquet
- Attended EVRWA meeting

City Clerks Office

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

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
 - Town Hall Meeting, Zone 1
- Prepared packets for June 1 City Commission meeting.

Community Development

- Planning
 - Staff met with representatives of Hunter's Ridge, FDOT, and VC regarding the transportation prop share mitigation plan and cost percentages. The Prop Share amount to include the pipeline improvements by phase will require finalization by June 16th. The developer will provide the Prop Share % for each road segment where significance and adversity have been tested and improvements are required. The prop share amount will be segmented out regionally – east of I95 and west of I95. There will be three pots of money – each broken down by the three planned development phases by road first and then by the

maintaining agency. The developer is proposing that they would prefer to build the facility prior to the end of a phase rather than provide funds before the phase begins and wait upon the road maintaining agency to construct the improvements.

- Staff also had a telephone conference with Hunter's Ridge DRI Representative and Linda Shelly regarding the proposed course of action that is required from Hunter's Ridge and Ormond Beach regarding the DRI DO. Ms. Shelly indicated there were four options available to accomplish the land exchange. They are placed in order of time required with the least amount time at top.

- Do the land exchange under a separate agreement and in the next Hunter's Ridge NOPC, the appropriate amendment to Map H contained in the DRI is made;
- Apply for an E2 change (Sec 380.06 (19) (e) 2)) which requires prior consultation with DCA. E2 changes are considered minor by DCA;
- OB could amend the current DRI DO with HR and handle the land exchange as an NOPC (Sec 380.06 (19) (e) 1));
- Pursue the Built Out provisions contained in Sec 380.06 (15) (g) (4) for that portion of the DRI in Ormond Beach since all mitigation has been completed for the development in Ormond Beach.

A land use plan amendment will need to be filed by HR acting as our agent since the land to be exchanged is still owned by the City. The amendment will require no additional analysis or mitigation since there is no impact since it is going from Industrial to Recreation/Open Space.

- Building Inspections, Permitting & Licensing
 - Issued 91 permits with a total valuation of \$2,672,229.00
 - Conducted 285 inspections
 - Issued 7 new business tax receipts
- Development Review
 - The Engineer of Record for Granada Grande (Beneficial Communities), a 120 affordable multi-family housing development, received financing approval from the Florida Housing Finance Agency.

Economic Development

Ormond Crossings

- Staff transmitted the approved CRA documents to County staff in March and followed up with a meeting on May 19 to discuss the updated CRA plans. Staff has prepared and transmitted additional material that will be distribute to the council members prior to the Council meeting on June 17.
- 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 has completed the design and construction bids for the 2 monument signs and a directory sign at the entrance of Sunshine Boulevard. Construction will begin in approximately 30 days.

Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff met with Ormond Beach Chamber Prosperity Committee members regarding economic development initiatives discussed at the Leadership meeting. A Business

Recruitment Team will be established that will work with City Economic Development staff to provide possible industrial and commercial business contacts and act as business ambassadors for visiting prospects.

- An Economic Prosperity breakfast meeting is being planned with the Ormond Beach Chamber of Commerce.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the MDVEDC 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 of the story was published on Friday, May 21. 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 (MDVEDC). 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 and rescheduled for June 3.**

Airport Operation and Development

- Work on the airfield electrical improvements project has been completed. Restoration of the rotating beacon tower, installation of the new rotating beacon, and replacement of a portion of electrical conduit on Runway 17 has been accomplished. Minor work remaining includes installation of a new pilot-controlled lighting system controller, which will be scheduled when the required components have been received.
- The remaining three noise abatement advisory signs for the airport were completed and delivered this week. These signs will be placed next to the airport taxiways so that pilots and flight crews may view them prior to takeoff, and be reminded of specific noise abatement procedures. Installation of these signs will commence next week, at the latest.
- Staff conducted discussions with Tomlinson Aviation regarding requirements for additional advertising at the airport. Tomlinson Aviation financed and completed the installation of a new sign at the airport, advertising their location on Hangar Way. The

- new sign will also afford advertising space for the public-use heliport, and other businesses on Hangar Way.
- Code enforcement continues to be an issue at the airport, as there remains credible information of improper business activity being conducted, particularly during the evening hours when the ATC tower is closed. Code Enforcement has communicated with the subject individuals, but reports have been received that indicate these unauthorized business activities continue to take place, so additional code enforcement action may be required.
 - It has been observed that the primary pedestrian access gate for the airport is frequently left open, in disregard of airport security requirements. Staff has received approval from FDOT to install an automatic closing device, which will be 100% funded by FDOT under the current security grant for the airport.
 - Staff continued to work with FPL, the Planning Department and Engineering Division to provide plans and diagrams related to electrical power distribution at the airport to Sunrise Aviation, in an effort to assist Sunrise with their plans to construct a new fuel farm at the airport.
 - It has been observed that airport gate access codes originally setup for police and emergency services to gain entry to the airport have become widely known, and as such the amount of unnecessary vehicular traffic on the airport has reached potentially unsafe levels. Staff worked with OBPD and OBFD to begin the process of configuring and distributing access cards for all police and emergency vehicles. When distribution of the new access cards has been completed, the compromised gate access code will be deleted.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is preparing draft of the personnel budget and departmental operating budgets.
 - Staff completed a preliminary CIP budget.
 - Staff is working on transparency issues to have financial information posted to the City's web page.
- Completed Projects - Weekly
 - Processed 39 Journal Entry Batches (# 3266 - 3360).
 - Approved 13 Purchase Requisitions totaling \$50,823.87.
 - Issued 13 Purchase Orders totaling \$29,938.60.
 - Advertised Bid No. 2010-25, Fire Hydrant Replacement Program, in the News Journal and on DemandStar on 5/23/2010.
 - Prepared 177 Accounts Payable checks totaling \$507,798.24 and 22 Accounts Payable EFT payments totaling \$62,406.63.
 - Prepared 52 Payroll checks totaling \$43,822.84 and 315 Direct Deposits totaling \$355,518.28.
 - Transferred IRS 941 payment of \$138,603.65.
 - Processed 2,581 cash receipts totaling \$658,530.96.
 - Processed 324 utility bill payments through ACH totaling \$14,592.69.
 - Processed and issued 5,914 utility bills with billed consumption of water of 45,936k.
 - Issued 309 past due notices on utility accounts.
 - Issued 6,657 utility deposit refund credits totaling \$274,795.18.
- Public Information
 - Press Releases
 - Memorial Remembrance Service (5/31, 9:00 a.m., Rockefeller Gardens)
 - Movies on the Halifax (6/4, 8:30 p.m., "The Blind Side")
 - Lane Closures – SR40 at Halifax and at Ridgewood (thru June 11)
 - Meeting with the Manager (6/7)

- Other
 - Citizen Contacts
 - Media Contacts
 - Completed Employee Newsletter for June

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, and reimbursements.
 - Submitted 2010 Assistance to Firefighters Grant for SCBA enhancements/upgrades and a comprehensive incident command training system (\$212,784.00).

Fire Department

Weekly Statistics

1	Fire
3	Fire Alarms
4	Hazardous
76	EMS
12	Motor Vehicle Accidents
24	Public Assists

120 TOTAL CALLS

- Aid provided to other agencies: **18 calls – Volusia County (15), Daytona (2), Holly Hill (1)**
- Aid received from other agencies: **5 calls – Volusia County (4), Daytona (1)**
- Total staff hours provided to other agencies: **43 hours**
- Total staff hours received from other agencies: **11 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **1**
- # of overlapping calls: **31**

SIGNIFICANT INCIDENTS

Date: Monday, May 17th

Type of Call: Structure Fire

Address: 641 Pineland Trail

Dispatch Time: 12:55 PM

Cleared Time: 6:24 PM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Rescue Engine 94, Tanker 94, Quint 92, Battalion 90. Volusia County: Engine 13, Engine 16, Engine 18, Tender 11, Battalion 10. Flagler County: Tender 31, Division 11, Logistics 10

Incident Description: Responded emergency to a structure fire. A heavy smoke column could be seen from Airport Rd overpass. Upon arrival, Rescue Engine 94 found a doublewide manufactured home that was 30% involved with a rapid moving fire. Multiple tenders were used for water supply (no hydrants in vicinity). The crews were hampered by ammunition firing and a LPG cylinder venting. Entry was not possible due to fire conditions. Extensive overhaul was required and additional units were called for extended operations and rehabilitation. Homeowner was not home at the time of the fire.

Date: Monday, May 17th

Type of Call: Fire

Address: 30 Stallion Way

Dispatch Time: 5:01 PM

Cleared Time: 5:30 PM

Jurisdiction: Ormond Beach

Units on Scene: Quint 92, Rescue Engine 93, Battalion 90. Daytona: Engine 4, Engine 7.
Incident Description: Dispatched to smoke in a structure. The home was the residence of an Ormond Beach Fire Dept Captain. The smoke was due to a pot on the stove. Residence was ventilated to clear smoke.

Operations

- Met with Fleet on apparatus/vehicle replacement.
- Working with Dispatch center on upcoming Emergency Medical Dispatch issues.
- Preparing for Quint apparatus replacement.

Training Hours

20	Building Construction
3	Driving
6	EMT-Paramedic Refresher Module 1
1	Hydraulics
2	Ladder Operations
1	Leadership
5	Preplanning
1	Reports/Report Writing/QA
8	Tactics
41	Technical Rescue
88	TOTAL STAFF HOURS

Activities

- Serviced 58 hydrants to include: flow testing, inspecting and flushing
- Updated 25 pre-fire plans
- Conducted 1 fire inspection with 1 safety violation discovered
- Visited 33 homes for smoke detector checks
- 14 hour Fire Explorer ride-along with Battalion Commander
- Volusia County's Sheriff's office, in conjunction with Medical Director Dr. Springer, have developed protocols for a test of a modified response levels for Emergency Medical Dispatch for a limited number of non-emergency calls. The test response will be done **in four non-emergency categories**. Dispatch will undertake the deployment of the new response mode for these 4 non-emergency areas on June 1st and evaluate the efficacy of the program. They will report back to the fire chiefs and managers in 90-120 days, at which time the program may be modified and/or expanded to include other non-emergency categories.

Not all cities have indicated a willingness to participate in the modified response level, however, as we have discussed with the Commission in February, Ormond Beach will pursue the modified response level. Please note: I've authorized staff that they may "override" the recommended response mode if their expertise and experience leads them to believe the call might be something more. However, if Staff overrides the recommended response, **then they must document that incident and provide information for the reasons they chose to override and the disposition of the situation**. Therefore, we can evaluate if our overrides are valid and perhaps provide greater information to Dispatch for recommended response mode adjustments.

Human Resources

- Job Requisitions
 - Police Dept- Police Officer (2)
 - Public Works/Streets - Maintenance Worker II
 - Finance Dept - Meter Reader (2)
- Screening/Interviews Scheduled

- Finance Dept- Account Clerk II – In house interviews held 5/19/10, pending selection
- Police Dept – Police Chief - Assessment Center and interviews will be held June 10th and June 11th
- Leisure Services Dept – Summer Camp Counselors-currently being processed
- Terminations/Resignations/Retirements
 - Leisure Services Dept – Part Time Recreation Leader – Involuntary termination effective 5/24/10
 - Finance Dept – Meter Reader – Voluntary resignation – effective 5/31/10
 - Finance Dept - Meter Reader – Voluntary resignation – effective 6/25/10
- Employee/City Benefits Program Update
 - City Commission approved resolution to adopt National League of Cities Prescription Discount Card Program to help City residents cope with the high cost of prescription drugs. Flyers and cards with City logo are ready for distribution. Web Master has promotional web announcement set for launch on June 7th and web page for residents ready for launch of program on rollout date of 6/14/10. Public Information Officer is reviewing press releases for publication and disbursement prior to rollout date in June.
 - Completing census and Underwriting Questionnaire for insurance renewals. Target date for completion June 1st.
 - Wellness update – Advertised YMCA Wellness Challenge – Team to be drawn from interested employees. Other wellness information being compiled for revival of Wellness Team.
- City Events/Employee Relations Update
 - American Heart Association's 5 K Heartwalk will be on September 30th at the Bandshell in Daytona. The City of Ormond's team goal is \$3100 to be raised before and during the event. The City Heartwalk Team has raised a total of \$1,420 for the American Heart Association for events held to this date. Next event planned is a Poker Run (June 5). Recycle bins are located in city offices for aluminum cans to benefit the Heartwalk team.
- Training & Development Opportunities
 - Developing training & development plan for supervisory skills.
 - Working on New Employee Orientation; draft for HR staff review/comment in May.
- HR Process/Systems Issues/Improvements
 - Working with City Attorney's Office to implement selected vendor for Occupation Health Services and execute agreement.
 - Preparing recommendation on Volunteer Program for the City of Ormond Beach. Have gathered information from Brevard County, Palm Bay and Leon County.
- Pay & Classification Plan
 - Start reclassification process for Permit Manager for new Joint Permit Center. Revisit reclassifications requests from December, 2008.
- Risk Management
 - Updated to Resolution 98-132 revising the Insurance Requirements for purchases; CAO is reviewing form and content.
 - Projects
 - Updating proposed changes in level of insurance coverage for insured facilities and requesting written confirmation to support deviations from appraised value. Anticipate completion date June 30.
 - Final draft of the RFP for WC Third Party Administration claim services is being edited. Legal Ad to run May 27; scheduled release date June 2.

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) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 39 New work - 46 completed - 39 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	55,552	Net Inbound E-Mails	46,902
Inbound Bad E-Mail	8,433	Percentage bad mail	15.6%
Virus Messages Blocked	217		

Notable Events: Attended Sungard HTE International conference in Orlando. Major product announcements that will require significant funding to take advantage of the new products announced over the next few years.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 1 Corrections: 1
- Map/Information Requests: 20
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events: Generated 5 year roadway paving list.

Leisure Services

- Administrative Services
 - Public Works Staff Meeting
 - Supervisory Staff Meeting
 - City Manager Meeting
 - Rockefeller Gardens – Meet with Electrical Contractor
 - Lake County Playground Visit
 - Magic Forest Playground Discussion Meeting
 - Ormond Beach Flames Discussion Meeting
 - 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 finished their playoff games this week at both the Nova and Sports Complex Fields.
 - The Ormond Beach Soccer Club's Recreational and Competitive Program is finished for the spring at the Sports Complex.
 - The City's Adult Coed Softball Program finished their playoffs this week on Tuesday at 7:00 and 8:10 p.m.
 - The City's Adult Soccer Program finished up their first season last Tuesday. There were four teams of 15 players each, with the goal of improving to six or more teams at the next session.

- Luis Camacho is once again renting the soccer fields for his Sunday 11 v 11 Adult league, as well as his 6 v 6 league. They play each Sunday at 10:00 a.m. and Monday evenings at 6:00 p.m.
- Bethune-Cookman University Baseball Team held practices this week at the Wendelstedt Fields in preparation for their upcoming MEAC Championships.
- The City's new Men's Baseball League continued this week, with games on Monday and Thursday nights at 7:00 p.m. at the Sports Complex. Four teams compete nightly. Each team has approximately 14-15 players each, with players ranging in age from 18 - 50. The season will continue through the month of July. Play was on Wendelstedt Fields #1 & #2. The fee for each team was \$1,400.00.
- Upcoming Activities: USSSA Lacrosse Tournament, City's Summer Youth Volleyball League, City's Summer Sports Camps (Volleyball, Softball, Baseball, & Golf); ERAU Summer Basketball Camp; USSSA Baseball Tourney; Lady Renegades Memorial Weekend Tourney
- 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 and Lady Renegades 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
 - Laid out and painted the football field on field 7
 - Prepped T-Ball fields 1-3 and rotary field 4
 - Hosted Seabreeze High School spring football scrimmage Friday night
 - Repaired more irrigation on the baseball fields
 - Began rebuilding the baseball infields at Osceola Elementary
 - Painted five fields for the men's summer soccer league
- Senior Center
 - Staff hosted normal evening programming including KEDA, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church and Daytona Community Church.
- Performing Arts Center
 - On Saturday, May 22nd the PAC hosted the Miss Florida USA Preliminary Pageant.
 - Staff prepared for the Zone 1 Town Hall Meeting which was held on Tuesday.

- Staff spent the week replenishing the peacetime emergency supplies and compiling a task list for the stage and auditorium.
- The PAC hosted the following classes through 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 Jazz & Tap, Simmons Ballet, Judo
 - Wednesday - Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre, KEDA
 - Thursday - Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, Children's Musical Theatre, KEDA
 - Friday - Theatre Workshop, Children's Musical Theatre, KEDA, Green Dance
- The Performing Arts Center is preparing to host the following events:
 - June 5 – Nova Dance Presents “Enchanted Forest” 7:00 p.m. – \$7
- South Ormond Neighborhood Center
 - United Hands meeting took place on Monday at 6 pm.
 - Jazzercise classes were held Monday and Wednesday from 5:30 p.m. until 6:30 p.m.
 - Youth basketball practice takes place Monday through Thursday from 5 pm until 7 pm.
 - The splash pad is open from 10 am until dusk for the spring and summer.
- Community Events
 - Memorial Day: Coordinator attended final Memorial Remembrance Committee meeting at The Casements; distributed last of flyers; finalized sound quote and insurance issues; sent PSA to News Journal and Hometown News about Memorial Service; ordered and confirmed carnations; finalized all confirmations of services (Armed Forces, Sheriffs Department, Civil Air Patrol, Daytona Beach Concert Band, Daytona Beach Pipe and Drum Corp, Color Guard, guest speaker, etc); mock set up and final walk through; program printing; grounds check to ensure grounds clear of fire ants, sprinklers are off, and electricity is secure; hung bunting at Casements and in Rockefeller Gardens; flame test of Memorial Flame at All Florida Fireplace
 - Daily Administrative tasks
 - Independence Day: Last sponsorship letters sent; confirming food vendors; confirmed patriotic performers for Fortunato Park; completed Request for Quote for Port o Lets; sent Request for Quote for sound production
- Gymnastics
 - This week is the end of the session so it is Parent's Week. Students are excited to share with their parents what they have learned this session and to see if they will move to the next skill level. Parents are as excited as the kids! Everyone has been working hard.
 - A big congratulations to the Ormond Beach Flames team who placed first in the Senior Level 4 Division at the Summer Blast Cheerfest in Myrtle Beach, South Carolina last weekend.
- 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.
 - 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.
- Final leg of preparations for both Camp T. Rec and Nova Community Center summer camps began (ordering T-shirts, sending counselor welcome letters, sending Camp T. Rec information to participants, finalizing counselors manuals, printing forms and information packets, purchasing final supplies, etc.)
- The Health Fair bus was in the Nova Community Center's parking area for those in the community who had scheduled appointments.
- Final preparations for Miss Debby's Dance recital took place including completion of programs and tickets for the event on Saturday, June 5th at the Ormond Beach Performing Arts Center.
- 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 gallery.
 - Yoga classes were held on Tuesday morning and Thursday evening this week.
 - The Casements Guild held their final meeting of the season on Wednesday morning from 9:30 a.m. to noon. Members voted on a new slate of board members. We said goodbye to our President, Arlene Halsey, who has completed over 3.5 years in that position.
 - The Ormond Beach Fire Department hosted a luncheon and meeting at The Casements on Wednesday afternoon from 12:00 noon until 5:00 p.m. Over 24 were in attendance.
 - Tai Chi classes continued this week on Wednesday evening.
 - Zumba classes continued this week with a Thursday afternoon class from 4:00 p.m. to 5:00 p.m. and on Friday morning at 10:00 a.m. The classes are growing! We will be adding a Tuesday evening class on June 1st from 6:00 p.m. to 7:00 p.m.
 - The Children's Art Workshop ended this week on Thursday afternoons 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.
 - The Memorial Day Board met on Wednesday from 11:00 a.m. to 1:30 p.m. to finalize their plans for the Memorial Day Service this next week.
 - Staff worked this week to bring the first floor back to normal after two large wedding parties last weekend. Furnishings needed to be moved to the third floor during the large rentals.
 - The Casements Coordinator confirmed a new dance class scheduled to begin in June. The classes will be ongoing and will run from 7:00 to 9:00 p.m. with instructor Luis Luis.
 - The Casements Coordinator met with a bridal party this week to confirm arrangements needed for their upcoming event.
- Facilities Maintenance
 - Repaired taxiway sign at the Ormond Beach Municipal Airport
 - Repaired lighting in the atrium at City Hall
 - Repaired electrical receptacle in press box at Nova Recreation
 - Repaired exhaust fan in equipment room at Ormond Beach Municipal Airport
 - Repaired broken lock for the press box at the softball quad
 - Rebuilt Sloan valves in men's and women's restrooms at the Public Works Complex
 - Repaired movie screen at the Ormond Beach Senior Center
 - Repaired water leak in the women's restroom at Osceola Elementary School
- Parks and Irrigation
 - Relocated entrance sign at Riverbend Nature Park
 - Applied epoxy to floors in men's and women's room at Sanchez Park
 - Repaired water cooler drain at Sanchez Park
 - Installed new partitions in men's and women's room at Ames Park restrooms

- Repainted men's and women's restrooms at Sanchez Park
- Replaced missing fence pickets at the Magic Forest playground
- Replaced broken curb stop at Bailey Riverbridge Gardens
- Ran zones on Nova Road medians, repaired and adjusted heads and reset timers
- Met contractor at Memorial Gardens for irrigation inspection
- Inspected lift station irrigation system at Ormond Parkway Park (new system install)
- Replaced timer and five rotors on West Granada medians
- Turned off main line at Williamson (mainline break)
- Turned off timer at Rockefeller Gardens
- Turned off water on West Granada (mainline break)
- Reset timer on South US1 medians
- Located broken pipe on Streetscape (not City's system – private)

Police Department

- **Administrative Services:**
 - Police Department Property and Evidence Inventory Audit on-going. Drugs and weapons lockers have been mostly completed, and unneeded evidence has been appropriately disposed of. Cash inventory is on going. Barring any additional evidence from the general evidence inventory, drugs and weapon inventory should be soon closed out.. General evidence inventory has started and should be completed in 3-4 weeks. Once that is completed a report will be compiled.
 - Attended Volusia County Law Enforcement Memorial Service
 - Attended Volusia/Flagler Police Chiefs Meeting
 - Attended Department Head staff meeting
 - Held Police Department weekly staff meeting
- **Community Outreach:**
 - The READ program exhibition was held in the City Hall Atrium from 5:30 - 6:30 PM on May 26. Twenty-four children exhibited their books for members of the community to enjoy. Approximately 40 people attended.
 - 14 members of the Youth Directors Council assisted with the READ program exhibition reception as greeters and refreshment servers.
 - Youths on the 5th and 6th grade teams are practicing for upcoming tournaments.
 - A new program partnership with Oslo Elementary is being explored to expand the READ program to serve a broader audience.
- **Community Services & Animal Control:**
 - Animal Calls responded to: 78
 - Animal Reports: 13
 - Animals to FHS: 13
 - Animal Bites: 2
 - Wildlife to Tomoka Vet: 2
 - Solicitor Permits: 2
 - OBPD held its 2nd low cost shot clinic on 5-22-10. More than 80 pets were vaccinated. LCSO Owen assisted and took in donated food for the TNR program.
- **Criminal Investigations:**
 - Cases Assigned: 13
 - Cases Cleared by Arrest/Complaint Affidavit: 1
 - Cases Exceptionally Cleared: 2
 - Inactive: 2
 - Fraud: 1
 - Burglary Business: 0
 - Burglary Residential: 3

- Larceny Car break: 4
- Grand Theft: 1
- Auto Theft: 0
- Missing Persons: 1
- Sex Offense/Rape: 1
- Assaults: 1
- Suicide: 1

Narcotics:

- Two search warrants
- One buy walk in O.B

Comments:

- Ormond Lakes burglary suspect identified and stolen items recovered from Daytona pawn shop. Warrant obtained and subject arrested.

- Records:

- Walk-Ins: 210
- Phone Calls: 314
- Arrest's/NTA's: 24
- Citations Issued: 189
- Citations Entered: 149
- Reports Generated: 119
- Reports Entered: 137
- Mail/Faxes/Request: 142

- Operations:

- **05/20/10** DV – 788 N Ridgewood – arrest A/M
- **05/20/10** Theft – retail – Big Lots – Anonymous tip that two male subjects had stolen over \$200 worth of merchandise from Rivergate Big Lots. Tipster stated he did not believe Big Lots was aware of theft. Suspects were stopped on S. Orchard St. and a consensual search conducted. 25 new CDs were discovered in one of the subject's back pack. One of the CD's had Big Lots price tag. Security video showed one of the subjects stuffing CD's into his back pack and leaving the store without paying. Both subjects arrested for retail theft.
- **05/21/10** Medical call – 333 Pine Road – 27 year old asthma patient transported to hospital in critical condition.
- **05/21/10** 407 Oak Park Circle. Fight/DV between adult female sisters. Primary aggressor undetermined. Cross complaints filed.
- **05/22/10** Parking complaint – overnight parking violation by semi tractor trailer – Ormond Shores – vehicle towed.
- **05/22/10** Suspicious vehicle – approached and eluded officer – later involved in crash – stolen cell phones discovered in the vehicle after it was abandoned by occupants. Air 1 and K9 assistance unable to locate driver.
- **05/23/10** Burglary in progress – 350 S Ridgewood Avenue – Witness observed suspect exiting building through an office window with computer screen and keyboard – K9 search resulted in arrest of suspect.
- **05/24/10** B&E residence. Arrest of an unstable female who entered victim's residence and made herself at home, eating food and putting on one of victims bathing suits.
- **05/24/10** Grand theft – 36 Laurel Oaks – Son stole father's stereo speakers and pawned them for money to buy drugs. Son later turned himself in, requesting help to get clean.

- **05/24/10** Disorderly conduct – four transients, 1 female and 3 males transported to VCBJ for disorderly intoxication. Female also charged with battery on an officer – no injury to officer.
- **05/25/10** Battery/Vandalism – 170 Block N Nova Rd – Fight over a girl – 2 juveniles waited for ex-girlfriends “new” boyfriend. When he arrived to pick up girl, suspect entered car and battered him then threw bricks at car. Lengthy investigation – one juvenile turned over to DYS, the other released to parents – charged w/burglary, battery and vandalism.
- **05/25/10** Felony Possession – 89 S Atlantic Avenue – Officer conducting well being check on a missing person discovered illegal Alprazolam (Xanax) – juvenile female arrested.
- **05/25/10** Crash with injuries – 245 Oceanshore Blvd – single vehicle rolled and hit a tree. Driver transported to hospital with possible broken bones. DUI investigation initiated and blood drawn conducted at hospital.
- **05/25/10** Burglary – residence – 14 Cliffside, Ormond Lakes – suspect pried open rear door – IPODS, Wii and jewelry stolen.
- **05/25/10** Stolen vehicle – 190 Ocean Terrace – son stole father’s vehicle.
- **05/26/10** Carbreak – 3 Oakwood Park – owner witnessed and directed officer to area suspect was last observed. A perimeter was set up and 3 K9 units utilized to track suspect but were unsuccessful in locating him. Property from several previous car breaks retrieved as well as items from 3 Oakwood Park.
- **05/26/10** Loitering/Prowling arrest – Wilmette/Center – possible suspect from prior burglaries in area.
- **05/26/10** Retail Theft – 161 E Granada - Scruples – female subject removed a dress from the sales rack and exited store without paying for same. She then went to Walgreens where she stole a pair of shoes, changed into the dress from Scruples and the shoes from Walgreens and exited the store without paying for the shoes. She was stopped and taken into custody after she was found walking east bound on 40.
- Traffic Unit:
 - 05/20/2010 Crash – motorcycle - 1000 BLK SR 40 WB: Single m/c drifted into a raised median break located at the turn lane to Old Tomoka Road. It overturned and ejected the occupant, who lost his helmet in the crash. He was transported to the hospital with non-life-threatening injuries. SR 40 WB was shut down for about 3 minutes until we were able to open the outside lane. Driver cited.
 - 05/21/2010 Patrol Assist - Aggravated Battery Arrest SR 40/Beach Street: Officer Pavelka and Officer Piccola apprehended a suspect fleeing the scene of a reported aggravated battery at 75 Reynolds Drive. Case was turned over to Patrol Division.
 - 05/21/2010 Fatal Crash: N. Beach Street near Tomoka State Park: Motorcycle southbound from the bridge crossing the Tomoka River Basin failed to negotiate a sharp curve. It crossed the opposing lane and left the roadway into the woods. The driver was pronounced dead on arrival. No helmet in use. THI conducted by Ofc. Welch.
 - 05/24/2010 Patrol Assist - Burglary Arrest - 702-A Flamingo Drive: Officer Pavelka apprehended a suspect burglarizing the home and in possession of stolen property. Case was turned over to Patrol Division.
 - Continued enforcement of 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.
 - Motors have been deployed to OB Middle School to address traffic complaints there. We are looking at various options to resolve them. Officer Sanders is working with the sign shop to post additional “No Parking” signs that should deter road blockage.
 - Traffic Citations 146
 - Parking Citations 8

- Crash - No Injury 8
- Crash - Injury 2
- Crash - Fatal 1
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 87
 - Self-Initiated Enforcement Locations:
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue
 - 900 BLK Arroyo Parkway
 - SR A1A
 - 500-1500 BLK N. Beach Street
 - Granada Bridge
 - OB Elementary
- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 9 Cases Initiated
 - Zone 2: 9 Cases initiated
 - Zone 3: 4 Cases initiated
 - Zone 4: 2 Cases initiated
 - 5 tree removal permit requests
 - Administrative staff assisted with two (2) lobby call and fifty-four (54) telephonic inquiries.

Public Works

- **Engineering**
 - US1 Forcemain Extension Phase II- Prepared materials for legal meeting regarding completing the project. Meeting conducted with City legal representatives and contractor and insurance company legal staff. We remain hopeful that the situation can be amicable resolved and work can soon resume on this project.
 - Water Treatment Plant Distribution System, Phase II- Bids were opened Wednesday and review and tabulations of the submittals is underway.
 - Downtown Improvements – Staff installed the new furnishings from John Anderson Drive to A1A.
 - Ormond Parkway Park – The project is complete. Staff is scheduling the installation of the furnishings and signage.
 - Ormond Shores Stormdrain Replacement- Construction is tentatively scheduled to begin in two weeks for the phase II portion of this work.
 - Rima Ridge Wells 54, 55 & 56- Pre-Construction meeting will be held next Thursday at 2PM. Contracts are executed and construction permits are being obtained.
 - Granada Beach Approach- The project is 98% complete and the ramp is open. All punchlist items have been completed except for the installation of the “Beach Access” signs and weathervanes. Both items were shipped on 5/20/10.
 - Performing Arts Center Signage- The landscape contractor completed the irrigation modifications and new landscape plantings around the new monument sign. The existing buffer hedge is scheduled to be lowered and shaped to improve visibility.
 - SR40 Medians Sod Replacement- The small restoration project has been inspected and found to be complete.
 - US1 “Gateway Sign” – The small restoration project has been inspected and found to be complete.
 - Memorial Gardens – The contractor successfully flushed the system and began renovating the electronic valves, spray and rotor irrigation heads.

- Ormond Beach Sports Complex Press Box- The contractor submitted preliminary building plans that have been reviewed with minor comments. A preconstruction meeting will be held and the contractor will begin preparation for the installation of the pre-fabricated structure.
- SR40 Sidewalk/Trail Phase II- Processed the certification for LAP qualifications, gave Support Services a copy of the signed LAP agreement. Prepared submittal to FDOT.
- US1 & SR40 Utility Relocate- Reviewed and commented on Movement of Traffic. Prepared submittal to FDOT.
- Mast Arm Rehab- Prepared notice of lane closures and schedule.
- South Ormond Neighborhood. Center Lighting- Reviewed and approved schedule of values.

- Design Projects:
 - Alcazar-Buena Vista Drainage Area Improvements- Revisions to proposed utility improvements will be necessary due to limited budget for watermain replacements. Cost estimates for storm, road and utility improvements were made.
 - Airport Rd Forcemain / Reuse Extension- Received permit from FEC to perform utility crossing beneath the railroad. This will be a leased utility area crossing
 - OBSC Boundless Playground- Staff is reviewing the final concept to be presented to the Recreation Advisory Board.
 - SR40 Sidewalk/Trail Phase III- Processed LAP agreement and LAP certification for City Commission. Prepared FHWA checklist and new bid document.
 - Granada Bridge Decorative Pole Replacement – The project consultant submitted engineered plans to 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, a new address map, irrigation and landscaping.
 - South Ormond Neighborhood Center Improvements- Hall Construction contract was approved by the Commission.
 - 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- The entrance construction is being integrated into the roadway resurfacing plan for 2010.
 - Ormond Scenic Loop- Prepared submittal to FDOT.
 - US1 & SR40- Prepared submittal to FDOT.
 - Halifax Drive Sidewalk- Review of price submittals.
 - 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 forthcoming and meeting with EVRWA is scheduled for Friday, May 28, 2010.
 - Hand Ave. Collector Road Upgrade- The SJRWMD permit was received for Hand Avenue. The request by the City Commission to include the lake interconnect and bridge across Hand Avenue will require a permit modification once the permit originally submitted for Hand Avenue is approved. FEMA has approved increasing the HMGP grant

to 75%/25% which will increase the grant by approximately \$1.0 million and they are reviewing additional work components from the May Study Report Phase 1 projects to also include in the grant.

- Capital Improvement:
 - Sidewalk Construction 2010- Continue design of N. Ridgewood sidewalk and start preparation of cross-sections.

- Administration:
 - Staff continued work on developing a revised five year master list for roadway resurfacing.
 - NRCS Ditch Cleaning Grant - After preparing plans and materials for the proposed ditch cleaning operation, staff met with NRCS representatives for review. NRCS has required additional materials to be submitted which will be prepared and delivered next week.
 - Processed project invoices/pay requests totaling \$244,399
 - Prepared work authorizations totaling \$5,051
 - Prepared requisition/PO's totaling \$3,100

- Customer Service:
 - Researched and provided the information needed to construct a private boat ramp in Ormond Lakes to contractor.
 - Compiled information and created drainage canal map cleaning maps and documents for the grant process.
 - Researched and located information on Airport Business Park Stormwater flow path for engineering consultant's request.

- Other:
 - Create Stormwater Map for SR40 area.
 - Add grout locations to map Division Ave Grouting.
 - Create Site Plan for Ormond Beach Sports Complex Press Box.
 - Continued to finalize revisions of City Fiber Optic As-Built drawing.
 - Surveyed finished floor elevations at 365 Hand, 68 Lake Park Cir, and 26 Ponce De Leon Dr.
 - Tree locate @ 19 Fox Hollow for Neighborhood Improvement Division.
 - Located and provided copies of electrical as-built drawings @ OBMA for Airport Manager request.
 - Updated the Hand Ave Collector Rd Upgrade Plan set comment list.
 - Coordinated information to create map of FPL ditch from LPGA to Hand.

- Street Maintenance
 - Asphalt / Concrete
 - Build curb around concrete pad at the Wastewater Plant
 - Level utility cut w/asphalt at Marie Circle & Northbrook Lane
 - Patch pot holes on Ormond Shores W/O A1A
 - Pour 30' concrete gutter on Wild Olive
 - Grind down raised sidewalks at #1 & #2 Trina Street
 - Dig out and form up memorial bench pads at Ames Park, Fortunato Park and Central Park II
 - Concrete around meter box in driveway for Water Department at 205 Lynnhurst Drive in Ormond-by-the-Sea
 - Asphalt radius on N. Beach Street at Sycamore

- Pour concrete pads for memorial benches at Fortunato Park, Cassen Park and Central Park II
- Repair sidewalks at 15 Aaron Circle and 456 Sauls Street

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Pick up trash and litter on ROW-Orchard & Wilmette
- Pick up debris at Nova Recreation
- Trimming citywide
- Take down and remove dead trees at Wildwood, 231 Hernandez. 19 Fox Hollow Drive, and Charles Terrace

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
- Place coquina rocks per Kevin Gray at Skateboard Park at Nova Recreation
- Gradall road job at Nova Recreation Skateboard Park
- Fill washout with fill dirt (4 ½ yards) at Magic Forest Pavilion
- Trimming at Old Tomoka and Sandcastle/A1A

Sign Shop

- Continue fabrication of HIP street names for intersections along S. Beach St.
- Begin installation of HIP street names along S. Beach St. intersections (8 locations)
- Installed Town Hall meeting directional signs on 5-25-10 at the Performing Arts Center
- Begin fabrication of HIP street names for intersections along Main Trail
- Set up road closure signs on Hernandez Ave. between McIntosh & US1 for tree removal – 5/26/10
- Repaired signs at the following locations:
 - Division Ave. along Central Park, straightened (2) speed limit signs & a “Pedestrian Crossing” sign
 - SE Bostrom Ln. & Division Ave., straightened a stop sign post

- **Stormwater Maintenance**

Maintenance Crew

- Locates citywide
- Carp barriers inspected and cleaned
- Pump Stations inspected
- Basin Cleaning – all zones
- Delivered mail to City Hall
- Dug out spillways on Hammock Lane and N. Orchard Street
- Vacon – cleaned drywell
- Clean out pond at The Casements for Memorial Day Celebration.
- Installed sod, tamped and paved road after replacing 16 feet of 18-inch, A-2000 pipe on Wild Olive Avenue
- Gradall – used to dig out asphalt on Wild Olive Avenue
- Added Rip Rap to spillway at Airport

Streetsweeper - Street Sweeping

- 130.0 miles of road cleaned

- 33.0 cubic yards of debris removed

- **Fleet Services**

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

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

19

- **Road Calls for the week:**

4

- **Accidents for the week:**

1

The below fuel inventory report will continue on the weekly report.

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

Diesel

10131 gals.

Gas

8528 gals.

Comments:

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

- **Utilities Division**

- Preparing responses to request for additional information correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. Forwarded information concerning service area designations to the 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 VCHD reviewers regarding draft City's CCC Plan and Ordinance modifications. Received draft responses from HDI for VCHD requested survey of demographic information concerning City's program as part of annual inspection.
- Fire Hydrant Replacement Program – The project is advertised for bids.
- Open Top Roll-Off Style Container Filter – Researching availability funding source prior to advertisement.
- 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 accumulates rags within the unit. The variable frequency drive (VFD) manufacturer sent a programmer to the plant to check settings of the devices and show the Chief Operator how to perform changes to the operating parameters.
- Gravity Sewer Pipeline Repair –Specifications for repairs are being prepared. A list of proposed manholes was compiled for rehabilitation. Attended presentation by Infrastructure Repair Systems, Inc. concerning their company's piping point repair equipment, materials, methodology and specification.
- 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 reviewed. Revised Operation and Maintenance Manuals were received for the motor drives with copy sent to the chief plant operator for review. The ladder diagrams and the program were received. Working with contractor, equipment vendor and programmer for correcting malfunctions occurring with VFD #1.

- Lift Station Repair and Replacement Project: The electrical engineer prepared design documents changing the voltage from 208 to 240 and installing a power pole in the right of way on the west side of the City's current easement for Ormond Mall as recently approved via CC action for change order. Electrical design plans were sent to the consultant for incorporation into the design. Quentin L. Hampton and Associates, the consultant, is preparing revised plans to keep the pump station layout configurations inside the easement that has already been secured.
- Root control – Met with a vendor to discuss an alternative product for the herbicide that was specified. The alternative is being reviewed.
- State Road 5 at State Road 40 (US1 & Granada) – The water main is relocated on US1 north of Granada located in the traffic lane. A connection to the 18-inch water main to the relocated 6-inch main was deleted from the project. Field Order 1 was prepared and sent to the contractor deleting this connection. Construction is proceeding on US1 south of Granada. There is a telephone duct bank located too close to the water main to install a tapping sleeve and valve. A cut in to the main will be performed that will require a water shut down to approximately 10 businesses and the Police Department. The shut down will occur after the Memorial Day weekend. The businesses are closed at night so the impacts should be minimal. Field Order 2 was prepared and sent to the contractor concerning this conflict resolution
- 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. The design was value engineered to determine potential cost reductions that can be achieved. Eventual negotiation of the identified value engineered items with the low bidder is under consideration.
- Standish Water Storage Tank Rehabilitation – Sole source memo justification for Crom Engineering Services to perform repairs found acceptable. A purchase order requisition is being prepared and coordinated with Purchasing.
- SPRC- Access routes to Wells 33H and 34H through Huntington Woods and Huntington Lakes are being evaluated. Plans showing the proposed changes for easement accessibility were reviewed and comments sent to the Building Division for transmittal to the engineer. Information was received on the turning radius needed to access the easement to Well 34H. The Huntington Lakes site was visited to observe construction activity and determine the potential impacts to the existing easement. Information was provided to the engineer designing the Hawaiian Tropic Lift station to assist in the permit preparation. Visited the Madison Glen construction site to observe a manhole being installed on the City's sanitary sewer main.
- Capital Improvement Project budgetary planning and development underway for FY 2010-2011.
- Water Distribution
 - Replaced 5 residential water meters, installed 3 new water meter/services
 - Tested ¾" meter for resident with high bill
 - Responded/repared 5 service leaks, 6 low pressure call, and 13 cloudy water complaints
 - Tested 10, repaired 2 City owned backflow preventers
 - Replaced 5 residential water services, replaced 18 meter boxes/lids
 - Performed maintenance on 13 city owned fire hydrants
 - Removed 6 leak noise loggers that have been recording-logging leak detection for river crossings at Tomoka State Park, Granada, and Riverview pump stations and subaqueous river crossings.
 - Performed valve maintenance in Saddlers Run, Washington St, W. Granada Blvd.
 - Performed flushing activities on Tymber Creek Rd., Moss Point sub, Tymber Crossings sub, Cumberland Ave.

- Install a 1" Flushing Device at 25 Cumberland Ave. due to excessive yellow water complaints
- Assist Irrigation crew with excavation of broken 3" irrigation main on SR 40
- Re-landscape Lynnwood lane due to water main break
- Clean yard stock area
- Cleaned and restock all trucks

- Water Treatment
 - Delivered 37.063 million gallons for the week ending May 23 (5.295 MGD)
 - Backwashed 16 filters for a total of 750,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Switched to new poly/orthophosphate blend for assisting corrosion control enhancements to establish suppliers for competitive bids.
 - Completed storm drain cleaning for entire water plant by Equitas Sewer Services May 18th & 19th.
 - Change distribution system disinfection to free chlorine June 1st printed notice in News-Journal on May 20th, added to webpage May 6th. The City of Ormond Beach Utilities Division will temporarily modify the disinfectant used for the City's potable (drinking) water system. From June 1 through June 30, 2010, water disinfection will be performed with free chlorine (a stronger disinfectant) rather than chloramines (a longer-lasting disinfectant comprised of combined chlorine-ammonia). This temporary disinfectant conversion, in conjunction with a coordinated flushing exercise, is a common practice for enhancing the effectiveness and reliability of disinfection in water distribution systems and is recommended by the Department of Environmental Protection for water utilities using chloramines as their primary disinfectant. Normal use of the chloramines disinfectant will resume upon completion.

During this period, customers may experience a slight increase in the taste and odor of chlorine. Customers may also experience fluctuations in normal water pressure and/or color as a result of flushing activities scheduled near the beginning and end of this referenced period.

Customers on dialysis using proportioning machines to prepare dialysate are advised to contact their physician to obtain the appropriate steps to accommodate this change in water disinfectant use. Customers having fish tanks or aquatic species are advised to contact a professional aquarist to minimize any adverse effects on these items associated with chlorine.

Customers are asked to call the City of Ormond Beach Public Works Department at (386) 676-3230 with any questions concerning this temporary change in disinfection method and associated flushing.

- Waste Water Collection - Reuse
 - Crews responded to two trouble calls out west Breakaway/Hunters Ridge and three in town.
 - Marty and crew rehab pep tank at 53 Carriage Creek, 29 Hunt Masters Ct. and took truck 378 to dealer for repair
 - Tim and crew extended irrigation service at 175 Windward Cir. Installed cleanout at 90 S. Ridgewood Ave.
 - Performed root control activities for eleven sewer laterals.
 - Line cleaning crew cleaned 1,200 ft of sewer lines and cleaned out eighteen reuse valve boxes.
 - Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 30.56 Million Gallons
 - Produced 16.16 Million Gallons of Reuse
 - Produced 14.40 Million Gallons of Surface Water Discharge
 - Influent flows average for week is 4.37 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 169.13 (14%-18% Solids).
 - Influent pumps in the Influent Pumping Station are having ragging issues and contractor is to install manufacturer's suggested solution upon delivery of the replacement impeller broken during the first attempt to install solution.
 - FDEP approved Pretreatment Annual Report.
 - 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 HSP's #1 and 6, found #1 VFD drive tripping main breaker at MCC room. This drive is under warranty from Masci contractors. Contacted them and they are sending a technician for service. Found #6 pump cycling on and off too much due to programming configuration. Operations adjusted.
 - Painted supervisor's restroom.
 - Replaced 8" plug valve on Standish #2 booster pump.
 - Repaired leak on HSP #8.
 - Painted Granada Booster pumping station.
 - Cleaned pumps and pipes at Standish Booster station.
 - Prepped and primed Granada Booster station.
 - 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

- Replaced filter washdown valve at BAT reuse pond filter.
 - Replaced Multitrode at Ormond Lakes 2 liftstation.
 - Repaired control box for pep system at 22 Stallion Way for collections crew.
 - Changed vacuum globe at 2P liftstation.
 - Installed piping for satellite dish into hardened data center for Ned Huhta.
 - Worked on system control pressure readings to Shadow Crossings reuse pumping station.
 - Began disassembly of spare post anoxic gearbox at shop for evaluation of repairs needed.
 - Located and marked Aberdeen liftstations to conform to SCADA and GIS system after discrepancies were found.
 - Checked polymer feed pump for alarm, water was turned off to system.
 - Assisted operations deragging recycle pumps.
 - Repaired plumbing at Alum tanks.
 - Replaced blown fuses at Castle Gate liftstation.
 - Replaced isolation valves to both pumps at 8M3 liftstation.
 - Cleaned and serviced mixing chamber polymer pump #2.

- Utilities and operations group Deragged 3 influent pumps about every 2 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 16 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 4 Liftstations. (pull pumps, etc)
 - Utilities Division completed 72 work orders as reported in MP2 computerized maintenance management system, of which 49 were PM work requests and 23 were repair work orders.
-
- Regulatory Compliance and Water Quality
Preparing re-classification request for refill of this vital position.