

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 4, 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 staff meeting with directors
- Met with Assistant City Manager, HR Director and Finance Director to select the employee of the quarter for the 3rd quarter of FY 09-10
- Bi-weekly meeting with Economic Development Director
- Conducted individual budget meetings with Planning, Fire, Support Services, I/T and Economic Development
- Bi-weekly meeting with Fire Chief
- Weekly meeting with HR Director

Spoke to, attended and/or met with:

- Attended Memorial Day service at Rockefeller Gardens
- Conference call with Assistant City Manager, Economic Development Director, City Engineer, Grants Coordinator/PIO and Phil Trader (Marlowe & Co.) on economic development.

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):
 - CIP Workshop
 - City Commission Meeting

Community Development

- Planning
 - Met with Dwight DuRant and Beth Lemke of Zev Cohen to discuss the City's in-house developed concurrency management system (CMS) using FDOT's Art Plan analysis tool. The proposed concurrency system incorporates not only volume but signal delay which better refines the Level of Service (LOS) segment and intersection approach while providing multi-modal LOS for transit and non-motorized forms of transportation. This CMS tool fits in very nicely with the City's Multi-Modal Strategy recently approved by the City as part of the Comprehensive Plan update. Discussed the following features:
 - a. Input variables such as Volusia County 2009 AADT Traffic Counts and Timing/Signal Plans to determine cycle length and control type while thru green time (g/c) and left turn (LT) g/c % were calculated based upon the green + yellow time allocated by phase.

- b. # of through lanes, length of storage lanes, exclusive left turn lanes, # of LT lanes, median restrictions, sidewalks, and segment lengths were taken from or measured from aerials using HTE Looking Glass.
- c. Posted speed limits were field verified.
- d. 2009 and 2010 traffic data only from Ormond Crossing and Hunter's Ridge DRIs as well as the I95 IJR were used to populate LT, right turn (RT) traffic % and % of heavy vehicles. Where no data existed, defaults were used.
- e. Transit service frequency by facility is from Votran bus schedules.
- f. K, D, Peak Hour factor and % heavy vehicle default values were derived from FDOT's LOS Plan software.

Details of the analysis are available from the Planning Department.

- Building Inspections, Permitting & Licensing
 - Issued 63 permits with a total valuation of \$1,179,251.00
 - Conducted 274 inspections
 - Issued 10 new business tax receipts
- Development Review
 - Received Miro amendment regarding the fence and landscaping replacing the required wall for review by SPRC.
 - Received Madison Glen field changes for SPRC review.

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 held a conference call with Marlowe and Associates and the US Economic Development Administration staff representative for the Florida region to discuss EDA infrastructure grant 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.
- A joint economic development summit breakfast meeting is being planned by the Ormond Beach Economic Development Department and Chamber of Commerce @ 7:45 am on Monday June 28. Additional details will be forthcoming.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation

(TVEDC), formerly known as 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 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 signed 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. The MDVEDC name was recently changed to Team Volusia Economic Development Corporation (TVEDC). **The meeting with the County Council was held June 3 and the Council unanimously approved a plan to fund the organization. Further details are expected over the next several weeks.**

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 have been completed and delivered. 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 the Taxiway Alpha sign was completed last week. Installation of the signs adjacent to Taxiways Echo and Foxtrot was completed this week.
- The City Commission voted to terminate an approved lease for Parcel 1 of the southeast quad of the airport, as the proposed lessee elected not to execute the lease. Staff has already begun discussions with another party regarding a lease for this parcel.
- 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 is working to solicit quotes to acquire and install this device.
- Staff's attempts to repair the REILs (runway end identifier lights) on Runway 17 have thus far been unsuccessful. It may be necessary to retain an outside repair service to restore function to this system.
- Staff continued to work with FPL and the Planning and Engineering Departments 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. FPL has so far indicated that electrical service will likely be provided via the transformer assembly adjacent to Building #23, on Taxiway Delta.

- 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.
- Staff continues to work with representatives of ADT Security Services regarding a proposal to provide security surveillance technology at the airport. 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 focused this week on working with ADT to determine if ADT has cooperative contracts available that may be used by the City for this project. The National Joint Powers Alliance contract is one possibility, as the City is already a registered member of the NJPA.
- Staff worked with the Florida Airports Council this week to review the topic of continuing contracts for airport consulting services. FAC member airports and the FAC Legal Affairs Committee are expected to forward samples of such contracts currently used in Florida. This is part of an effort by staff to ensure that contract procedures and language for consulting services at OBMA are aligned with current regulations and accepted practices.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is preparing draft of the personnel budget and departmental operating budgets.
- Completed Projects - Weekly
 - Processed 26 Journal Entry Batches (# 3362 - 3437).
 - Approved 14 Purchase Requisitions totaling \$55,383.96.
 - Issued 14 Purchase Orders totaling \$75,370.46.
 - Posted Addendum # 1 to Bid No. 2010-24, Sanitary Sewer System Root Control Services, on DemandStar on 5/28/2010.
 - Advertised RFP No. 2010-18, Workers' Compensation Third party Administration Services, in the News Journal and on DemandStar on 6/2/2010.
 - Prepared 144 Accounts Payable checks totaling \$335,924.69 and 18 Accounts Payable EFT payments totaling \$67,512.00.
 - Processed 3,108 cash receipts totaling \$590,846.38.
 - Processed 346 utility bill payments through ACH totaling \$18,053.06.
 - Processed and issued 4,020 utility bills with billed consumption of water of 20,033k.
 - Issued 489 past due notices on utility accounts.
 - Issued 1,655 utility deposit refund credits totaling \$59,241.00.
- Completed Projects - Monthly
 - Total billed consumption of water for May 2010 was 135,203K.
 - Completed 273 Initial Reads for May 2010.
 - Completed 173 Re-Reads for May 2010.
 - Completed 409 Final Reads for May 2010.
 - Completed 112 Delinquent Notices for May 2010.
 - Completed 140 Restore of Services for May 2010.
- Public Information
 - Press Releases
 - Casements Closed (Assessment Process for Police Chief Candidates 6/10)
 - Police Chief Candidates Reception (6/10)

- Hand Avenue and Coolidge Avenue Roadway Improvement Projects Public Meeting Notice (6/21)
- Hurricane Preparedness

- Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, and reimbursements.
 - Submitted FY 2010-2011 CDBG Annual Plan and FY 2011-2015 Five Year Plan along with activity applications to Volusia County (\$115,517.00).

Fire Department

Weekly Statistics

1	Fire
2	Fire Alarms
1	Hazardous
60	EMS
5	Motor Vehicle Accidents
22	Public Assists
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91	TOTAL CALLS

- Aid provided to other agencies: **11 calls – Volusia County**
- Aid received from other agencies: **4 calls – Volusia County (3), Daytona (1)**
- Total staff hours provided to other agencies: **9 hours**
- Total staff hours received from other agencies: **10 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **1**
- # of overlapping calls: **12**

Operations

- Attended annual Governor's Hurricane Conference in Ft. Lauderdale.
- Hosted monthly Volusia County Fire Chief's Association meeting at The Casements.
- Met with Sheriff's Office Fire Emergency Medical Services Communications Center on the mobile data terminal set-up.

Training Hours

3	Aerial Operations
7	Building Construction
13	EMT-Paramedic Refresher Module 1
6	Hydraulics
2	Leadership
7	Preplanning
6	Pump Operations
3	Tools & Equipment
3	Ventilation
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50	TOTAL STAFF HOURS

Activities

- Serviced 16 hydrants to include: flow testing, inspecting and flushing
- Updated 30 pre-fire plans

- Conducted 6 fire inspection with 3 safety violation discovered
- Visited 7 homes for smoke detector checks
- 1 fire station tour – 13 children
- 14 hour Fire Explorer ride-along with Battalion Commander

Human Resources

Staffing Update

- Job Requisitions
 - Police Dept- Police Officer (2)
 - Public Works/Streets - Maintenance Worker II
- Approved/Active Recruitment
 - Finance Dept - Meter Reader (2)
- Screening/Interviews Scheduled
 - Finance Dept - Account Clerk II – 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
- Background/Reference Checks
 - Leisure Services – Intern from Sports Management Program at Southeast Missouri State University for summer internship with Sports Division of Leisure Services.
- Terminations/Resignations/Retirements
 - Finance Dept - Meter Reader – Voluntary resignation - effective 6/25/10
- Promotions
 - Police Department – Corporal Promotional Process, to establish eligibility list as per CBA, advertised for July 28, 2010.
- 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 June 14th. Public Information Officer is reviewing press releases for publication and disbursement prior to rollout date in June.
 - Wellness Program update – YMCA Wellness Challenge Team formed. Preparing announcement on or before June 7 to coincide with county-wide kick-off.
- City Events/Employee Relations Update
 - American Heart Association's 5K Heartwalk will be held on September 30th at the Band shell in Daytona Beach. 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. Poker Run has been postponed until later in the year. Future events are being planned. Recycle bins are located in city offices for aluminum cans to benefit the Heartwalk team.
 - Sam's Club representatives will be available to meet with employees in the HR Training Room on Friday, June 11th from 11:00 a.m. – 1:00 p.m. to sign up new members or renew memberships.
- Training & Development Opportunities
 - Developed draft of New Employee Orientation program – under review.
- 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 Permit Center.
- Risk Management
 - Update of 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.
 - RFP for WC Third Party Administration released on June 2. Closes on July 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: - 53 New work - 54 completed - 36 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	54,118	Net Inbound E-Mails	45,098
Inbound Bad E-Mail	8528	Percentage bad mail	16.7%
Virus Messages Blocked	492		

Notable Events: At the Hardened Data Center the City's Concrete Team cooperated with I/T to install curbing and rock around the power and a/c utilities pad. Their work provided a superior finished product and saved the City from having to pay a contractor as was in the original design plans. Worksite pictures are in the Weekly Review.

Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 0 Corrections: 0
- Map/Information Requests: 7
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Updated City USNG street atlas.

Leisure Services

- Administrative Services
 - Public Works Staff Meeting
 - City Manager Meeting
 - CIP Workshop
 - City Commission Meeting
 - Conference Call EDA

- OB Sports Complex Visit
- Nova Community Center Visit
- South Ormond Neighborhood Center Visit
- Summer Camp Preparation
- 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.
 - 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 again 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 Wednesday 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 \$1400.00.
 - USSSA Baseball Tourney scheduled for this past weekend was cancelled by them due to lack of teams. They are looking to come back in the near future and also to expand to soccer and softball tournaments as well.
 - The Lady Renegades hosted a very successful annual Memorial Weekend Tournament with 60+ teams playing on eight different fields daily. Team ages ranged from 10 & under to 18 & under. Field Maintenance staff once again did a great job!
 - Upcoming Activities: USSSA Lacrosse Tournament, City's Summer Youth Volleyball League, City's Summer Sports Camps (Volleyball, Softball, Baseball, and Golf), ERAU Summer Basketball Camp.

- 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 game Thursday night
- Repaired more irrigation on the baseball fields
- In the process of rebuilding the baseball infields at Osceola Elementary
- Painted five fields for the men's summer soccer league
- Moved bleachers at The Casements for Memorial Day activities
- Took extra bleachers to Nova Park for handball tournament
- Repainted handball courts for upcoming tournament
- Prepped for the Lady Renegades softball tournament to be held at Sports Complex, Nova and South Ormond parks.
- Prepped the baseball fields for BCU practices daily
- Fertilized infields and warning areas of the baseball fields
- Trimmed trees near the sidewalk at Nova Community Park

- 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
 - The Performing Arts Center held rehearsals for Nova Dance on Tuesday and Wednesday for their performance to be held on Saturday.
 - The Performing Arts Center held rehearsal for the musical "Purlie" on Thursday.
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday - Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, Children's Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb 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
 - Jazzercise classes were held Wednesday from 5:30 p.m. to 6:30 p.m.
 - Youth basketball practice takes place Tuesday through Thursday from 5:00 to 7:00 p.m.
 - The splash pad is open from 10:00 a.m. until dusk for the spring and summer.

- Community Events
 - Held mock set up of Memorial Service on Saturday
 - Held Memorial Day Service at Rockefeller Gardens on Monday
 - Staff will restock items and store items used for Memorial Service
 - Daily administrative tasks
 - Independence Day: continuing to confirm food, sound production and port-o-lets, preparing and distributing resident notices

- Gymnastics
 - This is an exciting week for some of the girls with the start of the new session as they are moving up into new levels, working on more advanced skills and making new friends.
 - Fourteen girls made this year's competitive team and are getting ready to work on learning their routines after the parent's meeting next week.

- Cheer camp will kick off next weekend. We are hoping to have a good number of girls interested in learning more about cheer and dance. We are planning on doing more clinics this summer as well as two or three gymnastics clinics for the students.
- Nova Community Center and Special Populations
 - Nova conducted regular adult classes in jazzercise, “take off the pounds sensibly” (TOPS) and Yoga.
 - Miss Debby’s Dance continued their last week of 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 continued including finalizing counselors’ manuals, printing forms and information packets and purchasing final supplies.
 - A meeting was held on Thursday addressing the possible improvements for the Nova Skate Court.
- 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.
 - A “new” evening Zumba class was added this week on Tuesday evening from 6:00 p.m. to 7:00 p.m.
 - “New” Pilates classes were added this week; Tuesday and Thursday afternoon classes from 3:30 p.m. to 4:30 p.m. and Wednesday and Friday morning classes from 8:30 a.m. to 9:30 a.m.
 - Members of the Casements Guild met to discuss their new “Youth Volunteer” program that the board approved last week. The committee is hard at work putting the finishing touches on the letters to go out to the local schools soliciting students to work with the docents on tours and other research related to Mr. Rockefeller’s time here in Ormond Beach. The Guild will provide training throughout the program as well as offer a qualified candidate a scholarship towards their higher education.
 - 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 Casements Guild Crafters met this Thursday from 12:30 p.m. to 3:00 p.m.
 - The Casements Coordinator worked with local watercolorist, Don Kennedy to bring in a new gallery exhibit next month. Mr. Kennedy’s work will be hung in The Casements Gallery the entire month of July, with a meet and greet scheduled for the First Friday, July 2nd from 5:00 p.m. to 8:00 p.m.
 - The Casements Coordinator met with two potential candidates for Enviro Camp counselors this week for final interviews. The camp has completely filled two weeks and only has a limited number of spaces available for the other two weeks. We are excited for camp to start this year as we have many new projects to share with the children!
 - Friday Night will be First Friday, and we will host another “Movies on The Halifax” with our featured presentation “The Blind Side”, just in time for Father’s Day! Our sponsors this month are TGI Fridays and The First Friday Merchants of East Granada!
 - Rockefeller Gardens will be the site for another wedding ceremony on Saturday afternoon at 4:30 p.m.

- Ormond Memorial Art Museum and Gardens will be the site for two different wedding ceremonies on both Saturday afternoon and Sunday afternoon.
- Facilities Maintenance
 - Repaired ice machine at The Casements
 - Installed noise abatement signs at the Ormond Beach Municipal Airport
 - Repaired lights in the screw pump area at the Wastewater Treatment Plant
 - Met with HTA engineer and airport contractors for final inspection of airport upgrades
 - Continuing A/C services Citywide
 - Repaired ladies room toilet at the Police Department
 - Replaced water filters on machines Citywide
 - Converted lighting to energy efficient T8 lights in the Raz room at the Wastewater Treatment Plant
- Parks and Irrigation
 - Removed graffiti from men's room at Fortunato Park
 - Repaired railroad ties for parking area at Riverbend Nature Park
 - Installed new Sloan valve at Nova Recreation baseball fields
 - Installed new faucets and sinks in men's and women's restrooms at Sanchez Park
 - Painted entrance signs for Central Park I and II
 - Repaired electric door locks for restrooms at Nova Recreation
 - Installed new partitions in men's and women's restrooms at Sanchez Park
 - Dug up mainline break, ripped out ten feet of curb, hauled away concrete, repaired mainline and backfilled area on Granada medians
 - Dug up mainline break, cut out roots, made repair to mainline and two zone lines, backfilled hole and hauled in dirt
 - Ran all zones at Airport, reset two timers, replaced one rotor and five spray heads
 - Ran all zones at Birthplace of Speed Park, reset two timers, replaced one spray head and adjusted heads
 - Painted two backflows on Green at Ellinor Village, put up new sign and landscaping
 - Painted backflow green at Memorial Gardens
 - Inspected grounds at Airport Business Park
 - Turned off timer at Rockefeller Gardens
 - Ran all zones at Performing Arts Center, repaired one line break, replaced seven damaged spray heads, one rotor head, install new nozzles and adjusted system.

Police Department

- Administrative Services:
 - Property & Evidence Room audit and inventory continuing
 - Attended bi-weekly meeting with City Manager
 - Attended Department Head staff meeting
- Community Outreach:
 - Mr. Ed Hayes was a guest speaker at Ormond Beach Middle School and Ormond Beach Elementary school May 28th. The program was a component of the Teen Scene program which is funded in part by a Justice Assistance Grant. Over 400 youth participated in the interactive presentation on Positive Mental Attitudes.
 - Twenty Four youths participated in the READ celebration luncheon held at Ormond Beach Elementary School on June 2. Youths were congratulated on their hard work in the creation of their books. Each child received a new book, a certificate and a PAL mini backpack.
 - Youths on the OBPAL summer Basketball teams are practicing for USSSA tournaments.

- OBPAL recently received a National Association of Police Athletic Leagues Youth Leadership Grant. The award of \$8000 will support youth attendance to leadership programs in January.
- Summer Field trips have been scheduled. The 2010 summer field trip program includes field trips to Daytona Lagoon, SeaWorld and the Orlando Science Center.
- Community Services & Animal Control:
 - Animal calls responded to: 58
 - Animal reports: 10
 - Animals transported to FHS: 10
 - Animal Bites: 1
 - Animal Citations: 1
 - 2 Kittens Adopted from OBAS
- Criminal Investigations:
 - Cases Assigned: 25
 - Cases Cleared by Arrest/Complaint Affidavit: 3
 - Cases Exceptionally Cleared: 5
 - Inactive: 5
 - Fraud: 4
 - Burglary Business: 2
 - Burglary Residential: 1
 - Larceny Car break: 10
 - Grand Theft: 4
 - Offense Against Family/DCF Reports: 1
 - Missing Persons: 1
 - Recovered Missing Persons: 1
 - Sex Offense/Rape: 1

Comments:

- Residential burglary in progress arrest. A local man was arrested after he forced his way into an occupied residence on Barcelona Trail. Patrol, CID and Air-One canvassed the area after the subject fled the residence. A subject was stopped and detained as he attempted to cross State Road 40. The subject was questioned and found to be in possession of the victim's jewelry, credit cards and cash. Further investigation linked the subject to several other burglaries in the city.

Crime Trends:

- Several smash and grab burglaries from vehicles on the west side of the city.

- Records:
 - Walk-Ins: 184
 - Phone Calls: 251
 - Arrest's/NTA'S: 19
 - Citations Issued: 155
 - Citations Entered: 159
 - Reports Generated: 121
 - Reports Entered: 125
 - Mail/Faxes/Request: 204
- Operations:
 - **05/27/10** Retail theft – Wal Mart - Female charged with possession of several prescription drugs without a prescription.

- **05/27/10** Minor motor vehicle accident – no injuries – Hand/Nova.
- **05/27/10** Burglary – occupied residence – 6 Barcelona Trail - resident awoke to noise and observed a male subject in her house. The subject fled but was apprehended at Granada and Oak St. with items taken in his possession.
- **05/27/10** Burglary – conveyance – 450 Lakebridge Dr # 309 – GPS taken.
- **05/27/10** Reckless Driver complaint – 342 McIntosh – driver of vehicle could not be identified in the crowd of people that was in the area. Following the investigation of the complaint, derogatory comments were made by a crowd member to a female officer. The officer attempted to make contact with the subject that made the comment but he turned away and tossed his beer and fled on foot. A foot chase ensued and the subject was apprehended. Subject at that point became combative and was eventually arrested for possession and resisting an officer. Remaining crowd was disbursed prior to officers leaving the area.
- **05/27/10** Grand theft – Sparkle & Shine – management discovered the daily deposits had not been made. Review of the in-store video showed an employee placing deposits in his back pack and leaving the business. \$6,000 stolen.
- **05/28/10** Burglary – Memorial Hospital (closed) – vandalized with fire extinguishers.
- **05/28/10** Motor vehicle accident – 95 Ocean Shore Blvd – driver taken to hospital prior to officers arriving on scene. DUI investigation initiated and a blood sample was drawn from the driver at the hospital.
- **05/28/10** Agency assist – SR A1A/Harvard – a slow speed pursuit of black Honda that had just committed a strong armed robbery and aggravated battery with a motor vehicle by DBPD entered the city limits of Ormond Beach. Stop sticks were deployed by OBPB units but the fleeing vehicle stopped short of sticks. A felony traffic stop was conducted and suspects complied with officers' instructions. Four suspects taken into custody by DBPD.
- **05/29/10** Trespassing – two juveniles were found on the roof of closed Memorial Hospital – 873 Sterthaus. They were trespassed from the property and turned over to their parents.
- **05/29/10** Burglary – 222 Pine Cone Trail – vehicle and garage entered – BB rifle and GPS taken.
- **05/30/10** Misdemeanor theft turned into a strong armed robbery at 1614 N US Hwy 1. A female subject stole motel bedding and then attempted to run down the motel owner with her vehicle as she attempted to flee the area.
- **05/31/10** Car Break – 43 Alanwood Dr. Lifeguard uniform, wallet, cash and other clothing taken.
- **05/31/10** Car Break – 928 Parkwood Dr – forced entry – GPS taken.
- **05/31/10** Car Break – 8 Bridget Terr – forced entry.
- **05/31/10** Retail theft – Beall's – two juveniles subjects caught by store security shoplifting. Both subjects were released to their parents.
- **05/31/10** DV Battery – 955 S Nova # 32 – adult male subject arrested.
- **06/01/10** Theft (defrauding an innkeeper) – Outback Steakhouse – transient ordered a steak dinner and beer then left the restaurant after eating without paying for same.
- **06/01/10** B&E - 1327 N US Hwy 1 – Hudson Tech – scrap metal taken from fenced yard.
- **06/01/10** Car Break – 26 Dover Falls – smashed window entry – paint meter taken.
- **06/01/10** Car Break – 40 Niagra Falls Circle – no forced entry – GPS taken.
- **06/02/10** Burglary – business – 247 N Yonge – Eric's nails – Entry gained through an unlocked door. Bicycle taken.
- **06/02/10** Attempted Robbery – E Granada/S Atlantic – in front of Julians – Subject at bus stop stated he was approached by two white male subjects who held a knife to his

throat and demanded his wallet. Subject advised he resisted and was able to get away from his would be robbers. He then fled, boarded a bus and reported the incident to DBPD. Victim made numerous conflicting statements and there were no other witnesses to the incident despite large number of restaurant patrons in the area at the time. Investigation is continuing.

- Traffic Unit:

- 05/28/2010 Crash involving extrication rescue - US 1 / Hull Road: Motorist drifted off of the roadway (northbound) to the left and overcorrected her action to the right. The result was her vehicle being driven up a guy wire to a power pole, where it came to a final rest with its front end pointed toward outer space. Driver was uninjured. Once rescued, she was cited.
- 05/28/2010 Crash w/ Injury - Nova Road / Fleming Avenue: A 19-year-old motorist rear-ended a southbound vehicle stopped at a red light, at what we would estimate was at least 45 MPH with no evidence of braking. The at-fault driver could not explain what color the signal was. She stated that she had no idea where the other vehicle came from. We suspect she was texting, or otherwise driving while distracted. She was cited for careless driving. The other driver went to the hospital with possible injury.
- 06/02/2010 Crash w/ Injury - Motor Scooter - S. Ridgewood Avenue and Live Oak Avenue: An eastbound motor scooter disregarded a stop sign and was clipped by a northbound truck pulling a utility trailer. The operator was ejected and sustained minor injuries. He was also cited for running the stop sign.
- 06/02/2010 Hit & Run - Unsecured Load - US 1 and Hand Avenue: A Bright House Networks truck was southbound on US 1 when it lost a cable spool off the back. The spool landed in the roadway and was struck by the vehicle following it, causing front end damage. The truck continued southbound, its driver apparently unaware. We are working with Bright House to determine the driver of the vehicle.
- 06/02/2010 Suspicious Incident 741 River Oak East: A report of a motorcycle down was called in to the PD at this address. Upon our arrival, we encountered a 47-year-old intoxicated male lying at the garage door, with the motorcycle parked upright in the driveway. He claimed that he tried to get on the motorcycle and fell off of it. No witnesses. He was transported to the hospital with a head injury.
- 06/02/2010 Crash w/ Injury – Bicycle - 300 BLK W. Granada Blvd.: A bicyclist was eastbound on the north sidewalk of SR 40. A motorist exiting Winn-Dixie Plaza, turning right and looking left, did not see the bicyclist and pulled out in front of her. Driver was cited for failure to yield.
- Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
- Conducted traffic and parking enforcement at boat launch areas for the Memorial Day weekend. Several citations issued.
- We are addressing a stop sign complaint at Lindenwood Circle and Kimberly Drive that was reported by Commissioner Gillooly via Detective Larsen at a town hall meeting.
- Motors have been deployed to OB Middle School to address traffic complaints. We are looking at various options and working with school officials to resolve them. Additional signs have been posted that should deter road blockage.
- Traffic Citations 104
- Parking Citations 20
- Crash - No Injury 10
- Crash - Injury 5
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 61
 - 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
- Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - OBMS
- Parking Complaints:
 - Lowe's Home Improvement (No violations)
 - Cassen Park (20 citations issued Memorial Day weekend)
- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 8 Cases Initiated
 - Zone 2: 6 Cases initiated
 - Zone 3: 5 Cases initiated
 - Zone 4: 1 Cases initiated
 - 19 tree removal permit requests

Administrative staff assisted with two (2) lobby call and sixty-seven (67) telephonic inquiries.

Public Works

Engineering

- US1 Forcemain Extension Phase II- Staff met with insurance representatives and contractor to discuss completing the project. Roadwork is scheduled to begin next week.
- Water Treatment Plant Distribution System, Phase II- Bids have been tabulated and bidder's references and qualifications are being investigated.
- Downtown Improvements – Staff completed and inspected the installation of the new furnishings in the Downtown.
- 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 conference was held with Staff, Saboungi Construction and BFA. Notice to proceed is tentatively scheduled for June 17, 2010.
- Granada Beach Approach- The remaining punch list items consisting of the weathervanes are scheduled to be installed.
- Performing Arts Center Signage- The existing buffer hedge is scheduled to be lowered and shaped to improve visibility.
- Memorial Gardens – The contractor successfully flushed the system and began renovation 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 I- Updated ARRA and EEO reporting.
- SR40 Sidewalk/Trail Phase II- Updated ARRA and EEO reporting. Completed pre-construction meeting minutes. Submitted Certification for LAP.
- US1 & SR40 Utility Relocate- Prepared an MOT (movement of traffic) for Halifax Drive.
- Mast Arm Rehab- Rejected painted poles at Halifax.
- South Ormond Rec. Center Lighting- Resolved issues with scoreboard location and electrical feed.

- PD- Parking Lot- Additional observation wells for the monitoring of underground petroleum plume from tank extraction was installed. This will help determine if no further action on the site testing and reporting will be needed.
- WWTP-Underground Tank Removal- An additional observation well was installed to help determine if no further action on the site testing and reporting will be needed.
- Design Projects:
 - Alcazar-Buena Vista Drainage Area Improvements- Staff staked out locations of proposed drainage inlets to observe ponding staging during rainfall events.
 - Airport Rd Forcemain / Reuse Extension- Request for additional information was requested by the FDEP for the Tomoka River crossing of the reuse line, which QLH will be assisting in response.
 - OBSC Boundless Playground- Staff is revising the final concept to be presented to the Recreation Advisory Board.
 - SR40 Sidewalk/Trail Phase III- Submitted Geo tech study to FDOT.
 - 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.
 - Sunshine Blvd.- Staff is soliciting quotations for the replacement of two monument signs, a new address map, irrigation and landscaping.
 - North US1 – Landscape Renovation – Staff is soliciting quotations to clean up the median plantings north of Wilmette as they have become difficult to maintain.
 - Ridgewood Sidewalk- Worked on the profile for the edge of sidewalk.
 - South Ormond Recreation Center Improvements- Hall Construction contract was submitted to Commission for approval.
 - 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- Submitted sub recipient grant to FDOT for execution.
 - US1 & SR40- Submitted LFA to 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 – Completed coordination of scope of project and costs with the consultant. This will be presented to the City Commission on June 22nd.
 - 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- 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 as was originally submitted for Hand Avenue is approved. FEMA has approved increasing the HMGP grant to 75%/25% which will increase the grant by approximately \$1.7 million and they are reviewing additional work components from the May Study Report Phase 1 projects to also include in the grant.
- Administration:

- Reached agreement with Volusia County to allow green mast arm as long as the City pays for it.
- Staff continued work on developing a revised five year master list for Roadway Resurfacing.
- Maps, specifications and details were prepared to be submitted to NRCS for approval and commencement of funds for the NRCS Ditch Cleaning Grant.

- Meetings:
 - EVCTSC – Traffic Safety.
 - Meeting with FDOT on SR 40 sidewalk phase 1 records and compliance review.
 - Resolved problem with pre-emption button at FS 92.

- Customer Service:
 - Responded to contractor on 297 N Beach St
 - Responded to Streets for specifications and FDOT coordination for the median curb replacement.

- Other:
 - 34 projects were inspected.
 - Continued to finalize revisions of City Fiber Optic As-Built drawing.
 - Surveyed and set top of casing elevations on the monitoring wells located at the Police Department and the Wastewater Treatment Plant.
 - Researched archives for copies of air traffic control tower at Municipal Airport for Airport Manager request.
 - Updated the ditch cleaning maps for final print
 - Created site plan drawings for newly installed monitoring wells at Police Department and Wastewater Treatment Plant.
 - Researched the 5,10,25, and 100 year flood elevations for 68 Ponce De Leon Dr
 - Prepared notifications regarding a meeting for the Hand Avenue project for approximately 500 residents and began door to door distribution.

- Street Maintenance
 - Asphalt / Concrete
 - Asphalt Stormwater utility cut at Hand and Center
 - Asphalt shoulder of road at driveway entrance at 955 S. Nova Road
 - Remove form boards from memorial bench pads at Fortunato Park, Ames Park and Central Park II
 - Remove forms from sidewalk at 15 Aaron Circle
 - Repair sidewalk at 293 Melrose Avenue
 - Pick up & take down American flags on the Granada Bridge
 - Repair FDOT sidewalk at 208 S. Nova Road – Friends Bank

- 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
 - Remove stump on Charles Terrace
 - Remove tree on Fox Hollow
 - Trimming at Nova Recreation and Old Landfill Road

- 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
- Move coquina rocks at Nova Recreation
- Trim for view of signs on Old Tomoka Road
- Trim sidewalk ROW and palmettos for view at A1A and Sandcastle
- Trimming at Central Park III parking lot

Sign Shop

- Finished installation of HIP street names at intersections along S. Beach Street
- Begin installation of 10' long x 36" high noise abatement signs at the Airport – installed (1) sign and built frames for the other (2) signs
- Installed (2) "Do Not Block Roadway" signs on Northbrook Drive at the Ormond Beach Middle School entrance to assist the OBPD in preventing cars from stopping in the road
- Fabricate (2) signs for South Ormond Recreation, "No Profanity Please" and "Parents are Responsible for the Safety of Their Children" when using the recreation facilities
- Begin fabricating HIP street names for intersections along Main Trail
- Repaired signs at the following locations:
 - Arroyo Parkway, SW corner, replaced a stop sign & installed new HIP street signs
 - Arroyo Parkway, NW corner, replaced a broken stop sign post

• **Stormwater Maintenance**

Maintenance Crew

- Locates citywide
- Carp barriers inspected and cleaned
- Pump Stations inspected
- Ditch Maintenance – Arroyo Parkway, RR pipes
- Inlets inspected and cleaned – all zones
- Installed flap gate on Hand Avenue
- Sinkhole – 230 Kenilworth Avenue – work in progress
- Vacon – helped with Irrigation Dept., and assisted Ray & Bob with flap gate installation

Streetsweeper – STREET SWEEPING

- 78.2 miles of road cleaned
- 22.0 cubic yards of debris removed

• **Fleet Services**

PM Services completed for the week:

Emergency—Vehicles and Equipment
15

Non-Emergency Vehicles and Equipment
39

Road Calls for the week:

1

Accidents for the week:

0

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

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

<u>Diesel</u>	<u>Gas</u>
9,506 gals.	14,777 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 planning department requesting mapping and agreement assistance with the information request.
- Breakaway Trails Irrigation System – Began investigating the operating system settings for the irrigation system to maximize replenishment of storage deficits with stormwater and raw groundwater sources to reduce the amount of potable water used to supplement the system when high irrigation demand diminishes available pressure and storage needs.
- Chemicals – Developed specifications for the various chemical products used at treatment plants and revised the estimated quantities using data received from operations staff. Revised specifications are needed for Phosphoric Acid and the Dewatering Polymer used at the wastewater treatment plant.
- 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. Address inactive account procedures regarding this program with Building Dept.
- Fire Hydrant Replacement Program – The project is currently advertised for receipt of 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. Variable frequency drive (VFD) #3 experiences an over-current fault. The cause of the fault is being investigated. Awaiting final summary of lab findings for centrifuge optimization and % solids production.
- 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. Revised Operation and Maintenance Manuals were received for the motor drives with copy sent to the chief plant operator for review.
- Lift Station Repair and Replacement Project: Electrical design plans were incorporated into the design. Quentin L. Hampton and Associates, the consultant, prepared 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 was reviewed. Addendum 1 was prepared to include the alternative product.
- State Road 5 at State Road 40 (US1 & Granada) The water main is being relocated on US1 south of Granada located in the traffic lane. 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 was performed requiring a water shut down to approximately 10 businesses and the police department on Tuesday. Precautionary Boil Water Notice rescinded Thursday morning. Presently, a plan is being developed to dewater the area underneath the storm drain at the driveway entrance to Family Dollar. A steel plate is proposed for a temporary covering while the dewatering system is operating. The method needs to be coordinated with FDOT.
- Wastewater Treatment Plant Expansion: Staff and design consultant preparing recommendation for award for bids received.
- Rima Ridge Wells 54, 55 and 56 – Attended the preconstruction meeting. Notice to proceed scheduled with the contractor.
- Standish Water Storage Tank Rehabilitation –The purchase order requisition was prepared for Crom Engineering Services. Requested schedule for vendor anticipated performance of work.
- SPRC- Access routes to Wells 33H and 34H through Huntington Woods and Huntington Lakes are being evaluated. Coordinating Well 33 Access with Developer for pump and motor replacement. Plans showing the proposed changes for easement accessibility were reviewed and comments sent to the building department for transmittal to the engineer. Information was provided to the engineer designing the Hawaiian Tropic Lift station to assist in the permit preparation. Reviewed plans for Energizer Personal Care.
- Capital Improvement Project budgetary planning and development completed for FY 2010-2011. Operations budget currently being reviewed with supervisory staff.
- Water Distribution
 - Replaced 7 residential water meters, installed 1 new water meter/services
 - Tested 2- $\frac{3}{4}$ " meter for resident with high bill – 3" meter at Tomoka Elementary School
 - Responded/ repaired 1 service leaks, 2 low pressure call, and 5 cloudy water complaints
 - Tested 9, repaired 4 City owned backflow preventers
 - Replaced replaced 13 meter boxes/lids
 - performed maintenance on 3 city owned fire hydrants
 - performed shut down for contractor water main tie-in at US1 and W. Granada Blvd on Tuesday evening. Prepared Precautionary Boil Water Notices and delivered to customers – rescission sent Thursday 6-3.
 - Performed flushing activities at Saddlers Run Subdivision
 - Perform maintenance activities on 2 flushing devices at Coquina Key and Ridge Ave
 - Cut out and raise valve box covered by sidewalk in Saddlers Run Sub
 - Re-landscape from fire hydrant replacement at Destination Daytona Lane
 - Clean and organize fire hydrant stock bay
 - Cleaned and restock all trucks
- Water Treatment
 - Delivered 40.633 million gallons for week ending May 30. (5.805 MGD)
 - Backwashed 14 filters for a total of 690,000 gallons backwash water.
 - Produced and hauled 94.5 wet tons of dewatered sludge.
 - Adding plant filters to SCADA system monitoring and automation scheme - contractor approximately 90% complete.
 - Change distribution system disinfection to free chlorine June 1 through 30 ongoing.

- Waste Water Collection - Reuse
 - Crews responded to two trouble calls out west Breakaway/Hunters Ridge and one in town.
 - Marty and crew assisted Breakaway Trails HOA in a 3" irrigation break and repaired broken lid at 196 Black Hickory
 - Root controlled fourteen sewer laterals' and cleaned out ten reuse valve boxes and located sewer lateral for sewer verification for home owner at 130 Bosarvey Dr.
 - Cleaned 6" sewer line and televised line at Central Park 1 for building maintenance.
 - Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.93 Million Gallons
 - Produced 22.88 Million Gallons of Reuse
 - Produced 5.05 Million Gallons of Surface Water Discharge
 - Influent flows average for week @ 3.99 MGD, plant design 6 MGD
 - Hauled tons of sludge 135.06 (14%-18% Solids).
 - Influent pumps in the Influent Pumping Station continue to rag up. Pump representative subcontractor is to install manufacturer's suggested solution upon delivery scheduled for end of June. Continue to work with VFD supplier and instrumentation sub-consultant for programming automation parameters for proper equipment operation.
 - 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
 - Installed Auma valve controller on Standish Booster Pump #2 and pulled #1 for repair.
 - Replaced air release valve on well 21SR.
 - Installed new Flow meter on LPRO scrubber #2.
 - Replaced sample valve on Claircone #2.
 - Cleaned well 21SR and cleared debris from enclosure.
 - Called to well 11D for excessive pump tripping. Found pumps drawing 31 amps, wire is only rated for 30 amps. This is causing heating of lines and overloads tripping. Wire will need to be replaced with #8.
 - Replaced overloads at Granada Booster pumping station pump #1.
 - 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 and repairs, see below.

- Wastewater Plant – Lift Stations – Reuse System
 - Replaced blown mainline 400 amp fuse at Breakaway trails reuse pumping station. All pumps are now functioning properly.
 - Replaced batteries at 3P lift station RTU.
 - Replaced lift station RTU radio at Aberdeen #2 lift station.
 - Installed PSI monitor and alarm and reconfigured Guard it system to Call Collections supervisor in event of low pressure and tank levels at BAT reuse pumping station. High irrigation demand typical for May – June period.
 - Hooked up alarms to guard it system at Shadow Crossings reuse pumping station and configured the same as Breakaway. Also had ATT repair phone line. We now have redundant back up monitoring at both reuse pumping stations.

- Reset motor starter submersible aerator #2.
 - Replaced pump #2 at Saddlers Run LS and prepped pulled pump for shipment to vendor for rebuild.
 - Assisted operators with cleaning of televalves on clarifier #1.
 - Replaced plumbing at Chlorine analyzer.
 - Replaced 6" check valve at BAT reuse pump #4.
 - Worked on system control pressure readings to Shadow Crossings reuse pumping station.
 - Assisted operations deragging recycle pumps.
 - 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 23 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 4 Liftstations. (pull pumps, etc)
 - Utilities Division completed 116 work orders as reported in MP2 computerized maintenance management system, of which 84 were PM work requests and 32 were repair work orders.
-
- Regulatory Compliance and Water Quality
Preparing re-classification request for refill of this vital position.