

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: June 18, 2010

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Weekly staff meeting with directors
- Weekly meeting with Human Resources Director
- Monthly meeting with Risk Manager
- Bi-weekly meeting with Fire Chief
- Weekly budget meeting with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended Police Department "simunition" training at Florida Hospital, Sterthaus Dr.
- Met with the Carswell family and Neighborhood Improvement Manager on short term rentals regarding properties on Arlington and Washington Streets

### **City Clerks Office**

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

- Prepared packets for June 22 City Commission meeting.
- Qualified candidates for the November 2, 2010, election.

### **Community Development**

- Planning
  - Cross training has begun this week with a staff member from Engineering, Building, and Planning spending two hours in each other's department learning their processes and SOP's to be prepared for the joint permit counter. A committee of six representatives from Building, Engineering, and Planning has been established for input once the budget transfer is favorably acted upon at the June 22<sup>nd</sup> City Commission meeting to advance the project.
  - The adopted EAR-Based Amendments were received by the Department of Community Affairs (DCA) this week. The DCA has advised that the tentative publishing date for the Notice of Intent stating that the amendments are in compliance is July 27, 2010.
  - Staff is preparing an Energy Efficient and Conservation Block Grant Project Matrix to be presented to the commission as a consent agenda item for the July 20<sup>th</sup> meeting.
  - The SurfCoast Chapter of the Florida Planning & Zoning Association (FPZA) representing Volusia and Flagler counties was awarded the Outstanding Chapter for 2010 at last week's FPZA State Conference
- Building Inspections, Permitting & Licensing
  - Issued 83 permits with a total valuation of \$1,800,552.00
  - Conducted 250 inspections

- Issued 7 new business tax receipts
- Below are photos as of June 16<sup>th</sup> showing the progress of the demolition of Surfside Inn.



- Development Review
  - Planning and Engineering staff reviewed the final plans for the Vining Court Streetscape project with the Ormond Beach Main Street Design Committee. The Design Committee recommended the addition of more substantial landscaping, such as Medjool Palms. It is expected that the project will go out to bid in July and be presented to the City Commission in September with construction starting in October.
  - Planning staff met with property owner along North Orchard Street, north of Granada Boulevard, who will be seeking a land use and zoning map amendment to go from the existing office designation to an industrial land use. It is expected that the land use application will be reviewed by the Planning Board in August and the City Commission in October.
  - Planning staff, along with Commissioner Kelley, met with residents of Strickland and Durrance Lanes to discuss paving of the existing dirt road and the requirements of the Hunter's Ridge Development of Regional Impact within Flagler County.
  - Reminder of meeting: T-Mobile South, LLC (T-Mobile) is proposing to construct a 140' camouflaged flagpole telecommunication tower and related facility at 1 South Old Kings Road and will hold a community meeting on Thursday, June 24, 2010 at 7:30 PM at Nova Community Center located at 440 N. Nova Road.

### 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. Following review of the documents, county administrative and legal staff determined that Ormond Crossings obtained final regulatory approval as required by the county resolution delegating CRA authority to the City for this project. Although the delegation of authority is now vested,

- the master CRA plan amendment will need to be approved by the county council. **The CRA plan amendment is scheduled to be reviewed by the County Council July 8.**
- Staff met with Tomoka Holdings' engineers to discuss roadway and landscaping designs for Crossings Boulevard and other local roads within the development. To ensure best practices and standards are being applied to Ormond Crossings, site visits to other commerce parks in the Orlando area are to be arranged in July.
  - Plans for the zoning and platting of the property are being draft by Tomoka Holdings for an upcoming meeting with staff in July.
  - Staff is discussing with Tomoka Holdings construction of phase one infrastructure to the development along with an application for grant funding from the US Economic Development Administration.

#### Airport Business Park

- Staff has completed the design and construction bids for the two monument signs and a directory sign at the entrance of Sunshine Boulevard. Construction will begin in approximately 30 days.
- Pace Analytical is moving ahead with a 2,500 square foot addition to their office/lab space that will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008.

#### Ormond Beach Chamber

- 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 forum by the Ormond Beach Economic Development Department and Chamber of Commerce is scheduled for 7:45 am on Monday June 28 at the Halifax Country Club.**

#### 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.

#### 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). **Meetings with the County Council were held June 3 and June 17 and the Council unanimously approved a plan to fund the organization. Further details are expected over the next several weeks.**

- VCARD held an educational forum on "Trends in the Real Estate Market." Staff and Mayor Costello attended the event that featured Mr. Timothy Becker, Director of Bergstrom Center for Real Estate Studies at the University of Florida and County of Volusia Property Appraiser Morgan Gilreath. **The PowerPoint presentation is now posted on the Property Appraiser's website.**

#### Airport Operation and Development

- The Airfield Electrical Improvements Project is complete. Minor work remaining that is ancillary to the project includes installation of a new pilot-controlled lighting system controller, which has been scheduled for June 21<sup>st</sup>.
- Staff's attempts to repair the REILs (runway end identifier lights) on Runway 17 continue to be unsuccessful. At present, only one of the two REILs on Runway 17 is functional. Staff recommends that replacement of the REILs on Runway 17 be considered as part of future airport CIP projections.
- The project to repair water leaks at the air traffic control tower is underway. Pressure cleaning and surface preparation is largely complete. Crews have now begun the process of sealing the leak points prior to re-painting the tower.
- The 24 hour self-service fuel farm operated by EASA (formerly Ormond Beach Aviation) has been incapable of delivering "Jet A" fuel for several weeks. Representatives of EASA are not able to provide staff with an estimate of when "Jet A" fuel service will be restored. Sunrise Aviation is thus currently the only FBO at the airport able to supply "Jet A" fuel, and only during their regular business hours. Staff has taken steps required to issue a NOTAM (notice to airmen) regarding the limited availability of "Jet A" fuel at the airport.
- Staff submitted the FDOT Active Aviation Grants Status Report this week. The City currently has five (5) active Joint Participation Agreements with FDOT.
- Staff continues to work with representatives of ADT Security Services regarding a proposal to provide security surveillance technology at the airport. Earlier this year the City enrolled with NJPA, the National Joint Powers Alliance. Staff has requested from FDOT approval to "piggy-back" the NJPA competitive contract awarded to ADT, which would greatly expedite installation of a high-quality surveillance system 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.
- 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 received approval from FDOT to replace the dilapidated fence and gate securing the area around the rotating beacon, which will be 100% funded by FDOT under the current security grant for the airport. Staff solicited quotes from three local fence contractors for this work. Riva Fence, an Ormond Beach company, was the successful bidder for this project.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Staff is preparing draft of the personnel budget and departmental operating budgets.
- Completed Projects - Weekly
  - Processed 46 Journal Entry Batches (# 3539 - 3656).
  - Approved 18 Purchase Requisitions totaling \$156,906.80.
  - Issued 24 Purchase Orders totaling \$120,044.38.
  - Prepared 422 Accounts Payable checks totaling \$1,089,045.79 and 55 Accounts Payable EFT payments totaling \$303,891.80.

- Processed 3,523 cash receipts totaling \$366,367.59.
- Processed 515 utility bill payments through ACH totaling \$22,402.73.
- Processed and issued 5,037 utility bills with billed consumption of water of 23,581k.
- Issued 755 past due notices on utility accounts
  
- Public Information
  - Press Releases
    - National League of Cities Prescription Discount Card – Official Launch
    - Walk with the Manager (6/24)
    - City Commission Meeting Date Change (6/15 to 6/22)
    - Brush Fire (6/16)
  
  - Other
    - Citizen Contacts
    - Media Contacts
  
  - Grants
    - Grant files maintenance and set up, monthly/quarterly/annual reporting, and reimbursements.
    - Received notification that the City's VOCA grant was approved in the amount of \$40,546. This is the City's eleventh year of receiving VOCA funding. The grant will cover a portion of salary and benefits for the Victim Advocate.
    - Attended pre-construction meeting for the S. Halifax sidewalk (Valencia to Mulberry) being implemented by Volusia County as part of the City's FY 09-10 CDBG activities. Project is expected to begin in early July with a short construction time frame. The second phase of the sidewalk (Mulberry to Rockefeller) is a planned activity in CDBG FY 10-11 as approved on June 1<sup>st</sup> by the City Commission.

**Fire Department**

Weekly Statistics

1	Fire (Brush)
5	Fire Alarms
1	Hazardous
63	EMS
7	Motor Vehicle Accidents
22	Public Assists
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<b>99</b>	<b>TOTAL CALLS</b>

Medical Call Type

2	Abdominal Pain	4	Fall Victim
1	Allergic Reaction	1	Hemorrhage/Laceration
1	Animal Bite	1	Ingestion/Poisoning
1	Assault	2	Sick Person
9	Breathing Problems	2	Stroke
1	Cardiac Arrest	5	Traffic Accident
7	Chest Pain/Heart Problems	4	Traumatic Injury
1	Convulsions/Seizure	5	Unconscious
1	Diabetic	6	Unknown
2	Drowning		
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<b>56</b>	<b>TOTAL EMS PATIENTS TREATED</b>		

- Aid provided to other agencies:  
**7 calls – Volusia County**
- Aid received from other agencies:  
**3 calls – Volusia County**
- Total staff hours provided to other agencies: **7 hours**
- Total staff hours received from other agencies: **3 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **15**

Significant Incidents

Date: Friday, June 11<sup>th</sup>

Type of Call: EMS

Address: 395 S. Atlantic Ave

Dispatch Time: 8:05 AM

Cleared Time: 8:17 AM

Jurisdiction: Ormond Beach

Units on Scene: Quint 91

Incident Description: Elderly man fell from a 7<sup>th</sup> floor balcony at the Falls Tide condominiums. Patient was deceased upon arrival.

Operations

- Participated in a Webinar on the new 2010 Hurrtrak weather software.
- Conducted relief driver testing at Hull Road Sports Complex.
- Met regarding July 4<sup>th</sup> city service meeting.
- Working in conjunction with the County Medical Director and EMS Director on developing a narcotics reconciliation form.
- Met with Grants Coordinator regarding the AFG Grant to discuss sprinkler and exhaust systems.
- Working on developing a station library inventory.
- Updated uniform SOP policy and submitted to Union for review.
- Continued working on Collective Bargaining related IAFF 2008-2011 contract.
- Held bi-weekly administrative staff meeting.

Training Hours

2	Aerial Operations
15	EMT EMT-Paramedic Refresher Module 4
1	Leadership
2	Policies & Procedures
12	Preplanning
13	Pump Operations
12	Reports
20	Safety
25	Tactics

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**102 TOTAL STAFF HOURS**

Activities

- Updated 11 pre-fire plans
- Serviced 24 hydrants to include: flow testing, inspecting and flushing
- Conducted 5 fire inspection with 2 safety violation discovered
- Visited 3 homes for smoke detector checks
- Participated in a live fire exercise at Edgewater Fire Department
- Conducted first aid training for summer camp counselors at Nova Rec Center

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Police Dept- Police Officer (2)
  - Public Works/Streets - Maintenance Worker II
  - Leisure Services/Casements – PT Custodian
  - Leisure Services/Senior Center – PT Custodian
  - Leisure Services/Community Events – PT Community Events Technician
  - Leisure Services/Community Events – PT Community Events Leader
- Approved/Active Recruitment
  - Leisure Services/Nova Gym – PT Recreation Leader on web site through 6/25/10.
- Screening/Interviews Scheduled
  - Finance Dept- Meter Reader (2) positions. Applications entered and forwarded to department for review
  - Police Dept – Police Chief – Leadership/Psychological Assessment will be conducted June 18<sup>th</sup>
- Background/Reference Checks
  - L.S. – Intern from Sports Management Program at Southeast Missouri State University for summer internship with Sports Division of Leisure Services.
- Job Offers
  
- Terminations/Resignations/Retirements
  - Finance Dept - Meter Reader – Voluntary resignation - effective 6/25/10
  - Public Works/Streets – Streets Supervisor Early retirement effective 6/30/10.
- Promotions
  - Police Department – Corporal Promotional Process being conducted to establish an eligibility list. Notice sent on June 3<sup>rd</sup> for exam to be held on July 28, 2010 (per PBA B.A. 2008-2010)
  - Finance - Account Clerk II promotion, employee selected from in-house recruitment to fill vacancy. Part time Community Events Technician promoted effective 7/6/10.
- Demotions
  
- Transfers
  
- Public Records Requests
  
- **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. City web site page published with information on program on rollout date of 6/14/10. Flyers and cards distributed to Casements, Police Department, Leisure Services Administration Office, P.A.C., Senior Center, S.O.N.C., Public Works Administration Office, Dr. Costello's Office, Historic Trust Welcome Center, Chamber of Commerce, O.B. Housing Authority, the CVS Pharmacies at the Trails and A1A/Granada, all fire stations and offices within City Hall. News releases and radio announcements sent to all local agencies for rollout date of 6/14/10.
  - Wellness update – YMCA Wellness Challenge Team formed and orientation completed. Team began challenge on June 10. Preparing announcement to 'everyone' to support Team.

- City Events/Employee Relations Update
  - American Heart Association's 5 K Heartwalk will be on September 30<sup>th</sup> 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. 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.
- Training & Development Opportunities
  - Developed draft of New Employee Orientation program – under review.
- Pay & Classification Plan
  - Start reclassification process for Permit Manager for Permit Center.
- Risk Management
  - Updated to Resolution 98-132 revising the Insurance Requirements for purchases; preparing agenda item for July Commission meeting.
  - Assisted resident requesting the City to replace two panels of a wood privacy fence damaged by a fallen tree. Initiated investigation.
  - Attended the national education conference for risk managers.
- Projects
  - Policy on Driver License History checks - First draft to Shelly [May 26]
  - 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. Preparing addendum for release by June 18. 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: - 65 New work - 65 completed - 36 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week:

Total inbound E-Mails	57,777	Net Inbound E-Mails	47,896
Inbound Bad E-Mail	9,751	Percentage bad mail	17.1%
Virus Messages Blocked	130		

Notable Events: At South Ormond Neighborhood Center SONC, IT staff configured and installed 10 computers and a printer that were purchased with TRUS10 Grant funds. The new systems replaced aged 2<sup>nd</sup> hand computers that had been donated more than 4 years ago.

**Geographical Information Systems (GIS)**

- Addressing Additions: 1 Changes: 3 Corrections: 0
- Map/Information Requests: 7
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

### **Leisure Services**

- Administrative Services
  - Supervisory Staff Meeting
  - Public Works Staff Meeting
  - City Manager Meeting
  - Caribbean Night Planning Meeting
  - Memorial Day Recap Meeting
  - Sculpture Placement Meeting
  - Magic Forest Playground Meeting
  - Weekly Park Visits
- Athletics
  - The Lady Renegades continued practicing this week at the Quad for their upcoming Home Tournament June 19 and 20.
  - 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.
  - 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. The season will continue through the month of July. Play is on Wendelstedt Fields #1 and #2.
  - The OBYBSA's American Legion Program held their second week of games of the summer this past Thursday night at the Sports Complex. Games will be played over the next five weeks on the Wendelstedt Fields.
  - The National Xtreme Baseball League (NXBL) played its first ever game (rental) in Ormond Beach this past Saturday at the Sports Complex on Wendelstedt Field #1. They have been playing in Holly Hill and have signed with us for seven to nine home games through September. The team is called the Daytona Stingrays, and currently they are 5-0 on the young season.
  - Upcoming Activities: USSSA Lacrosse Tournament, City's Summer Youth Volleyball League, City's Summer Sports Camps: Volleyball, Softball, Baseball and Golf, USSSA Baseball Tournaments, OBYBSA Board Meeting, Challenger Sports British Soccer 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 competitive teams practice and games
- Hosted the men's baseball league Monday and Thursday nights
- 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
- Placed trash receptacles and player benches on soccer fields
- Finished the clay work of rebuilding the baseball infields at Osceola Elementary
- Painted five fields for the men's summer soccer league
- Painted the full-sized soccer field for men's league
- Began aerating all fields
- Began topdressing the soccer fields with topsoil
- Fixing all the worn areas on the soccer fields with sod patches
- Sprayed fence lines throughout the entire park
- Began the summertime herbicide spray application
  
- 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
  - Staff made preparations for the rehearsal of KEDA's "Bruised But Not Broken" with Friday and Saturday performances
  - Staff made preparations for the rehearsal of Purlie, The Musical held on Wednesday
  - Staff made preparations for CMT's Summer Dance Camp held Monday -Friday.
  - 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 19 • KEDA Presents "Bruised But Not Broken" 6:00 p.m. - \$10
  
- South Ormond Neighborhood Center
  - United Hands meeting took place on Monday at 6:00 p.m.
  - 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 5:00 p.m. until 7:00 p.m.
  - Summer day camp began this week at South Ormond. The kids are having a great time getting to know each other. The camp offers a day filled with recreational and educational activities.
  - The South Ormond Neighborhood Center is participating in the summer food program for children offered through Volusia County's Human Services Office from June 14 through August 13.
  - The splash pad is open from 10:00 a.m. until dusk for the spring and summer.

- Community Events
  - Independence Day: Confirmation letters sent to food vendors, confirmation calls made to bid winners for the sound and lighting and the port-o-lets, collecting needed decorations, processing bids, preparing sponsor boards and sponsor recognitions, additional miscellaneous tasks to ensure a successful event
  - Ball field storage clean out project with the assistance of the Campus Outreach Group
  - Attended Memorial Day wrap-up meeting
  - Attended events meeting with manager
  - Assisting with Seafood Fest preparations and equipment
  
- Gymnastics
  - We are getting ready to kick off our 2010-2011 gymnastics season this week. The team will start their team work-outs this week.
  - June 18<sup>th</sup> will be Parents' Night Out, and the Gym will sponsor a Movie Night. The kids will have a great time having fun watching a movie, eating pizza, and just being kids.
  - Emily Bauer is getting ready to compete at Nationals in July. She is working hard and looking strong. It will be another good competition.
  
- Nova Community Center and Special Populations
  - Nova conducted regular adult classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
  - FitGyms conducted their personal training, tennis lessons and FitMoms.
  - 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.
  - The City-wide summer camp counselor training was on Saturday morning. The counselors then broke into groups with their respective camp directors and staff in the afternoon.
  - Camp T. Rec began setting up during the week. All supplies and equipment were transported from the Nova Community Center to the South Ormond Neighborhood Center and organized for the camp which begins next week.
  - Camp T. Rec held their Opening Ceremony on Thursday. After the informational meeting the counselors met with the parents and campers. All enjoyed light snacks and refreshments.
  - Nova Community Center began summer camp on Monday with all the counselors and campers enjoying the first week of games, sports, arts and crafts, movies and Diamond Jim as the camp's guest magician.
  
- 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 in the Casements Gallery.
  - Yoga classes were held on Tuesday morning and Thursday evening this week.
  - A few Casements Guild members met with a local photographer and historian to discuss a possible pictorial book featuring The Casements. The meeting took place on Tuesday morning from 10:00 a.m. to 11:00 a.m.
  - Summer Art Classes started this week. Sixteen children attended the week long class entitled: "Thingamobobs & Woozits" exploring the world of machines and contraptions and learning about Leonardo da Vinci.
  - Tai Chi classes continued this week on Wednesday evening.
  - Zumba classes continued this week with a Tuesday evening class from 6:00 p.m. to 7:00 p.m., and Wednesday and Friday mornings from 10:00 a.m. to 11:00 a.m.
  - Ballroom and Salsa classes continued this Tuesday evening from 7:00 p.m. to 8:00 p.m.

- The Police Explorers used The Casements second and third floors this past Tuesday evening to complete some training from 5:30 p.m. to 9:00 p.m.
- The Casements Guild Crafters met this Thursday from 12:30 p.m. to 3:00 p.m.
- Staff assisted with the weekly Farmers' Market this week on Thursday from 8:00 a.m. to 1:00 p.m.
- Staff assisted with set up of Ormond Mainstreet's Seafood Festival.
- Staff will work the gates during the event on Saturday from 10:00 a.m. to 9:00 p.m. and Sunday from 10:00 a.m. to 4:00 p.m.
  
- Facilities Maintenance
  - Repaired restroom door at SONC
  - Repaired roof tiles at Fire Station #91
  - Repaired broken electrical conduit for lighting on the Granada Bridge
  - Repaired electrical problems at the Transfer Station
  - Drained and cleaned decorative fountain on Arroyo
  - Replaced pump for methane gas at the old landfill
  - Repaired six decorative streetlights at the Ormond Beach Municipal Airport
  - Repaired water service at the Ormond Beach Senior Center
  - Began drainage improvements at Fire Station #92
  
- Parks and Irrigation
  - Replaced exhaust fans in restrooms at RiverBend Nature Park
  - Repaired restroom doors at Sanchez Park
  - Painted picnic tables in pavilion at Central Park I
  - Replaced exhaust fans in restrooms at Cassen Park
  - Painted park benches at Central Park I
  - Replaced two timers, rebuilt one 1-1/2" control valve, flushed zone on West Granada
  - Dug up and removed old valve, installed new 1-1/2" control valve, replaced three spray heads, ran zones, replaced four rotors at Riviera Park
  - Installed new battery in timer at Airport Sports Complex, TBOS timer zone, ran zone
  - Installed new reclaim water spigot at ball fields at Nova Sports Complex
  - Hauled fill dirt to Riviera Park and backfilled around rotors
  - Installed five new rotors at Wastewater plants, changed batteries in TBOS timer, reset timer and ran zones
  - Installed new batteries in timers on Sandcastle Drive, ran zones

### **Police Department**

- Administrative Services
  - Property and Evidence Room audit and inventory continuing.
  - Participated in Police Chief selection process
  - DARE car design submitted to /approved by DARE
  - National Night Out planning and fundraising
  - Simunitions/Active shooter training provided
  
- Community Outreach
  - Members of the YDC program meet to rehearse the Readers Theater play they will be presenting as a community service program to youths attending the PAL summer program at the SONC.
  - The 5<sup>th</sup> and 6<sup>th</sup> grade basketball teams placed third in the State of Florida USSSA tournament and have qualified to attend the National USSSA tournament in Cocoa Beach July 2 - 5, 2010.
  - Registration for the PAL tutoring program began this week. The program is offered in partnership with the SONC Summer program. Youths will work with 2 tutors to enhance their skills in reading, comprehension, math and science.

- Classes were set up to begin the PAL summer art program. The program will begin June 21 and continue until July 29<sup>th</sup>.
- Members of the YDC placed 244 flags at the Volusia Memorial Park on Flag Day to honor those who served our country.
  
- Community Services & Animal Control
  - Animal Calls responded to - 44
  - Animal Reports - 8
  - Animal Bites - 3
  - Animals to Flagler Humane Society – 5
  
- Criminal Investigations
  - Cases Assigned: 40
  - Cases Cleared by Arrest/Complaint Affidavit: 11
  - Cases Exceptionally Cleared: 11
  - Inactive: 8
  - Fraud: 7
  - Burglary Business: 2
  - Burglary Residential: 11
  - Larceny Car break: 8
  - Grand Theft: 4
  - Auto Theft: 0
  - Missing Persons: 1
  - Recovered Missing Persons: 1
  - Sex Offense/Rape: 1
  - Robbery: 1
  - Assaults: 2
  - Deaths: 3
  
- Narcotics:
  - 3 search warrants, 4 buy walks.  
(The search warrant from Ormond Beach led to 2 arrests with 3 felony charges and 2 misdemeanor charges pending)
  
- Records
  - Walk-ins / windows 219
  - Phone calls 272
  - Arrests / NTA'S 9
  - Citations Issued 196
  - Citations Processed 191
  - Reports Generated 318
  - Reports Processed 107
  - Mail / Faxes / Records Requests 148
  
- Operations
  - 06/10/10** Theft – 873 Hull Road – tools taken from shed - \$1500 in pressure washers – possible suspect identified.
  - 06/10/10** Burglary – 251 Sanchez Av – victims at work – no signs of forced entry – hidden key possibly used – jewelry, credit cards and miscellaneous paperwork taken. Suspect identified.
  - 06/10/10** Possible assault involving road work crew – victim thinks his boss hit him in the head with a shovel – boss claims shovel fell off truck – investigation continuing.
  - 06/11/10** Recovered stolen vehicle out of Daytona at Bermuda Estates.

**06/11/10** Missing ADHD juvenile wandered off from parents. Juvenile was located approximately 30 minutes later several blocks away.

**06/11/10** Two K9 assists with HHPD.

**06/11/10** Fugitive arrest – 142 Pine Cone Trail.

**06/11/10** Aggravated battery – Rocking Ranch – fight amongst males – one male hit three victims with baseball bat – non-life threatening injuries – suspect gone on arrival and victims declined to identify the suspect (a friend of theirs) or provide any further information to investigating officers.

**06/12/10** Auto theft – 19 Honey Bear Path – 28 yoa female met suspect on a dating site, claiming to be a law enforcement officer and fire fighter. The suspect convinced the victim to let him use her vehicle and debit card. He did not return with either and used the victims credit card several times, Suspect was identified and contact was made with him by phone. Suspect claimed he would be returning soon with car and credit card. Suspect has a prior history of similar conduct. Charges pending.

**06/13/10** B&E – residence – 210 Royal Dunes Circle – Bicycle taken from open garage.

**06/13/10** Intoxicated person resisting officers at the Tropic Sun Towers.

**06/14/10** Car break – 10 Caladium Dr – 2 unlocked vehicles – keys to Tomoka & Ormond Elementary Schools taken along with I-Pod and checkbook.

**06/14/10** Oil leak – Texaco Express Lube – 1440 W Granada Blvd – 40-50 gallons of oil. Attempts to clean by employees caused mixture to run into storm drain which emptied into a water retention pond. The Fire Department and State Warning Point for hazardous material spills notified.

**06/14/10** Family Disturbance/Use of Force – 201 Melrose Ave – adult male armed with a silver semi-auto pistol would not obey officers commands to disarm himself. TASER was deployed to subdue the subject.

**06/15/10** Numerous stop signs damaged/vandalized – Cardinal and Robin, Riverside & Harvard, Pinewood & Northshore.

**06/15/10** Carbreak - 1670 W Granada Blvd – tools from trailer taken.

**06/16/10** DUI Arrest – Williamson/SR 40.

**06/16/10** Undetermined death – CID/Crime Scene Tech. responded

• Traffic Unit

- Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
- Sergeant Smith provided instruction with active shooter response and non-lethal training ammo during in-service training. We had a special guest (City Manager Joyce Shanahan) in attendance, who had the opportunity to observe and participate.
- The police explorers assisted with in-service training of officers by serving as role-players in an active shooter scenario.
- Officer Pavelka is in contact with FDOT to obtain grant-funded TraCS crash report writing software, which will be required by DHSMV for every officer January 1. He is working with I.T. to get a mass installation for our mobile computers throughout the patrol and motor fleet.
- Sergeant Smith is working on the IAP for the Independence Day Celebration. The roster and operational plan are complete (subject to change).
- We assisted NID with several parking complaints. They were resolved with citations / tow warnings.
- Traffic Citations 106
- Parking Citations 2
- Crash - No Injury 11
- Crash – Injury 3
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
- Total Citations Issued on S.T.E.P.: 42
  - Self-Initiated Enforcement Locations:

- 500-800 BLK Division Avenue
- 300-600 BLK Hand Avenue
- SR A1A
- 500-1500 BLK N. Beach Street
- OB Elementary
- 325 Ocean Shore Blvd.
- Enforced Complaints:
  - Central Park area (Division, Hand, Fleming)
  - 100-500 BLK Clyde Morris Blvd.
  - Ormond Beach Middle School
  - Parking Complaints:
    - Lowe's Home Improvement (No violations)
    - Cassen Park (No violations)
- Neighborhood Improvement
  - Weekly inspection statistics by Commissioner Zones
    - Zone 1: 6 Cases Initiated
    - Zone 2: 6 Cases initiated
    - Zone 3: 4 Cases initiated
    - Zone 4: 5 Cases initiated
  - 15 tree removal permit requests

Administrative staff assisted with two (2) lobby call and fifty-nine (59) telephonic inquiries.

## **Public Works**

### **Engineering**

- US1 Forcemain Extension Phase II- Surety has agreed to fund repairs to the roadway and watermain replacement in a multi phase approach. Worked with contractor to work out details for constructing repairs and acquiring subcontractor services for various aspects of the project.
- Water Treatment Plant Distribution System, Phase II- Based on current background check, the low bidder has not demonstrated strong experience for this type project; however, further investigation is being performed in order to prepare an appropriate recommendation.
- Downtown Sidewalk Paver Repairs – The pavers along the southeast corner of A1A have been removed and reset flush with the existing sidewalk.
- Ormond Shores Stormdrain Replacement- Work has been scheduled to commence next week.
- Rima Ridge Wells 54, 55 & 56- Meeting was scheduled with staff, SJRWMD, the contractor, consultant and the Department of Forestry for preconstruction. Contractor began survey stakeout of the well sites. Well drilling permits were received.
- Ormond Beach Sports Complex Press Box- The pre-fabricated structure is scheduled for delivery on July 15<sup>th</sup>. The structure will be installed and inspected prior to the August 1<sup>st</sup> deadline.
- SR40 Sidewalk/Trail Phase I- Inspected rutting from rain and sodding.
- SR40 Sidewalk/Trail Phase II- Submitted ARRA and EEO reports. Completed pre-construction meeting minutes. Received Certification for LAP.
- Mast Arm Rehab- Heads and Pushbutton were replaced and new street name signs installed.
- South Ormond Rec. Center Lighting- New poles were set except for one with conflict with FPL line.
- Sunshine Blvd.- Final structural drawings are being prepared so fabrication can commence for the new replacement monument signs. The "mock" directory sign is currently being fabricated.

- Design Projects:
  - Alcazar-Buena Vista Drainage Area Improvements- Materials were prepared to present the SJRWMD for a pre submittal meeting.
  - Airport Rd Forcemain / Reuse Extension- Reviewed utility locate information from ATT.
  - OBSC Boundless Playground- Staff is revising the final concept to be presented to the Recreation Advisory Board.
  - SR40 Sidewalk/Trail Phase III- Pursue the SJWMD permit.
  - Hull Rd. & US1- Submitted to FDOT Final plans, bid doc and FHWA checklist
  - Granada Bridge Decorative Pole Replacement – The project consultant submitted engineered plans to the FDOT for permitting.
  - Vining Court- The consultant is making minor adjustments to the final bid set to accommodate comments made by the Main Street Design Committee.
  - City Hall Parking Lot Repairs- Staff is soliciting quotations to replace the failing concrete curbing along the landscape islands.
  - North US1 – Landscape Renovation – Staff is soliciting quotations to clean up the median plantings north of Wilmette as they have become difficult to maintain
  - Memorial Gardens Well Replacement- Staff is soliciting quotations to refurbish both failing wells that irrigate the gardens and fill the ponds.
  - Ridgewood Sidewalk- Worked on the profile for the edge of sidewalk
  - South Ormond Recreation Center Improvements- Hall Construction is preparing construction schedule.
  - 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.
  - 2010 Roadway Resurfacing- Prepared final estimates and bidding documents. Project is scheduled for letting in July.
  - Ormond Scenic Loop- FDOT has signed the agreement, trying to set up meeting with Committee.
  - SR40 - A1A to Beach St.- Discussion on additional LFA to pay for ped poles at Halifax and John Anderson
  - US1 & SR40- Process LFA and payment 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 29<sup>th</sup> 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- Delivered public meeting notices for upcoming town hall meeting on June 21<sup>st</sup> in which the public will be updated on the upcoming roadway improvements.
- Administration:
  - Processed project invoices/pay requests totaling \$56,982
  - Prepared work authorizations totaling \$31,927

- Meetings:
  - Met with Hunters Ridge developer on intersection at Airport Rd Extension and SR 40 with SR 40 Multiuse Trail Phase 3.
  - Met with Fire Staff for the Fire Station Fire Sprinkler Station 94.
  - Attended Halifax Utilities Meeting.
  
- Customer Service:
  - Provided watermain location map of N John Anderson to Alann Engineering.
  - Provided SWMP information and documents for realtor request for potential vacant lot development.
  - Created and provided a city wide major drainage canal map for a customer request.
  - Created and emailed PDF's of the WWTP and OBPD monitoring wells survey to BFA Engineers.
  - Helped Gardens of New Britain Home Owners Association with repairs to stormdrain inlet and improvements to parking area.
  - Responded permit request on 347 N Beach St.
  - Issued engineering permit for ground water assessment on Stoney Ridge Lane
  - Issued permit for grade and fill 10 N Nova Rd
  
- Other:
  - Updated Hull Rd Turn Lane Drawing to reflect FDOT comments.
  - Set benchmark elevations on WWTP monitoring wells
  - Obtained underground water elevations for all newly installed monitoring wells at OBPD and WWTP
  - Created new ditch cleaning map set and delivered to Utilities Div.
  - Started the property line stakeout of Wilmette and Andrews for Neighborhood Improvement.
  - Modified drawing for Hull Road turn lane.
  - Obtained Casing Elevation and water depths for WWTP Monitoring Well.
  - Collected and drew sewer lateral information for Briargate, Forest Quest and Ormond Green Subdivisions.
  - Made Copies of Air-Traffic Control Tower Drawings.
  - 35 projects were inspected.
  
- Street Maintenance
  - Asphalt / Concrete
    - Asphalt utility cut made by Stormwater at Biltmore and Chardon
    - Repair pot holes on Pineland Trail, Tymber Creek, & Airport Road
    - Remove concrete drive & form at 541 Hand Avenue
    - Form spillway & gutter at 28 Park Place
    - Asphalt utility cut at Tomoka & US1 (Sparkle & Shine)
    - Take out concrete sidewalk and form for Wednesday morning at City Hall
    - Asphalt repair at Forest Hills Boulevard & Fernway and at N. Halifax & Ann Rustin
    - Asphalt patch at Plaza & Oceanshore Boulevard
    - Form concrete slab at City Hall
    - Form sidewalk at 142 Ivanhoe
  
- 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

- Put up flags for Flag Day on Granada Bridge
- Debris removal at Nova Recreation
- Flags at Riverbend Park
- Pick up limbs & remove stumps at various locations
- Remove hollow oak tree on ROW at 28 Rio Pinar Trail
- Trimming at S. Halifax and at Lindenwood Circle

#### **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
- Assist asphalt crew at Tomoka & US1
- Yard project on south side using the Gradall
- Assist concrete crew in pouring driveway at 500 block Hand Avenue
- Remove dirt for material bins at south end of Public Works lot
- Emergency asphalt patch at N. Halifax & Ann Rustin

#### **Sign Shop**

- Continue fabricating HIP street names for intersections along Main Trail
- Fabricated "No Dumping" signs for Building Maintenance
- Repaired & installed signs at the following locations:
  - Coquina Ct. & Vining Ct., re-install stop sign post that was pulled out of the ground
  - Cassen Park, re-install handicap parking sign post that was hit by a vehicle
  - Installed HIP street names at Soco Trl. & Main Trl.
  - Installed HIP street names at Mimosa Trl. & Main Trl. & also a new No Outlet sign
  - Installed HIP street names at Eclipse Trl. & Main Trl.
  - NW Pinewood St. & Northshore Dr., replace bent street names & stop sign post hit by a vehicle
  - NW Robin Rd. & Cardinal Dr., replace bent street names, stop sign & post hit by a vehicle
  - NW Palmetto Ave. & Benjamin Dr., re-install stop sign post hit by a vehicle
  - NE Harvard Dr. & Riverside Dr., replace bent street names & post hit by a vehicle
  - Morning Dew Trl. & Main Trl., installed HIP street names and a new No Outlet sign
  - Indian Trl. & Main Trl., installed HIP street names

- **Stormwater Maintenance**

#### **Maintenance Crew**

- Locates citywide
- Carp barriers inspected and cleaned
- Pump Stations inspected
- Oil spill at Texaco Lube – West SR40 – assist Fire Department with clean-up
- Basin Repair (w/pictures) – 302 Forest Hills Drive
- Cleaned pond at the Casements
- Ordered replacement equipment – concrete saw and (2) weed eaters
- Pictures of ditch mowing and digging with McLane Excavation – also placing stakes along ditches
- System inspection – Orchard Lane
- Used boat to pull fountain at ABC pond – fountain motor dropped off to be repaired
- Reachout Mowing – Division Ave., Sanchez ditch and tree lines

- Vacon – basin cleaning on Dianne Drive

**Streetsweeper – Street Sweeping**

- 89.5 miles of road cleaned
- 23.0 cubic yards of debris removed

- **Fleet Services**

**PM Services completed for the week:**

Emergency—Vehicles and Equipment  
8

Non-Emergency Vehicles and Equipment  
26

**Road Calls for the week:**

4

**Accidents for the week:**

P.D. # 022

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

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

Diesel  
8,016 gals.

Gas  
9,154 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**

- **Breakaway Trails - Hydraulic Leak from City work vehicle caused some staining to bridge. Staff working with HOA for resolution.**
- 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 – Continuing to investigate the operating system settings for the irrigation system to maximize replenishment of storage deficits with storm water 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 – MSDS sheets were received for the dewatering polymer proposed to be used at the wastewater plant. This information can be used for the basis of a new specification. Revised specifications are needed for Phosphoric Acid used at the water plant. Finalizing the bid specifications and special conditions packet and estimated quantities prior to forward to Palm Coast Purchasing Dept who is coordinating the collective chemical bids for interested utilities this year.
- 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 – Questions are being received through the bid process. Answers to questions will be part of Addendum No. 1. The result of findings derived in the pre-bid meeting will also be included in the addendum. Bids due June 23.

- 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. Impeller shipment is delayed until July. 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. Initial data indicates that thickening is around 16%. Experimentation with the pump speed set points is being performed to reduce the frequency of starts and stops during the midnight shift. Reducing the minimum and maximum speed settings appears to be effective in reducing the start and stop frequency of the pumps.
- Gravity Sewer Pipeline Repair – Specifications for repairs are being prepared. A list of proposed manholes was compiled for rehabilitation.
- 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. Record drawings and final versions of the project were received.
- Lift Station Repair and Replacement Project: 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. The plans were reviewed and sent back to the consultant to prepare a final illustration of eventual layout. A revised layout was received moving the wetwell away from an FPL conduit. Three notices of unpaid invoices from subcontractors were received and forwarded to Purchasing and Legal for review.
- Root control –The low bidder was Municipal Sales for \$35,220. Duke's, 2<sup>nd</sup> low bidder, set up a meeting to discuss the bid results and material specifications. The budget is \$50,000. Recommendation for award forthcoming for CC consideration if no protests are received.
- State Road 5 at State Road 40 (US1 & Granada). Pipe installation of US 1 is essentially complete and bacteriological results passed. A request for clearance was delivered to Volusia County Health Department. Official clearance is expected no later than Tuesday, July 22<sup>nd</sup>. Connections to the main on Tomoka Avenue need to be completed and both connections of the new main to the existing main on the north side of Granada need to be performed. These connections cannot be done until clearance is received from the health department. Deflection around the storm sewer on the east side of US 1 was completed.
- Wastewater Treatment Plant Expansion: Staff and design consultant preparing recommendation for award for bids received.
- Standish Water Storage Tank Rehabilitation –Crom Engineering Services received the purchase order and scheduled the tank for rehabilitation starting on 6/22/10.
- Water Plant Aerator Rehabilitation – The engineering report was received from McKim and Creed for review.
- 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.
- Capital Improvement Project budgetary planning and development completed for FY 2010-2011. Operations budget reviewed with Finance and Management staff.
- Water Distribution
  - Replaced 4 residential and 1 commercial water meters, installed 1 new water meter/services
  - Tested 1-3" commercial water meter for accuracy
  - Responded/ repaired 3 service leaks, 3 low pressure call, and 7 cloudy water complaints

- Tested 5, repaired 1 City owned backflow preventers
- Replaced 1 water services and 3 meter boxes/lids
- performed maintenance on 9 city owned fire hydrants
- Performed flushing activities on Tomoka Ave, S. Yonge St, W. Granada Blvd, Roble Ln, Jeanette Dr, Woodgrove St, Spivey's Ct, Sandy Oaks Blvd, Orchard St, Division Ave, Coolidge Dr, Fir St
- Conduct a water main shut down for Masci Const. for the deflection of a 6" water main on US1
- Install an 8" isolation valve on the corner of Tomoka Ave and US1
- Rescind the boil water alert affecting US1 and Tomoka Ave
- Install a 2" water main to replace the aged, disintegrating 2" galvanized main serving Oleander Ave. Installed 300" of 2" poly tubing and 4 new water meter services, drilled a new tap on the 8" water main on Harvard, mole 50' road, 2-20' driveways, and 1-40' driveway. 2" main will be tested for contaminants by the end of week.
- Cleaned and restock all trucks
  
- Water Treatment
  - Delivered to the City 41.055 million gallons for the week ending June13, 2010 (5.865 MGD)
  - Backwashed 15 filters for a total of 760,000 gallons backwash water.
  - Produced and hauled 94.5 wet tons of dewatered sludge.
  - Completed two day bacteriological testing on irrigation wells 33H & 34H, All samples were negative.
  
- Waste Water Collection - Reuse
  - Crews responded to four trouble calls out west Breakaway/Hunters Ridge and two in town.
  - Marty and crew televised two sewer laterals, cleaned 800' of sewer main and televised 1,800' of sewer main.
  - Repaired sewer lateral at 235 Greenwood Ave.
  - Butch and crew replaced pep tank at 11 Dartmouth Trace.
  - Crews put down 30 bags of oil dry in Breakaway Trails due to a blown hydraulic line on Case backhoe. Currently sanding and cleaning bridge decking impacted by fluid leak. Coordinating efforts with Home Owners Association.
  - Cleaned buildings and fueled all equipment for weekend.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 25.69 Million Gallons
  - Produced 22.05 Million Gallons of Reuse
  - Produced 3.64 Million Gallons of Surface Water Discharge
  - Influent flows average for week 3.7 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 135.34 (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.
  - Cryptosporidium and Giardia biennial report was submitted to FDEP and subsequent sampling and analysis is scheduled for the June 21, 2010.
  - The Plan of Study for the Local Limit has been resubmitted to FDEP with the requested modifications.
  
- Utilities Maintenance Division
  - Water Plant - Well Fields - Booster Stations
    - Tightened belt on Lime softening scrubber #1.

- Replaced well 34H pump and motor, also cleaned site of overgrowth and disinfected for operations. Site had to be accessed with 4 wheel drive vehicles.
- Pulled motor leads off HSP #1 for operations. Allen Bradley representative & chief operator evaluated drive. Replacement ordered under warranty.
- Replaced gear box and tube on Sodium Hypochlorite pump #1.
- Checked level at Standish tank, found tank butterfly valve not closing all the way, ordered new valve.
- Lime softening Aerator blower motor #2 failed due to corrosion, researched severe duty motor and processed PO request.
- Pressure cleaned all blower housing filters.
- Painted deteriorating LPRO scrubber pump motors.
- Replaced overloads on well 10D.
- Replaced fuse and contacts on motor starter at well 37R.
- 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.
- Performed Reuse pump station PM's and repairs.

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

- Tested well controls at BAT reuse station, found control circuit breaker off.
- Installed receptacle and powered up day tank on generator at 6M liftstation. Was informed that Alternative Power Solutions is no longer able to make service calls or repairs to our generators due to insurance requirements. Had to cancel PO to replace generator control box on 6M liftstation – look at other supplier options.
- Pulled and cleaned pump #2 AT Wal-Mart liftstation.
- Adjusted all pump packing at RAS room.
- Reset motor starter on fermentation mixer #5.
- Cleaned both bar screens and chutes.
- Repaired pump impeller for chlorine analyzer.
- Replaced isolation valve at 10M liftstation pump #2.
- Installed temporary plumbing to alum tanks after tanker driver broke line and overflowed system.
- Replaced drive belt digester blower #3.
- 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 24 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 4 Liftstations. (pull pumps, etc)
- Utilities Division completed 70 work orders as reported in MP2 computerized maintenance management system, of which 42 were PM work requests and 28 were repair work orders.