

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 21, 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 meeting with City Attorney.
- Pre-meeting on Rainbow Park (Magic Forest) facelift with Assistant City Manager, Leisure Services Director and Finance Director.
- Met with Planning Director on commission agenda item for the Comp Plan, first cycle adoption.
- CIP meetings with Assistant City Manager, Finance Director, Planning Director, Leisure Services Director, I/T Manager, and Utilities Manager.
- Held weekly staff meeting with directors.
- Weekly meeting with Fire Chief.
- Weekly budget meeting with Assistant City Manager and Finance Director.
- Meeting with Assistant City Manager, Finance Director, City Engineer and Utilities Manager on the wastewater treatment plant.

Spoke to, attended and/or met with:

- Attended Rotary meeting.
- Meeting with Sam Merrill, Assistant City Manager, City Attorney, Planning Director, Leisure Services Director and Utilities Manager on Hunter's Ridge DRI.
- Participated in FCCMA Coaching Program webinar.
- Met with Assistant City Manager, Leisure Services Director, Finance Director, Planning Director, Senior Planner, Facilities Maintenance Supervisor, Hector Samario (FPL) and Raquel Steffes (FPL) on energy cost savings for City facilities.
- Met with Commissioner Gillooly and residents of Jill Alison Circle on easement.
- Attended Commissioner Kelley, Zone 3, Town Hall Budget Meeting.
- Met with staff and representatives of CDM on wastewater plant expansion bids.
- Held Walk with the Manager at the Farmers' Market at The Casements.
- Attended County Council meeting with Mayor on financial support from Volusia County on beachfront property for off beach parking.
- Attended Law Enforcement memorial service.
- Conference call on FCCMA fall symposium.
- Met with Commissioner Partington and Leisure Services Director on Rainbow Park (Magic Forest).

### **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):
  - City Commission
  - Town Hall Meeting, Zone 3

### **Community Development**

- **Planning**
  - Staff attended the Technical Coordinating Committee meeting and learned that approximately \$4 million in funds from the SR415 project will be returned to the XU Funding Account. This means more funds will be available for projects of which Ormond Beach has submitted Phase III of the SR40 multi-trail project to the MPO for XU funding in the amount of \$626K. There is also a resolution with a TCC recommendation to the MPO Board that the match requirements for XU funding be reduced from the current 25% to 15% which will result in more submittals from member governments.
  - The draft Combined Transportation Alternative for the 2035 Long Range Transportation Plan (LRTP) identifies projects which have a total capital cost of \$638.8M when only \$400M is available. Substantial cuts in the projects will be required and the LRTP subcommittee met on Wednesday to discuss which projects had to be removed from the cost feasible LRTP and placed on the needs-based plan. A number of transit oriented options totaling \$320.5M for capital and \$208.2M for operating was presented as part of the LRTP, but a local revenue source must be identified for these transit projects to remain in the cost feasible LRTP.
  
- **Building Inspections, Permitting & Licensing**
  - Issued 116 permits with a total valuation of \$1,214,733.00
  - Conducted 305 inspections
  - Issued 3 new business tax receipts
  - Surfside demolition, permit issued on May 17<sup>th</sup>, work started on May 20<sup>th</sup>.
  - Glen Urguhart, Chief Building Inspector, has been approved by the State to receive his Building Official License. Glen and the Building Official, Joe Levrault, also passed the Fire Inspector test. Currently, Building has three people with their Fire Inspector License with one other (Building Inspector) currently in the process of completing the requirements for Fire Inspector.
  
- **Development Review**
  - Planning Board recommended approved of the murals for Caffeine.
  - Pre-construction meetings were held with RacTrac and River Oaks.

### **Economic Development**

#### **Ormond Crossings**

- Staff transmitted the approved CRA documents to County staff. A meeting with County staff was held on May 19 to discuss the updated CRA plans. County staff recommended preparing summaries of the CRA plans and to meet with Council members prior the County Council's meeting on June 17.
- Tomoka Holdings is preparing plans for the zoning and platting of the property.
- Staff is discussing with Tomoka Holdings construction of phase one infrastructure to the development.
- Staff is reviewing federal EDA infrastructure grants opportunities for phase one of the Ormond Crossings project.

#### **Airport Business Park**

- Staff is gathering the construction bids for the 2 monument signs and a directory sign at the entrance of Sunshine Boulevard.

#### **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.

#### Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the MDVEDC and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff worked with the Editor of the Volusia/Flagler Business Report as part of a news story related to industrial growth in Ormond Beach. The site visits included Hudson Technologies, Energizer Personal Care (Hawaiian Tropic), Pace Analytical, and Germ Free Labs, which are all experiencing growth and employment hiring. The first of the two part series was on April 30<sup>th</sup>. **The second part will be published in the mid-May edition of the Business Report. Copies will be provided to the Commission.**
- Staff has wrapped up the work with Volusia County legislative delegation, Daytona Chamber of Commerce for 2010, and our lobbyists at Pennington Law. **Our proposed legislation amendment to the ad valorem tax exemption law was passed by the legislature in HB 1752 and awaits action by the governor.**

#### Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and have drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Volusia Economic Development Corporation (MDVEDC). A workshop between MDVEDC and the County Council was held to discuss the partnership roles of the organizations. A meeting sponsored by VCARD and VCOG was held this week to discuss the merits of the new organization. Further discussions between the MDVEDC and County officials continue. **The meeting with the County Council scheduled for May 6 was postponed to work on unresolved issues.**

#### Airport Operation and Development

- Work on the airfield electrical improvements project continued this week. The majority of the heavy construction work is complete. Restoration of the rotating beacon tower and installation of the new rotating beacon should be complete this week. Work requiring limited runway closure may be continued, based on proposed project changes. Hoyle, Tanner & Associates has contacted the FAA to determine if these additional project items may be funded under the current grant, and has received verbal approval to proceed. Formal approval from the FAA is expected to be forthcoming, as all of the proposed changes are in accord with the provisions of the construction contract.
- Two of five planned noise abatement advisory signs were installed at the airport last week. Placed at the two main entrance gates for the airport, these signs advise pilots to "fly quiet," and to be aware that voluntary noise abatement procedures are in effect. The remaining three signs will advise pilots of specific noise abatement procedures, and will be placed next to the airport taxiways so that pilots and flight crews may view them prior to takeoff. Installation of the three remaining signs will commence next week.
- Staff met and toured the airport this week with three representatives of ADT Security Services, regarding a proposal to provide security surveillance technology at the airport. Several potential camera locations have been identified, including the air traffic control tower. It has been determined that at least one directional bore will be required in order to provide electrical power to some of the proposed camera locations. The Civil Air Patrol has volunteered access to their communications antenna as a possible camera

- site, and will donate electrical power as needed. Staff has asked ADT to also propose upgrades to airport access technologies currently in use, in an effort to better regulate pedestrian and vehicular activity on 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 composed and submitted the FDOT Active Aviation Grants Status Report this week.
  - Tomlinson Aviation financed and completed the installation of a new sign at the airport, advertising their location on Hangar Way. The new sign will also afford advertising space for the public-use heliport, and other businesses on Hangar Way.
  - Code enforcement continues to be an issue at the airport, as there remains credible information of improper business activity being conducted. Neighborhood Improvement Division staff has communicated with the subject individuals, but reports have been received that indicate these unauthorized business activities continue to take place, sometimes late in the evening, so additional code enforcement action may be required.
  - Staff met and toured the airport with citizen Sean Daly this week. Mr. Daly requested the meeting in order to observe efforts to address noise abatement at the airport, and to familiarize himself with the appearance of aircraft belonging to local flight schools.
  - Staff worked with the Planning Department and Engineering Division to provide plans and diagrams related to electrical power distribution at the airport to Sunrise Aviation, in an effort to assist Sunrise with their plans to construct a new fuel farm at the airport.

#### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Staff is preparing draft of the personnel budget and the CIP.
- Completed Projects - Weekly
  - Processed 47 Journal Entry Batches (# 3133 - 3252).
  - Approved 19 Purchase Requisitions totaling \$190,670.65.
  - Issued 21 Purchase Orders totaling \$212,246.34.
  - Posted Addendum No. 2 to DemandStar for Bid No. 2010-08, South Distribution Water Main, Phase II, on May 14<sup>th</sup>.
  - Posted Addendum No. 2 to DemandStar for RFP No. 2010-19, Downtown Drainage Master Stormwater Plan for Community Redevelopment Area, on 5/14/2010.
  - Advertised Bid No. 2010-24, Sanitary Sewer System Root Control Services, in the News Journal and on DemandStar on May 16<sup>th</sup>.
  - Held bid opening for bid No. 2010-08, South Distribution Water Main Phase II, on May 19<sup>th</sup>.
  - Held bid opening for RFP No. 2010-19, Downtown Drainage Master Stormwater Plan for Community Redevelopment Area, on May 19<sup>th</sup>.
  - Prepared 171 Accounts Payable checks totaling \$379,091.61 and 24 Accounts Payable EFT payments totaling \$46,486.69.
  - Processed 3,585 cash receipts totaling \$366,199.30.
  - Processed 1,168 utility bill payments through ACH totaling \$74,604.50.
  - Processed and issued 5,745 utility bills with billed consumption of water of 28,894k.
  - Issued 796 past due notices on utility accounts.
  - Issued 4,939 utility deposit refund credits totaling \$168,538.89.
- Public Information
  - Press Releases
    - US 1 and SR 40 Utility Improvements (5/16-7/1)
    - Coed Youth Summer Volleyball League
    - Sterthaus Drive Road Closure – Extended through May 28, 2010
  - Other

- Citizen Contacts
- Media Contacts
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, and reimbursements.
  - Submitted 2010 request for Bulletproof Vest Funds (\$3,855.60).
  - Received notification that the City's Assistance to Firefighters Grant (AFG) request for a sprinkler system and an engine exhaust removal system for Fire Station 94; large diameter hose and associated adaptors; and, a remote control nozzle for Brush Attack 94 was approved on May 14, 2010, in the amount of \$118,084.

### **Fire Department**

#### Weekly Statistics

1	Fire
7	Fire Alarms
4	Hazardous
58	EMS
3	Motor Vehicle Accidents
20	Public Assists
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<b>93</b>	<b>TOTAL CALLS</b>

- Aid provided to other agencies: **10 calls – Volusia County (9), Daytona (1)**
- Aid received from other agencies: **3 calls – Volusia County (2), Daytona (1)**
- Total staff hours provided to other agencies: **5 hours**
- Total staff hours received from other agencies: **22 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **1**
- # of overlapping calls: **15**

#### SIGNIFICANT INCIDENTS

Date: Wednesday, May 12<sup>th</sup>

Type of Call: Structure Fire

Address: 24 Ocean Shore Blvd

Dispatch Time: 9:31 PM

Cleared Time: 10:27 PM

Jurisdiction: Ormond Beach

Units on Scene: Quint 91, Quint 92, Rescue Engine 93, Daytona Engine 3, Volusia County Engine 14

Incident Description: Responded emergency to a structure fire at TGI Fridays indicating the occupancy was filling with smoke. Upon arrival building was evacuated. Light smoke was visible at ceiling and heavier white smoke was coming from A/C vent in the men's restroom. Upon inspection of the rooftop, the smoke was determined to be a result of an air conditioning unit motor which had seized, with burning wiring. Power was cut to the A/C unit causing the problem and power was restored to the rest of the building.

#### Operations

- Held bi-weekly administrative staff meeting.
- Completed and submitted County COPCN license renewal to the County EMS Director.
- Created a pre-plan training manual.
- Updated uniform SOP policy.
- Attended meeting on State EMSTARS/Firehouse software.
- Attended meeting at Fleet on apparatus/vehicle replacement.
- Attended dispatch users group meeting at Tiger Bay.

- Preparing updated inventory/replacement schedule for station appliances and furniture, utilizing Firehouse software program.
- Approval of Assistance to Firefighters Grant application for large diameter hose, Station 94 sprinkler system and vehicle exhaust system.
- Promoted 1 Firefighter to Driver Engineer.

#### Training Hours

4	Building Construction
3	Driving
14	EMT EMT-Paramedic Refresher Module 1
2	EMT EMT-Paramedic Refresher Module 3
4	Extrication
20	Preplanning
3	Pump Operations
3	Reports/Report Writing/QA
3	Tactics
12	Technical Rescue
2	Tools & Equipment

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**70 TOTAL STAFF HOURS**

#### Activities

- Serviced 97 hydrants to include: flow testing, inspecting and flushing
- Updated 37 pre-fire plans
- Conducted 9 fire inspections with 8 safety violations discovered
- Held weekly Fire Explorers meeting at Station 92
- Fire Station 91 tour – Ormond Middle School
- 6 visitors to fire stations

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Police - Police Officer
  - Maintenance Worker II, Streets
  - Meter Reader, Finance
- Approved/Active Recruitment
  - Leisure Services - Summer Counselors for Day Camps at Nova & S.O.N.C., Special Populations (Camp T-Rec) and Enviro Camp at the Casements.
- Screening/Interviews Scheduled
  - Finance - Account Clerk II – In house interviews held 5/19/10
  - Police Chief Assessment Center and interviews scheduled for June 10th and June 11th
  - Begin processing Summer camp counselors
- Terminations/Resignations/Retirements
  - Finance – Meter Reader – effective 5/31/10
  - Finance - Meter Reader – effective 6/25/10
- Employee/City Benefits Program Update
  - City Commission approved resolution to adopt National League of Cities Prescription Discount Card Program to help City residents cope with the high cost of prescription drugs. Flyers and cards with City logo are ready for distribution. Web Master has promotional web announcement set for launch on June 7<sup>th</sup> and web page for residents ready for launch of program on rollout date of June 14<sup>th</sup>. Public Information Officer is reviewing press releases for publication and disbursement prior to rollout date in June.

- City Events/Employee Relations Update
  - American Heart Association's 5 K Heartwalk will be held on September 30<sup>th</sup> at the band shell in Daytona. The City of Ormond's team goal is \$3,100 to be raised before and during the event. The City Heartwalk team has raised and turned in to the American Heart Association a total of \$1,298 for events held. Next events planned are Friendship Day flower fundraiser on May 21<sup>st</sup> and a Poker Run on June 5<sup>th</sup>. Recycle bins are located in City offices for aluminum cans to benefit the Heartwalk team.
  
- HR Process/Systems Issues/Improvements
  - Met with City of Port Orange H.R. Director Rob Zicker, Frank Mercer and Paul Wheeler with Daytona State College on May 12<sup>th</sup> to discuss whether D.S.C. will be able to complete website for surveying Cities/County.
  - Updated contract for Inquiries, Inc. [background checks] and received written quotes from four agencies for occupation health services. Working with CAO to implement selected vendor and sign an agreement.
  - Preparing recommendation on volunteer program for the City of Ormond Beach. Have gathered information from Brevard County, Palm Bay and Leon County.
  
- Regulatory & Compliance Issues
  - Review/audit of FMLA process – Draft of policy & procedures developed and under review.
  - Review/audit of COBRA process – Evaluating effectiveness of outsourcing to third party administrator at no cost through Florida Healthcare.
  - Review/audit of City's compliance w/changes to HIPAA and HITEC effective 2/17/10
  - Distributed CHIP Reauthorization Act information to all employees with 5/14/10 payroll checks.
  
- Risk Management
  - Update to Resolution 98-132 revising the Insurance Requirements for purchases; preparing for presentation to Program Committee for review and comment [May 19].
  - Projects
    - Drafting a policy on driver's license history checks.
    - Distributed proposed changes in level of insurance coverage for insured facilities to members of the Program Committee; for discussion at the May 19 meeting.
    - Working on writing the RFP for WC Third Party Administration claim services.

### **Information Technology (IT)**

- Work Plan Projects
  - Hardened Data Center – Project completed.
  - Server Virtualization – Implementation planning: modeling current environment
  - Document Imaging – City Clerk project – Preparation for RFP
  
- iSeries system (HTE Sungard Naviline) - None
  
- Windows Servers: - None
  
- Networking System: - None
  
- Work Orders: - 47 New work - 43 completed - 42 in progress
  
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week:

Total inbound E-Mails	58,918	Net Inbound E-Mails	49,386
Inbound Bad E-Mail	9,223	Percentage bad mail	16.2%
Virus Messages Blocked	309		

Notable Events: None.

**Geographical Information Systems (GIS)**

- Addressing Additions: 0 Changes: 1 Corrections: 0
- Map/Information Requests: 18
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Updated all themes and projects on EOC Laptop in preparation of storm season.

**Leisure Services**

- Administrative Services
  - Public Works Staff Meeting
  - Supervisory Staff Meeting
  - Directors Meeting
  - City Commission Meeting
  - Energy Cost Savings Meeting
  - Magic Forest Site Plan Meeting
  - CIP Meeting
  - Hunter's Ridge DRI Meeting
  - Grants Project Meeting
  - Nova Field 1 Parking Issues Meeting
  - Sports Association Contract Proposal Meeting
  - Weekly Park Visits
- Athletics
  - The OBYBSA Competitive Teams, the Lady Renegades and the Golden Spikes, continued practicing this week at the Quad, Nova Fields and the Kiwanis Field.
  - The Ormond Beach Youth Baseball/Softball Association began their playoff games this week, Monday through Friday, at both the Nova and Sports Complex Fields.
  - The Ormond Beach Soccer Club's Recreational and Competitive Programs continued their weekly practices with games this weekend at the Sports Complex.
  - The City's Adult Coed Softball Program began their playoffs this week, Monday through Thursday at 6:20, 7:30, and 8:40 p.m. They will continue through next week.
  - The City's Adult Soccer Program continues playing on Tuesday nights at 8:00 p.m. after the Recreational practices. Play is on Fields 4 and #5. There are currently four teams of 15 players each competing.
  - Luis Camacho is once again renting the soccer fields for his Sunday 11 v 11 Adult league, as well as his 6 v 6 league. They play each Sunday at 10:00 a.m. and Monday evenings at 6:00 p.m.
  - Bethune-Cookman University Baseball Team held practices this week at the Wendelstedt Fields in preparation for their upcoming MEAC Championships.
  - The City's new Men's Baseball League started this week, with games on Monday and Thursday nights at 7:00 p.m. at the Sports Complex. Four teams compete nightly. Each team has approximately 14-15 players each, with players ranging in age from 18 - 50. The season will continue through the month of July. Play this week was on Wendelstedt Field 1 and the Kiwanis Field. The fee for each team is \$1,400.00.
  - 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; USSSA Baseball Tourney; Lady Renegades Memorial Weekend Tourney
- Athletic Field Maintenance
  - Mowed baseball fields 1-4 twice a week
  - Mowed common areas

- Mowed South Ormond outfield; cleaned tennis and basketball courts
- Went to Osceola Elementary to prep softball fields; cleaned tennis, basketball, and handball courts
- Nova Park: mowed infields and outfields; cleaned skateboard park, tennis and handball courts
- Mowed softball fields 1-4 and coed fields
- Picked-up and dropped off equipment to Fleet on a 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
- Prepped fields 1-5 at Nova Park for practices and weekend games
- Prepped and marked softball field 7 for spring coed softball league
- Placed trash receptacles and player benches on soccer fields
- Prepped T-Ball fields 1-3 and rotary field 4
- Hosted BCU and additional MEAC conference teams for their softball championship tournament Thursday – Saturday.
- Repaired irrigation on the baseball fields
  
- Senior Center
  - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church and the Daytona Community Church.
  
- Performing Arts Center
  - On Saturday May 15<sup>th</sup> at 7:00 p.m. and Sunday, May 16<sup>th</sup> the Performing Arts Center hosted the CMT presentation of “Happily Ever After” and “Into the Woods.”
  - The PAC hosted the Warner Christian Velvet Blues Band Concert on Tuesday, St. James Episcopal School Revue on Wednesday, Wyotech Graduation Ceremony on Friday and made preparations for the Miss USA Preliminary Pageant on Saturday.
  - 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, KEDA
    - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Stars League, Simmons Ballet, Judo
    - Wednesday – Show Club Skits, Upbeat Choral, Devito Dance, Kopy Kats Skits, KEDA
    - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
    - Friday – Greene Dance
  - The Performing Arts Center is preparing to host the following events:
    - May 22<sup>nd</sup> • Miss USA Preliminary Pageant - 4:00 p.m. \$20
  
- 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.
  - Pop Warner Cheerleading fitting and registration takes place in the Activity Room on Saturday from 11:00 a.m. until 3:00 p.m.

- The splash pad is open from 10:00 a.m. until dusk for the spring and summer.
- Community Events
  - Coordinator attended a Memorial Remembrance Committee meeting at The Casements
  - Community Events staff picked up coolers from City Hall used for the heart walk luncheon
  - Staff prepared and sent Independence Day letters for sponsorship
  - Memorial Day flyer distribution
  - Finalizing all confirmation on all services required for Memorial Day
  - Administrative tasks
  - Finalized program for Memorial Day
  - Distribution of Memorial Day flyers and signage
  - Finalizing sound quote and insurance issues for Memorial Day
  - Equipment rental - Kiwanis - Central Park Clean up
  - Preparing for Independence Day Celebration
- Gymnastics
  - The Cheer Team is going to the Summer Blast CheerFest competition this weekend in Myrtle Beach on May 22<sup>nd</sup>. The team went last year and did very well, and we have every reason to believe the girls will do a fantastic job again this year. This is also a great learning experience for the team.
  - Students in the gym are working very hard on their skills so they can move to the next skill level. The gymnastics team is working on their routines in preparation for the competitive season.
- Nova Community Center and Special Populations
  - Nova conducted regular adult classes in jazzercise, “take off the pounds sensibly” (TOPS) and Yoga.
  - The Activity Class and Miss Debby’s Dance continued their classes for the spring season.
  - Special Populations Jazzercise met on Thursday afternoon for their fifth class of the spring season.
  - FitGyms conducted their personal training, tennis lessons and FitMoms.
  - Girl Scouts Troop 195 met in the small classroom on Wednesday evening.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
  - Planning for Camp T. Rec included continued development of planning spreadsheets, reviewing applications for counselors, interviewing possible summer counselors, sending the recommendations for hiring summer counselors and developing camper information spreadsheets.
  - Planning for Nova Summer Connection Day Camp included continued development of counselor manuals, reviewing the applicant list for counselors, interviewing counselors, sending recommendations for hiring summer counselors and organizing supplies and equipment.
- The Casements
  - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
  - Carolyn Land’s exhibit “Perceptions” can be viewed throughout the week in the Casements Gallery.
  - Yoga classes were held on Tuesday morning and Thursday evening this week.
  - Tai Chi Classes continued this week on Wednesday evening.

- Zumba Classes continued this week with a Wednesday morning class at 10:00 a.m. Thursday classes were at 10:00 a.m. and 4:00 p.m. and a Friday morning class at 10:00 a.m. The classes are growing!
- The Children's Art Workshop continued this week on Thursday afternoons from 4:00 p.m. to 5:30 p.m. with instructor Sharon Friedman. Sharon has secured another workshop to begin in September.
- The Casements Guild Crafters met this Thursday from 12:30 p.m. to 3:00 p.m.
- Children from St. James School, accompanied by Marion Tomblin, took a special tour of the home on Tuesday morning with 30 in attendance.
- The second grade class from St. James School played and picnicked in Rockefeller Gardens on Tuesday morning.
- Residents of Verizon Bay visited The Casements on Thursday to tour the home; the group consisted of 15 adults plus attendants.
- The Memorial Day Board met on Wednesday from 11:00 a.m. to 1:30 p.m.
- Casements staff assisted with two wedding set ups this week. One ceremony and reception was held in Rockefeller Gardens and the other was a reception inside.
- The Casements Coordinator confirmed a new Pilates class schedule this week to begin in June. These classes will be ongoing and four classes will be offered each week.
- The Casements Coordinator met with a new dance instructor to discuss the possibility of offering beginning and intermediate ballroom dancing here one night a week.
  
- Facilities Maintenance
  - Repaired six decorative lights on various side streets
  - Repaired main entrance door at City Hall
  - Installed new streetscape benches and trash cans from Old Ridgewood to Orchard Street
  - Rearranged high voltage cables in the vault at the Ormond Beach Municipal Airport
  - Repaired electronic gate at the Waste Water Treatment Plant
  - Repaired pool cue holders at the Ormond Beach Senior Center
  
- Parks and Irrigation
  - Finished maintenance on A1A medians, repaired two line breaks
  - Met contractor at SONC for irrigation layout
  - Ran all zones on West Granada medians, Nova to US1. Replaced all damaged heads, installed new timer batteries and adjusted all heads
  - Installed new timer batteries, ran all zones, installed one new spray head, flushed system, installed four new nozzles and reset timer on Country Club medians
  - Replaced batteries in timers at Fleet and Plaza Grande
  - Troubleshoot pump at Airport Sports
  - Installed two new timers on West Granada medians
  - Replaced two damaged heads on North Nova medians
  - Cleaned debris from valves at reclaim tank, installed two new batteries in timers and repaired two line breaks
  - Moved one rotor away from A/C unit at Public Works, replaced three rotors and adjusted head
  - Installed volleyball standards on beach behind Birthplace of Speed Park
  - Installed new doors for men's and women's restrooms at Ames Park
  - Repainted turtle fountain at Riviera Park
  - Repaired urinal at Nova Recreation baseball fields
  - Removed fixtures and partitions for remodel of Ames Park restrooms
  - Installed new soap dispensers and mirrors at Ormond Beach softball quad
  - Installed additional toilet paper dispensers at the Ormond Beach softball quad
  - Repaired fill valve for fountain at Hospital Park
  - Installed no swimming or diving signs on dock at Central Park II

## **Police Department**

- **Administrative Services**
  - Audit & Inventory of Property & Evidence Room continuing
  - Attended Department Head staff meeting
  - Held Departmental staff meeting
  - Attended Citizens Law Enforcement Advisory Board Meeting
  - Initiated Contract Negotiations with Coastal Florida PBA/police union
  
- **Community Outreach**
  - The OBPAL 6<sup>th</sup> grade basketball team won for their division at the Gators Swamp Classic Tournament held May 15 and 16.
  - All participants in the READ program completed their books this week. The exhibition will be held in the City Hall Atrium from 5:30 - 6:30 PM on May 26. Twenty-four children will exhibit their books for members of the community to enjoy.
  - The OBPAL summer field trip program was completed. Approximately 55 youths will attend 2 educational and 3 recreational field trips this summer.
  - 14 members of the Youth Directors Council met to review community service projects for the summer and to prepare for the State of Florida Police Athletic League summer leadership workshop to be held in June.
  - Coach Randolph represented OBPAL during the Ormond Beach Elementary School Career day. He spoke with students about careers in the recreation field.
  
- **Community Services & Animal Control**
  - Animal Calls responded to: 68
  - Animal Reports: 16
  - Animal Bite: 1
  - Dogs returned to owner: 2 (Reclaim fee charged to both)
  - Animals to FHS: 9
  - LCSO Owen met with Daytona Beach Animal Control Officer's – provided information and start up procedures for TNR Program for feral cats in their city. Gave a Tour of the TNR site at 75 N Halifax Dr
  
- **Criminal Investigations:**
  - Cases Assigned: 18
  - Cases Cleared by Arrest/Complaint Affidavit: 2
  - Cases Exceptionally Cleared: 10
  - Inactive: 12
  - Fraud: 1
  - Burglary Business: 2
  - Burglary Residential: 2
  - Larceny Car break: 6
  - Grand Theft: 2
  - Auto Theft: 2
  - Robbery: 1
  - Assaults: 1
  - Death: 1
  
  - Narcotics:
    - 3 Search Warrants Served
    - 2 Undercover drug buys resulting in arrests
  
- **Records:**
  - Walk Ins / Windows - 167
  - Phone Calls - 270
  - Arrest / NTA'S - 36

- Citations Issued - 141
- Citations Entered - 156
- Reports Generated - 132
- Reports Processed - 132
- Mail / Faxes / Records Request - 122
  
- Operations:
  - **05/12/10** Accident – Thompson Creek & SR40 – DUI arrest
  - **05/12/10** Arrest – fugitive – Adult male with 5 open warrants
  - **05/12/10** Robbery attempt at CVS Pharmacy – 218 N Nova Rd – W/M entered and requested drugs stating he had an accomplice outside with a gun – subject fled without obtaining any drugs – witnessed getting into an older model small gold pick-up truck driven by a white female
  - **05/13/10** Grand theft – failure to pay – 175 S Nova Road – female subject had nails and hair done at a cost of \$350.00 and then left without paying. Subject was arrested after being stopped leaving the scene.
  - **05/13/10** Burglary – Residence – 4 River Rock – victim stated her mother recently passed away and she is caring for house – found front door kicked in and two brass candle holders and antique cigar box stolen
  - **05/13/10** Auto theft – Lowes – employee rode Harley Davidson motorcycle to work – came out to go home to find motorcycle missing
  - **05/13/10** Felony – retail theft – Publix 220 N Nova Road – two white male suspects loaded over \$1,000 of over the counter medications into green Publix canvas shopping bag and fled the store. The same two suspects attempted the same type of theft at Publix Ormond Town Square but fled leaving medications behind when they noticed that management was watching them. BOLO given out. Same suspects committed similar theft at a Publix in Holly Hill, stealing over \$1,700 of similar type products.
  - **05/13/10** Auto theft Recovery – A subject was observed sleeping in a vehicle at 95 Oceanshore Blvd. When contacted the subject gave a false name. The subject's true identity was established and was found to have an open warrant out of Delaware, however, extradition was declined by that state. Further investigation indicated the vehicle the subject was sleeping in was reported stolen out of Mississippi. Subject was arrested at scene for possession of stolen vehicle.
  - **05/14/10** Warrant Arrest – Failure to Appear on a charge of panhandling.
  - **05/14/10** Warrant Arrest – Dealing in stolen property.
  - **05/14/10** Car break – north side of Wal-Mart – window broken out and vehicle ransacked
  - **05/14/10** Car break – 170 Williamson – Sleep Inn – prescription medication taken
  - **05/14/10** Arrest – Adult female subject was issued a uniform traffic citation in the Wal-Mart parking lot but refused to sign same. She then attempted to leave the scene, driving recklessly through parking lot but was stopped before she could exit same. At this point she was advised she was being placed under arrest and instructed to exit her vehicle. She initially refused but eventually complied with officer's instructions. Subject was arrested for refusal to sign a citation, reckless driving and resisting without violence
  - **05/15/10** Arrest – adult male arrested for possession of a firearm and possession of a controlled substance under 20 grams following a traffic stop and the gun was found on the floorboard at his feet. Female passenger in car was issued a notice to appear for possession of a controlled substance under 20 grams.
  - **05/15/10** Stolen Check from 620 Andrews Street by a known suspect
  - **05/15/10** Burglary – conveyance – 231 Pine cone Trail – unlocked vehicle – money taken from wallet
  - **05/16/10** Vandalism – 34 China Moon Drive – two vehicles – tires were slashed during the night

- **05/16/10** B&E – Residence – 915 Ocean Shore Blvd # 501 – jewelry, electronics, medications and cash taken
- **05/16/10** Nova Recreation Center – Juvenile male arrested for possession of narcotic paraphernalia
- **05/17/10** B&E – Business – 84 S. Beach St – lawn equipment taken from maintenance shed at Rio Robles Apartments
- **05/17/10** Car Break – Wal-Mart – wallet taken – store video obtained of suspect using stolen credit cards
- **05/17/10** Car Break – Attempt – Tomoka Oaks Country Club – damage by pry bar – nothing taken
- **05/17/10** Arrest – 99 Central Avenue – Adult female charged with Domestic Violence/Battery on father
- **05/17/10** Crash – SR A1A/Ocean Terrace – intoxicated driver veered into path of a southbound vehicle – driver of southbound vehicle suffered a broken wrist. Adult male arrested for DUI.
- **05/17/10** Shoplifting – Bealls W Granada – adult female arrested
- **05/18/10** Trespassing arrest – Wal-Mart – adult male transient arrested after trespass warning had been issued
- **05/19/10** Car break – 211 N Tymber Creek Rd – Tools removed from SUV
- **05/19/10** Car break – 14 Tidewater Dr – purse stolen
  
- Traffic Unit:
  - 05/18/2010 - Crash – DUI - SR 40 / Thompson Creek Road: Rear end collision. At-fault driver impaired by prescription medication. He was arrested for DUI with additional citations issued.
  - 05/18/2010 - Crash – US 1 / Rosewood Avenue: Two motorcycles were riding together. One in the right side of the lane turned left in front of his partner. Both went down. Operator and passenger sustained head injuries and were sent as trauma alerts. The other operator sustained minor injuries. Both motorcycles were destroyed. None of the occupants were wearing helmets. Citations issued.
  - 05/15/2010 - Crash - Pineland Trail near Ormond Green: Single motorcycle lost control and drove off the curved roadway. Impacted a chain link fence and flipped. Driver sustained minor injuries and was treated / released on scene. No helmet. Citations issued.
  - Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
  - Sergeant Smith and Officer Borzner provided mutual aid escort Saturday.
  - Sergeant Smith provided instruction with active shooter response and non-lethal training ammo during in-service training.
  - Assisted NID with several parking complaints. Most were resolved with compliance or tow warnings.
  - Officer Piccola completed Traffic Homicide Investigation course at the Florida Police Institute in Tallahassee.
  - Contact made with residents of Main Trail to address concerns of dangerous curve/speeding motorists. Additional stop sign enforcement conducted in same area.
  - Officer Borzner is working with Breakaway Trails HOA and the Street Department in getting improved signage in their subdivision.
  - Traffic Citations 99
  - Parking Citations 3
  - Crash - No Injury 17
  - Crash – Injury 3
  - Crash - Fatal 0
  - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
    - Total Citations Issued on S.T.E.P.: 58
      - Self-Initiated Enforcement Locations:
        - 500-800 BLK Division Avenue

- 600 BLK Hand Avenue
- 900 BLK Arroyo Parkway
- N. US 1
- SR A1A
- 400 BLK N. Ridgewood Avenue
- 500-1500 BLK N. Beach Street
- Granada Bridge
- Enforced Complaints:
  - Central Park area (Division, Hand, Fleming)
  - 100-500 BLK Clyde Morris Blvd.
  - Parking Complaints:
    - 325 Ocean Shore Blvd. (Unfounded)
    - SR A1A / Standish Drive (No violations)
    - Osceola Elementary (No violations)
    - Lowe's Home Improvement (No violations)
    - Cassen Park (No Violations)
- Neighborhood Improvement:
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 9 Cases Initiated
  - Zone 2: 2 Cases initiated
  - Zone 3: 5 Cases initiated
  - Zone 4: 5 Cases initiated
  - 18 tree removal permit requests
  - Administrative staff assisted with two (2) lobby calls and sixty (60) telephonic inquiries.

## **Public Works**

### **Engineering**

- US1 Forcemain Extension Phase II- FDEP performed audit with staff for the SRF loan. The issues involved with this project will not affect the funding status, but the over-cost for the repairs will not be funded by SRF.
- Water Treatment Plant Distribution System, Phase II- Met Contractors at WTP to discuss tie-in and construction staging. Second addendum was issued for the bid.
- Downtown Improvements – Staff finished installation of the new furnishings from Orchard Street to Beach Street. Next week staff plans to install the remaining furnishings from John Anderson Drive to A1A.
- Ormond Shores Stormdrain Replacement- Construction is tentatively scheduled to begin in two weeks for the phase II portion of this work.
- Rima Ridge Wells 54, 55 & 56- Pre-Construction meeting is scheduled for next Thursday at 2PM. Contracts are executed.
- Granada Beach Approach- The project is 98% complete and the ramp was re-opened on 5/14/2010. Staff held a final inspection and found only minor punch list items to complete, including the installation of the "Beach Access" signs and weathervanes on the vertical accent structures.
- South Ormond Rec. Lighting- Field review pole locations and conflict resolution.
- Ormond Parkway Park – The project is complete.
- Performing Arts Center Signage- The landscape contractor prepared the planting area by removing shrubs that were obstructing the new monument sign. The contractor plans to finish planting next week.
- SR40 Medians- The contractor modified the existing irrigation and installed approximately 3,500 square feet of new St. Augustine sod.
- US1 "Gateway Sign" – The contractor removed and replaced the cold damaged materials with something more suitable for the cold weather.

- Memorial Gardens – The contractor successfully flushed the system and had it operational from the time clock. Next, the contractor will rebuild the electronic valves and replace all the spray / rotor heads as they are filled with rust and sediment.
- SR40 Sidewalk/Trail Phase I - Processed first payment.
- SR40 Sidewalk/Trail Phase II - Updated sub contractor entry to ARRA and DBE.
- US1 & SR40 Utility Relocate - Distributed notification of lane and driveway closure to businesses.
- Mast Arm Traffic Signal Rehab/Granada Blvd & Ridgewood and Granada Blvd. & Halifax - Discussion with contractor, work to begin May 24 – night time work.
  
- Design Projects:
  - Alcazar - Buena Vista Drainage Area Improvements - Revisions to proposed utility improvements will be necessary due to limited budget for watermain replacements. Cost estimates for storm, road and utility improvements were made.
  - Airport Rd Forcemain / Reuse Extension- Received permit from FEC to perform utility crossing beneath the railroad. This will be a leased utility area crossing.
  - OBSC Boundless Playground- Staff is reviewing the final concept to be presented to the Recreation Advisory Board.
  - Hull Rd. & US 1- Submitted additional information 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. An issue arose that required additional survey to determine property ownership.
  - Sunshine Blvd. - Staff is soliciting quotations for the replacement of two monument signs and the addition of directory address map.
  - South Ormond Neighborhood Center Improvements - Hall Construction contract was approved by the Commission on 5-18-10.
  - 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.
  - 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 – Coordinating scope of project and costs with the consultant.
  - EVRWA Nova Canal Flood Control Study– Coordinated scope modifications to expand the number of outfalls and improve conveyance channels. Commission has been informed of this modification. Results of the updated study are expected in May.
  - Hand Ave. Collector Road Upgrade-The permit for Hand Avenue was received by the SJRWMD. The request by the City Commission to include the lake interconnect and bridge across Hand Avenue will require a permit modification.
  
- Administration:
  - Roadway Resurfacing - Staff worked on developing a revised five year master list. Inspectors have been updating the pavement condition index inventory and are approximately 30% complete.
  - Nova Road Landfill - Reviewed report of sampling and testing. A long time established plume with slight arsenic contamination has been prevalent for many years and may require additional monitoring wells installed in the adjacent cemetery in order to determine the origin of the contamination.
  - Processed project invoices/pay requests totaling \$253,076

- Prepared work authorizations totaling \$9,931
- Prepared requisition/Purchase Orders totaling \$24,000
- Discussion with FDOT – FEC RR track on SR 40 closure that was planned for 6-6 to 6-9 road closure conflicting with the US 1 water relocation.
  
- Meetings:
  - Pre-construction SR 40 phase 2 – Notice to Proceed for June 14
  - Halifax Area Utilities Meeting
  - A1A – FDOT pre-construction on grate replacement
  - US 1 and SR 40 meeting for look ahead work schedule
  
- Customer Service:
  - Created slab elevation variance for 901 N Beach St
  - Located and provided Creekside Grading plans to developer
  - Began compiling information for storm water structures within the city redevelopment areas to be provided to Zev Cohen per request.
  
- Other:
  - 33 projects were inspected.
  - Tree locate @ 200 Sage Brush Trl for NID
  - Staked out North R/W line @ 1522 Oak Forest Dr for NID request
  - Began compiling information for requested ditch cleaning maps to meet the grant requirements.
  - Reviewed Tuscany Plat to determine storm water pond ownership and maintenance for GIS request.
  - Reviewed and processed 2 ATT – Work in ROW permit application
  - Reviewed complaint on 714 Santa Fe – illegal fill
  - Reviewed with FDOT an FPL request permit which will conflict with the work on SR 40 sidewalk Phase 2
  
- **Street Maintenance**  
**Asphalt / Concrete**
  - Repair asphalt radius on Forest Hills at Scottsdale
  - Patch pot holes on Pineland Trail, Sanchez & N. Yonge, and Nova Recreation
  - Grind down trip hazards at 25 Cypress Circle, 612 Byron Ellinor, 624 Robin Road, 143 Palmetto, 675 Riverside Drive, 930 N. Halifax Drive, Fleming at Brooke Station, Laurel Oaks at Lakeview (3), and 31 Aston Circle
  - Clean Stormwater basins to prevent flooding in heavy rain-Citywide
  - Form up concrete gutter that was removed by Stormwater (20') on Wild Olive
  - Repair asphalt on Lincoln at N. Perrott
  
- **Tree Crew**
  - Trimming at City yards and City Hall (including Corbin St. parking lot at school).
  - Trimming on Interchange Blvd. and Memorial Gardens
  - Trim for view of (3) stop signs on John Anderson Dr. at N. Halifax Dr.
  
- **Maintenance Crew**
  - Rotated Special Event Bridge signs
  - Debris cleanup on Granada Bridge and Memorial Gardens
  - Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
  - Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
  - Maintenance of various vehicles
  - DOT weed control on Williamson, Thompson Creek and under Granada Bridge

- Pick up limb from callout at Hand and Tropical
- Deliver (2) loads of shell for road repair at Nova Recreation

**Sign Shop**

- Installed Town Hall meeting signs on 5/19/10 in the area around The Trails HOA meeting room, 201 Main Trail
- Begin fabrication of high intensity prismatic street names for the intersections along S. Beach St. to the city limits
- Monthly check of signs & barricade lights in the emergency trailer
- Repaired signs at the following locations:
  - S/side Coquina Point Dr. just E/of Clyde Morris Blvd., replaced a 25 mph sign post damaged by a vehicle
  - S/side Wilmette Ave. E/of N. Center St., replaced a 35 mph sign & post hit by a vehicle
  - 93 S. St. Andrews Dr., replaced a 90 degree right arrow & 15 mph advisory plate
  - 74 S. St. Andrews Dr., installed an HIP 25 mph sign
  - S. St. Andrews Dr. & Tomoka Oaks Blvd., installed HIP street names & straightened the post
  - W/end Oakmont Cir. & S. St. Andrews Dr., installed HIP street names
  - NE Carib Dr. & Seminole Dr., replaced missing bolt on 25 mph sign
  - 54 Pine Valley Cir., straightened post & replaced 25 mph sign
  - Eagle Ct. & N. St. Andrews Dr., replaced bent stop sign post

• **Stormwater Maintenance**

**Maintenance Crew**

- Locates citywide
- Carp barriers inspected and cleaned
- Pump Stations inspected
- Pipe replacement – Wild Olive
- Reachout Mower – Arroyo
- Basins inspected and cleaned
- Open throats for 35 Hernandez and S. Arbor
- Pipe repair – Kenilworth, and Northbrook Lane
- Assist Streets with trees in ditch

• **Streetsweeper - Streetsweeping**

- 119.6 miles of road cleaned
- 40.0 cubic yards of debris removed

• **Fleet Maintenance**

**PM Services completed for the week:**

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

26

**Road Calls for the week:**

3

**Accidents for the week:**

0

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

Diesel

3505 gals.

Gas

11125 gals.

**Comments:**

The shop completed the evaluations on the proposed replacement vehicles. Engine #094 pumper #079 successfully passed its annual pump test.

• **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.
- 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. Preparing response to VCHD requested survey concerning City's program as part of annual inspection.
- Fire Hydrant Replacement Program – Prepared the legal advertisement and submitted the information to the purchasing coordinator to place an ad in this Sunday's newspaper.
- Open Top Roll-Off Style Container Filter – Bid documents prepared. Researching available funding source prior to advertisement.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – The project is essentially complete. Staff to prepare Change Order #2 upon receipt of additional contract time request and justification from Contractor. The proposal will be modified to be actual cost with an estimate for 180 days of time. The pump impeller attachment bolt and washer configuration is being modified by the pump manufacturer to eliminate locations that currently accumulates rags within the unit. The modified bolt and washer installation was delayed until a new impeller is manufactured for pump #1. Presently, two pumps are operating and pump 1 is in the standby mode of operation. Bids under review regarding WWTP Expansion Project.
- Gravity Sewer Pipeline Repair – Specifications for repairs are being prepared.
- Water Treatment Plant High Service Pump Station VFD Conversion - The total amount of changes requested to date is \$26,898.60. A change order is being prepared. A final pay request was reviewed. Revised Operation and Maintenance manuals were received for the motor drives with copy sent to the chief plant operator for review. The ladder diagrams and the program were received. Some malfunction occurred with VFD #1. The contractor was contacted concerning this item.
- Lift Station Repair and Replacement Project: Change Order #1 was approved by the City Commission. The electrical engineer was notified to prepare design documents to change the voltage from 208 to 240 and install a power pole in the right of way on the west side of the City's current easement. The consultant was notified to prepare revised plans to keep the pump station layout configurations inside the easement that has already been secured. The start up at lift station 6M was completed by the contractor.
- Root control – The project was advertised for bids on 5/16/10.
- State Road 5 at State Road 40 (US1 & Granada) Construction began on 5/16/10. The water main is being relocated on US1 north of Granada. Shop drawings were reviewed and sent to the contractor.
- Wastewater Treatment Plant Expansion: A letter was received from McKim and Creed that identifies some potential SCADA and instrumentation enhancements that can be performed during the construction of the second phase. The content is being reviewed prior to discussing the material with the consultant. The design was value engineered to determine potential cost reductions that can be achieved. A meeting was held in the Engineering Division to discuss the various options available to reduce the construction cost of the project.
- Water Plant Forced Draft Aerator Rehabilitation – The report is being prepared by the consultant. The first pay request application was reviewed.

- Standish Water Storage Tank Rehabilitation –Prepared a revised sole source memo. The memo was reviewed with the finance director and was determined to be acceptable. A purchase order requisition is being prepared and coordinated with purchasing.
- SPRC- Access routes to Wells 36R and 35R through Huntington Woods are being evaluated. Plans showing the proposed changes for easement accessibility were reviewed. Additional information is pending on the turning radius needed to access the easement to Well 36R. A preconstruction meeting was held for the River Oaks subdivision. Met with a developer concerning the conversion of the Ormond Rental building into a restaurant.
- Capital Improvement Project budgetary planning and development underway for FY 2010-2011.
  
- Water Distribution
  - Replaced 5 residential water meters
  - Tested and repaired 2- 3” water meters, Rebuilt 1-3” water meter
  - Responded/ repaired 5 service leaks, 1 low pressure call, and 7 cloudy water complaints
  - Tested 13, repaired 4 City owned backflow preventers
  - Replaced 2 residential water services, replaced 11 meter boxes/lids
  - Replaced a 6’ deep fire hydrant that was destroyed by a vehicle at Loves Travel Center, Destination Daytona and performed maintenance on 3 other city hydrants
  - Removed 45 leak noise loggers from service, setting up next area of leak detection. Continued logging the river crossings for leak detection.
  - Performed valve maintenance in Hidden Hills Subdivision
  - Disconnect the 6” fire service and 4” potable service for demolition at 251 S. Atlantic Ave
  - Repair the 6” and 2” main break on Lynnwood Lane
  - Rescind boil water in Hidden Hills subdivision.
  - Tap main and install 1” permanent flushing device at 323 Oak Dr due to yellow water complaints
  - Cleaned and restock all trucks
  
- Water Treatment
  - Delivered 40.247 million gallons for week ending May 16 (5.750 MGD).
  - Backwashed 18 filters for a total of 800,000 gallons backwash water.
  - Produced and hauled 94.5 wet tons of dewatered sludge.
  - Conducted pre-bid tour of water plant for 16” finish water pipeline and meter.
  
- Waste Water Collection - Reuse
  - Crews responded to two trouble calls out west Breakaway/Hunters Ridge and one in town.
  - Marty and crew repaired irrigation line at 3 Staghound.
  - Tim and crew cleaned four sewer laterals and root controlled two sewer laterals. Also flushed out reuse system beach side.
  - Crew continuing to clean up wastewater plant backyard for plant expansion.
  - Cleaned buildings and fueled all equipment for weekend.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 25.68 Million Gallons
  - Produced 23.90 Million Gallons of Reuse
  - Produced 1.78 Million Gallons of Surface Water Discharge
  - Influent flows average for week @ 3.671 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 139.02 (14%-18% Solids).
  - Centrifuge manufacturer conducted the performance testing and optimization and outcome results pending receipt of analytical data from the contract laboratory.

- 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 modified fasteners.
- 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
    - Replaced light bulbs at well 33H.
    - Replaced control power fuses at well 5D.
    - Replaced pressure gauge on LPRO skid #3.
    - Extended area around static mixer and added more stone.
    - Pulled shroud off LPRO feed pump motor #1 and 3 - cleaned and painted.
    - Fabricated new motor shroud covers on LPRO scrubber system and installed. Old ones were corroded from exposure to elements.
    - Repaired pipe threader for operations.
    - Cleaned and tightened all hardware and fittings on 4 caustic pumps.
    - Replaced filters on sodium hypochlorite generator blowers.
    - Painted pipes at LPRO scrubbers.
    - Prepped and primed Granada Booster station.
    - Ran LPRO and Lime softening back up generators, tested ok inspected system after run and submitted findings to Fleet Maintenance.
    - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
    - Performed PM's to LPRO and Lime softening plant equipment.
    - Performed Booster Station PM's.
    - Cleaned shop and put away spare parts.
    - Installed receptacle in Break room.
    - Performed Reuse pump station PM's.
  - Wastewater Plant – Lift Stations – Reuse System
    - Towne Square – disassemble & deragg both check valves. Replaced both gauges & gauge valves. Replaced emergency pump out cam lock port & replaced 3" gate valve.
    - Deragg all 3 clarifier troughs.
    - Installed new pump at 2nd chlorine analyzer after trial with first pump was successful.
    - Repaired broken guide rail bracket at 8M2 liftstation.
    - Adjusted pump packing effluent pump #1 and 2.
    - Repaired sink drain plumbing in RAS room.
    - Repaired leaking hoses at sand filter #1.
    - Replaced blown contacts on motor starter at Aberdeen #1 liftstation.
    - Researched "Sweet Air" activated carbon wetwell vents for liftstations. Ordered 2 for trial.
    - Replaced davit crane cable sand filter #1.
    - Installed Hydrogen sulfide data logger at 4M Liftstation.
    - Deragged 3 influent pumps about every 3 days. Note: Pump #1 impeller damaged & out of service. Working with contractor & 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 3 Liftstations. (pull pumps, etc)
    - Utilities Division completed 72 work orders as reported in MP2 computerized maintenance management system, of which 39 were PM work requests and 33 were repair work orders.
- Regulatory Compliance and Water Quality
  - Preparing re-classification request for refill of this vital position.