

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: May 6, 2011

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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:

- Bi-weekly meetings with Fire Chief and Economic Development Director
- Discussed Fire Chief recruitment process with HR Director and Fire Chief
- Discussed Fire staffing levels and capital equipment with Fire Chief, HR Director and Finance Director
- Held Planning CIP meeting with Finance Director and Assistant City Manager
- Weekly budget discussion held with Finance Director and Assistant City Manager
- Discussed medians landscaping with Assistant City Manager, Leisure Services Director, and Landscape Architect.

Spoke to, attended and/or met with:

- As requested, spoke individually with Mayor Kelley and Commissioner Boehm to review commission agenda
- Attended final Chamber Leadership class and graduation.
- Attended the quarterly Volusia County Economic Development update

### **City Clerk's 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, recording and transcribing meetings):
  - City Commission Meeting – May 3, 2011

### **Community Development**

#### Planning

- The Department received the Preliminary Digital Flood Insurance Rate Maps (DFIRM) as well as the Flood Insurance Study (FIS). Important dates for the City are as follows:
  - **May 29, 2011** - 30-day Review by Government Deadline - Staff is currently reviewing in conjunction with Engineering the Rate Maps for submittal of final comments to FEMA.
  - **June-August 2011** - FEMA will initiate statutory 90-day appeal period for the new or modified Base Flood Elevations (BFEs).
  - **June 2011** - City will receive a letter approximately 2-weeks before the start of the 90-day appeal period to detail the process. The City will be required to publish a list of BFEs in the newspaper in a Notice of Proposed Flood Elevation Determinations. The Letter from FEMA will provide the first and second publication dates. The appeal period will start on the second publication date. During this period, community officials and/or other interested parties may submit scientific or technical information that would serve to refute the proposed or proposed modified BFEs.

- **December 2011 or January 2012** - The City will receive printed copies of the DFIRM and FIS report.
  - **February 2012** - Digital Flood Insurance Rate Maps and Flood Insurance Study report becomes effective.
  - These are approximate dates based on best case scenarios and are subject to change. Should they change; a follow-up in the weekly report will be provided.
- Staff received from Main Street research materials for murals. In order to maintain some type of control on murals in the downtown, staff is exploring the possibility of developing a Mural Arts Program in conjunction with the Ormond Beach Arts Museum. The current arts project funded by the City is nearing completion and the partnership created as a result has worked well. Individual businesses could participate but the mural would be an easement owned possibly by the Arts Museum but maintained by the individual property owners. The murals would be restricted to conveying Ormond Beach history as it relates to early development, contributions to speed, the environment, etc. The idea is to develop a walking guided tour of murals that can tell a story at the completion of the tour. The projected date for completion of this project to include revisions to the LDC was September, 2011. This date can not be met given the need to continue to develop this concept with Main Street and the Ormond Arts Museum. In addition LDC amendments are needed to define the criteria and clarify when a mural is not a sign.

#### Building Inspections, Permitting & Licensing

- 72 permits issued with a valuation of \$1,132,006.00
- 192 inspections performed.
- 4 business tax receipts issued.

### **Economic Development**

#### Ormond Crossings

- Tomoka Holdings is revising the latest round of staff comments for the Master Development Plan. A joint meeting will be arranged to discuss the plan, which will include the draft design standards, which will be needed as part of the platting and zoning process.
- Staff is meeting next week with Tomoka Holdings and their consultants to discuss the draft Interchange Modification Report and their land value estimates.

#### Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment.

#### Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.

#### Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff met this week and continues working closely with Energizer management on a number of site and transportation matters including a discussion of extension of an additional water line for the production facility. The company is planning to make additional capital improvement to the plant in 2011/2012.

#### Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is working with staff on a number of economic development initiatives.
- Owners of Billy's Tap Room Restaurant, Lillian and Doug Rand, continue to make improvements to the facility. Staff is working with the Rands to arrange a grand opening in late May.
- Staff has prepared a discussion item for the May 17 Commission meeting regarding the proposed RFP for Southwest Quadrant of the Airport.
- Staff was a guest on the Real Money with David Holland WELE radio show to discuss economic development programs and projects.

#### Airport Operation and Development

- Staff has been apprised that work is proceeding ahead of schedule on the primary runway at Daytona Beach International Airport (DBIA). As of Sunday, April 10, 2011, the primary runway at DBIA has been effectively closed for a period that was expected to last approximately ninety (90) days. This has resulted in an increase in flight training traffic at other local airports, including OBMA, where approximately 14,000 total operations were recorded for the month of April. This localized increase in traffic was expected to be most notable through mid-May, when the close of the spring semester at Embry-Riddle Aeronautical University will result in general reduction of traffic through the summer months. However, if the primary runway project remains ahead of schedule, local traffic may return to more normal levels at an earlier time.
- Staff received a notice of approval from FDOT for an extension request for the Joint Participation Agreement between FDOT and the City to provide funding for security upgrades at the airport. The final phase of the security upgrade, installation of surveillance cameras, is scheduled to appear on the consent agenda at the May 17, 2011, meeting of the City Commission.
- Staff worked this week to process an application for FBO Category 2 status for Aerospace Holdings, LLC. This new FBO, if approved, will provide aircraft rentals and leasing at the airport. The new FBO also plans to lease office space for on-airport FAA medical examinations, including services for international pilots. OBMA would be the only airport on the east coast of the United States to offer domestic and international pilot medical examinations, which could be of significant economic benefit to airport and other local businesses.
- Staff previously compiled and submitted an extension request for the Joint Participation Agreement between FDOT and the City for the rehabilitation of Taxiway "C" at the airport. Staff worked this week with FDOT to review progress on this project as part of the extension approval process.
- Staff received from the FDOT Aviation Office a copy of the current draft of the OBMA Airport Profile, which is to be posted on the Continuing Florida Aviation Systems Planning Process (CFASSP) website. Staff will review this draft and forward any required updates or corrections to FDOT prior to publication.
- Staff plans to publish an RFP for a continuing contract to provide maintenance and inspection services for the air traffic control tower and the automated weather observation station (AWOS) at the airport. Staff continued to work this week to assemble criteria for and further refine the RFP for presentation to the Aviation Advisory Board.
- Staff continues to work with a representative of TowerCom regarding the possibility of leasing a portion of airport property for the purpose of erecting a telecommunications tower.
- Staff continues to work on the topic of hosting an annual community event at the airport, tentatively scheduled for October.

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

#### On-going Projects

- Staff is preparing a draft of the personnel budget and the CIP.

#### Completed Projects - Weekly

- Processed 45 Journal Entry Batches (#2872 – 2969).
- Approved 23 Purchase Requisitions totaling \$309,649.20.
- Issued 15 Purchase Orders totaling \$64,112.01.
- Held bid opening for Bid No. 2011-14, Fire Hydrant Replacement Program, on 5/3/2011. Seven (7) bids were received.
- Mailed Letter of Intent to Award for Bid No. 2011-09, Alcazar Avenue, Buena Vista Avenue and Seville Street Utility Improvements, to ten (10) submitters on 5/5/2011.
- Mailed Letter of Intent to Award for Bid No. 2011-10, Ormond Beach Airport Surveillance Systems, to five (5) submitters on 5/5/2011.
- Mailed Letter of Intent to Award for Bid No. 2011-12, Ormond Beach Sports Complex and Nova Community Center Surveillance Systems, to two (2) submitters on 5/5/2011.
- Prepared 142 Accounts Payable checks totaling \$510,516.14 and 23 Accounts Payable EFT payments totaling \$472,820.18.
- Processed 4,864 cash receipts totaling \$1,116,226.49.
- Processed 1,155 utility bill payments through ACH totaling \$66,486.09.
- Processed and issued 3,692 utility bills with billed consumption of water of 19,661k.
- Issued 515 past due notices on utility accounts.

#### Public Information

##### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### Weekly Statistics

- Fires: 2
- Fire Alarms: 3
- Hazardous: 2
- EMS: 69
- Motor Vehicle Accidents: 8
- Public Assists: 35

**TOTAL CALLS: 119**

- Aid provided to other agencies: 12 calls – Volusia County (9), Daytona (2), Flagler County (1)
- Aid received from other agencies: 0 calls
- Total staff hours provided to other agencies: 5 hours
- Total staff hours received from other agencies: 0 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5 – Call Type: Trauma Alert, Seizure, Stroke, Cardiac Arrest and Breathing Problem.
- # of overlapping calls: 21

#### Medical Call Type

- Abdominal Pain: 2
- Allergic Reaction: 1
- Assault: 2
- Back Pain: 1

- Bleeding: 1
  - Breathing Problem: 10
  - Cardiac Arrest: 1
  - Chest Pain: 5
  - Convulsions: 2
  - Diabetic Problem: 1
  - Fall Victim: 14
  - Head Ache: 2
  - Near Drowning: 1
  - Pedestrian Accident: 1
  - Stroke: 2
  - Traffic Accident: 6
  - Traumatic Injury: 1
  - Unconscious: 6
  - Unknown Medical: 2
- TOTAL EMS PATIENTS TREATED: 61**

#### Training Hours

- Building Construction: 11
  - Driving: 6
  - EMS Protocols: 2
  - Fire Protection Systems: 2
  - New Apparatus: 52
  - Paramedic: 2
  - Pump Operations: 46
  - Reports: 5
  - Tactics: 1
  - Tech Rescue: 15
- TOTAL TRAINING HOURS: 142**

#### Operations

- Hosted the Volusia County Fire Chiefs' Association monthly meeting at The Casements.
- Developed a training program for the new Quint fire truck.
- Met with Volusia County Emergency Management regarding Ormond Beach being a provider for a point of distribution.
- Attended Volusia County EMS committee meeting at Halifax Oncology Center.
- Held bi-weekly administrative staff meeting.

#### Station Activities

- Serviced 71 hydrants to include: flow testing, inspecting and flushing.
- Updated 13 pre-fire plans.
- Conducted 2 fire inspections.

#### Significant Incidents

- 4/18/11, 9:05 PM: Tomoka State Park – Brush Fire – dead tree fell on power lines starting a fire approximately 10' x 10' and causing a power outage in the immediate area – fire under control at 9:29 PM.
- 4/19/11, 12:04 AM: Riverside Dr / Pleasant Dr – Car vs Scooter Accident – motorized scooter collided broadside into an SUV – one patient treated on scene and transported to hospital.
- 4/22/11, 5:09 PM: Relay Rd, Flagler County – Structure Fire – provided mutual aid – fire in attic of residence caused by an air handler – resident unable to occupy home until repairs are made. Cleared scene at 6:53 PM.

- 4/23/11, 4:46 PM: S Atlantic Ave / River Beach Dr – Car vs Pedestrian Accident – patient struck by motor vehicle while crossing road – trauma alert was called – EVAC requested a firefighter to assist with patient care during transport to hospital.

## **Human Resources**

### Staffing Update

#### Job Requisitions

- Public Works Department/Fleet Operations – Mechanic III

#### Approved/Active Recruitment

- Public Works Department/Wastewater - Part-Time and Full-Time (2) Treatment Plant Operator has been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Support Services Department – City Clerk position was advertised on the City web site, FLC Datagram and the Fla. Association of City Clerks' web site and remains open until filled.
- Leisure Services Department/Recreation – Summer Camp Counselors (Day Camp, Camp T-Rec. and Enviro-Camp). Positions were advertised on the City web site and will remain open until filled.
- Public Works Department/Streets – Maintenance Worker IV advertised in-house 04-27-11 and will remain open until 05-06-11.
- Public Works Department/Streets – Maintenance Worker II advertised in-house and outside 04/29/11 and will remain open until 05-13-11.

#### Screening/Interviews Scheduled

- Public Works Department/Wastewater – Maintenance Worker II. Eighteen (18) applications have been received and forwarded to division 04-13-11. Interviews to be scheduled week of 05-02-11.
- Police Department – Police Officer (2) was re-advertised on the City web site and closed on 04-15-11. Applicant tracking sheet with fifty-seven (57) applicants and copies of applications have been forwarded to the Department for review.
- Support Services Department – City Clerk position was advertised on the City web site, FLC Datagram and the Fla. Association of City Clerks web site and remains open until filled. One interview was conducted on 04-26-11.
- Leisure Services Department/Recreation – Part Time Recreation Leader (Nova Community Center). After receiving only one application this position was re-advertised on the City web site and will remain open until filled.
- Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV - Position closed on 04-29-11. 10 applications received and forwarded to department on 05-04-11.
- Leisure Services Department/Recreation – Summer Camp Counselors (Day Camp, Camp T-Rec. and Enviro-Camp). Positions remain open, several interviews have been conducted and more are in progress. Several selections have been made and pre-employment processing will begin in the next two weeks.
- Finance – Meter Reader – Position closed on 04-29-11 and 29 applications have been received and forwarded to the department.

#### Background/Reference Checks

- Leisure Services Department/Gymnastics – PT Recreation Leader candidate background started.

Job Offers

- Police Department – Police Lieutenant candidate has successfully completed pre-employment requirements and will begin employment on 05-16-11.
- Planning Department – Planning Technician candidate will begin employment on 05-09-11.

Terminations/Resignations/Retirements

- Leisure Services Department – Part Time Recreation Leader has resigned effective 05-13-11.
- Fire Department – Fire Chief has resigned effective 07-15-11.

Transfers

- Lateral transfer of Meter Reader in the Finance Department to a Maintenance Worker II position in the Drainage Maintenance Division of Public Works effective 05-02-11.

Employee/City Benefits Program Update

- Brown & Brown directed to solicit competitive bids; in-process.

Training & Development Opportunities

- LEAPS Academy has announced dates for the Customer Service workshops. All full time employees are required to attend a workshop between May 20 and November 9, 2011.

Regulatory & Compliance Issues

- Implementation of federal government's E-Verify system completed.

Risk Management

- Request for fee quotes sent to vendors providing Drug Free Workplace testing services.
- Training module presented to Executive Leadership members of the Florida Fire Chiefs' Association.
- Final draft of documentation to add service bond requirement to minimum insurance requirements for contractors. Anticipate item to be placed on the Consent Agenda in June/July.
- April recoveries/restitution collected \$385.94.
- Developing departmental incident/injury summary report.

Information Technology (IT)

- Work Plan Projects
  - Document Imaging – City Clerk project – Preparation for RFP
- iSeries system (HTE Sungard Naviline) - Preparation for IBM PTFs. Naviline maintenance upgrade will follow this weekend.
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 35 New work - 37 completed - 43 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,323	Inbound E-Mails Blocked	11,527
Delivered Inbound E-Mails	8,557	Quarantined Messages	239
Percentage Good Email	42.1%	Virus E-Mails Blocked	76

- Notable Events: Implemented dedicated Metro-E connection to VCSO replacing internet based VPN connection. This should provide for a much more stable connection for all Ormond PD electronic information flow to the Sheriff's office relating to dispatch and

Records Management. The Metro-E connection was paid for and maintained by the VCSO to enhance the vital communications link.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 14
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events: None.

**Leisure Services**

Administration

- Leisure Services Admin. staff meeting
- Public Works staff meeting
- City Manager weekly staff meeting
- Challenger Baseball cookout at Magic Forest
- City Commission meeting
- Central Park facility use meeting
- Online registration clarification meeting
- Central Park research
- National Historic Registry research
- Staff budget review meetings – facility fees
- Friends 501(c)3 research/discussion
- City Landscaping discussion meeting

Athletics

- The City Spring Youth Volleyball Program finished its season this week at the Nova Community Park Gymnasium. The 53 girls and 3 boys have been divided into 8 teams of 7 players based on age and ability. Games finished Thursday night, followed by an awards ceremony.
- The OBYBSA Competitive Teams, the Lady Renegades & the Golden Spikes, both continued practices this week. Practices are held at both the Sports Complex, as well as at the Nova Road Fields. Games are played each weekend, some at home and some on the road.
- Seabreeze High School, Father Lopez High School and River Bend Academy baseball all have finished their seasons.
- Luis Camacho is once again having his Adult 11 V 11 Soccer League on Sunday mornings. Luis rents the fields each season.
- The OBYBSA Recreational baseball and softball teams continued their game season this week. They will play through the end of May.
- The Ormond Beach Soccer Club Recreational program continued their practices this week. Practices are held on weeknights. This includes age groups ranging from 4 to 15 years. Games are played each Saturday morning starting at 9am. The game season will end on May 14<sup>th</sup>.
- The City's Coed Softball spring season continued their second half game season this week. Games are played on Monday through Thursday nights at 6:20 and 7:30pm, and/or 8:40pm. The season will run through the month of May.

Athletic Field Maintenance

- Mowed South Ormond outfield, prepped infield
- Cleaned SONC tennis and basketball courts
- At Osceola Elementary School, tended to the infields, tennis and handball courts
- At Nova Park, mowed infields and outfields, cleaned Skateboard Park, tennis and handball courts

- 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 the baseball fields 3 times this week
- Continued mowing of the soccer fields
- Continued mowing of the softball fields
- Prepped the co-ed softball field 3 times a week
- High school baseball and Golden Spikes competitive teams have daily practices and games on all 4 baseball fields
- High school softball has continued its practices and games
- Repainted the soccer fields for competitive and recreational soccer leagues
- Prepared fields and maintained area for recreational little league baseball and softball at both Nova and Airport Sports Complexes
- Fixed various irrigation problems
- Painted 4 small soccer fields at South Ormond Park
- Began spraying Airport fields with insecticide for webworm

#### Senior Center

- Chimaya Church, Sunday
- Granada Squares Dance, Tuesday
- Daytona Community Church, Thursday
- Big Band America, Thursday
- Tomoka Duplicate Bridge, Saturday

#### Performing Arts Center

- Staff prepared for Very Special Arts Talent Show (Friday).
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday –Hawaiian Dance, Show Club, Kopy Kats, CMT
  - Tuesday –Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap
  - Wednesday -Show Club Skits, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT
  - Thursday –Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
  - Friday –Theatre Workshop, Green Dance, CMT
- The Performing Arts Center is preparing to host the following event:
  - CMT presents “Beauty & The Beast Jr.,” and “Sleeping Beauty Kids,” May 13th – 7pm, May 14th – 7pm, May 15th – 1pm, \$10 adult, \$8 child

#### South Ormond Neighborhood Center

- Splash Pad open daily, 10am until dusk
- Jazzercise Monday and Wednesday at 5:30pm
- Open weight room open during regular Center hours
- Neighborhood Park opens sunrise until 11:00pm
- Open Play basketball, 1 to 5:00pm
- Youth Basketball 6 to 8:30pm, Monday, Tuesday, Wednesday, and Friday
- YMCA Youth Soccer practice Tuesday Wednesday, and Thursday, 5:30 to 7:30pm, and games Saturday 9am until 1pm
- Pop Warner cheer and football fitting 8:00am to 2:00pm Saturday

#### Community Events

- Weekly administrative tasks and office work
- Attended staff meeting

- Attended Memorial Day committee meeting
- Attended Senior Games meeting
- Staffed, organized and worked 39<sup>th</sup> Annual Art In The Park, 10:00AM to 4:00PM, Saturday, April 30<sup>th</sup> and Sunday, May 1<sup>st</sup>
- Clean up and follow up of Art In The Park
- Pre planning activities for upcoming events, Memorial Day, July 4<sup>th</sup> Celebration
- Assisted with National Day of Prayer, Rockefeller Gardens, May 5<sup>th</sup>

#### Gymnastics

- Ormond Beach Wolves Cheer Teams attended competition in Orlando; young team achieved 2<sup>nd</sup> place, older team took 1<sup>st</sup> place
- Preparation of upcoming Tumbling Clinic
- Weekly classes:
  - Tumbling Tots: Tuesday, Wednesday, 1:30-2:30pm
  - Pre-School: Monday/Wednesday, Tuesday/Thursday, 2:30-3:30pm
  - Developmental: Monday/Wednesday, Tuesday/Thursday, 3:30-4:30pm
  - Level 1 girls: Monday, Wednesday 4:30-5:30pm
  - Level 2 girls: Tuesday, Thursday 5:30-6:30pm
  - Level 3 girls: Tuesday, Thursday 6:30-7:30pm
  - Level 4 girls: Monday, Wednesday 5:30-7:30pm
  - Levels 5,6,7 girls: Tuesday, Thursday 4:30-7:00pm, Friday 5:30-7:30pm
  - Boys 1: Friday 3:30-4:30pm
  - Boys 2: Friday 4:30-5:30pm
  - Friday Rec. Gymnastics: Friday 3:30-5:00pm and 4:30-6:00pm
  - Teen Gymnastics girls: Friday 4:30-6pm
  - Power Tumbling: Monday 7-8pm
  - Cheer Class: Wednesday, Friday 6-8pm

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training, tennis lessons and FitMoms.
- Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
- 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.
- Nova Community Center continued spring programs including the Activity Class and Miss Debby's Dance Classes.
- Challenger Baseball had their last practice for the spring season on Tuesday at the Nova ball field #2. The participants enjoyed a cook out and pot-luck dinner after the practice.
- Spring Volleyball practices were on Monday and Wednesday through Athletics.
- Planning for Camp T. Rec and Nova Community Center's Summer Connection Day Camp continued including interviewing summer counselors, ordering t-shirts and developing the daily activity plans.
- Basketball play-offs were held in the Nova Gymnasium on Saturday from 9:00 am until 7:00 pm and on Sunday from 9:00 am until 3:00 pm.

#### The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
- "Ormond Beach Children's Art Exhibit" is on display in the Gallery until Friday. This is an added feature to Art in the Park.
- Staff set the gallery and dance room for the Ormond Beach Garden Club's Luncheon and Meeting scheduled for Wednesday, 10:00am to 1:00pm.

- The French for Tourists class continued on Monday from 1:00pm to 2:00pm and another class from 2:00pm to 3:00pm.
- Zumba classes were held on Monday and Wednesday evenings from 6:00pm to 7:00pm.
- New Tai Chi classes began Wednesday, May 4<sup>th</sup> from 7:00 to 9:00pm
- Yoga classes continued on Tuesday from 10:30am until noon, and Thursday from 6:30pm to 8:00pm.
- New Art Class, Paperclay Sculpture with artist Terri Lawson, began this Tuesday from 6:00pm-8:00pm.
- Pilates Classes were held on Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Casement Guild provided tours for St. Dimetrious Church group on Tuesday from 10:00am to 11:00am.
- Members from the Memorial Day Remembrance Committee met in the Preservation Room on Wednesday from 11:30am to 1:30pm.
- Casements staff met with a potential wedding rental on Tuesday evening from 6:00pm to 7:00pm.
- New Tai Chi class began this Wednesday from 7:00pm to 9:00pm.
- Staff prepared the Gallery and Atrium for the Chamber's Leadership Meeting and Graduation, Thursday 12:00 noon to 7:00pm.
- Staff assisted with the set up and strike of National Day of Prayer on Thursday evening from 7:00pm to 8:30pm.
- Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 7:00am to 1:00pm. New summer hours began this week.
- Staff previewed the movie "Jumanji" for Friday's "Movies on the Halifax" early this week.
- Staff prepared special handouts for the movie night, Friday evening from 8:00pm to 10:00pm.
- Staff worked together this week to plan for the upcoming summer camps.

#### Parks and Irrigation

- Worked on ball field at SONC, installed TBOS controller on right field valves, repaired heads
- Repaired streetscapes (hit by car) on East Granada, replaced 1 broken spray
- Repaired stuck valve on Woodhaven St., snails in reuse water
- Ran zones on two A1A medians, replaced timer and replaced six damaged spray heads
- Replaced two damaged spray heads at Cassen Park
- Turned off water meter at SONC, broken backflow, hit by mowing crew
- Removed broken valve, installed new valve and main box, adjusted ball field rotors, reset timer
- Turned on irrigation at Birthplace of Speed Park, replaced one nozzle
- Installed two new timers and eight new rotors on W. Granada medians #5 and #15
- Turned off timers at Casements/Rockefeller Gardens for Art in the Park

#### Building Maintenance

- Began installation of "you are here" location signage in Central Park
- Delivered playground furnishings for the new playground at the Airport Sports Complex
- Repaired broken window due to vandalism at the Emmons Cottage
- Repaired picnic table at Riviera Park
- Assisted in loading trees for winners of Earth Day tree give away raffle
- Repaired Carriage House A/C unit at The Casements
- Reinstalled vent screening on gazebo at Memorial Gardens
- Re-mulched tree for dedication ceremony at S.O.N.C.
- Repaired ice machine at Fire Station 94
- Fabricated fire extinguisher holders for Special Events as per Fire Marshall
- Installed additional electrical service on second floor of The Casements

- Continued quarterly A/C preventive maintenance
- Met with contractors for Neighborhood Improvement re-model
- Repaired lighting in men's room at Central Park II
- Repaired urinal at the Ormond Beach Art Gallery
- Weekly inspections of the Ormond Beach Municipal Airport
- Responded to A/C unit leaking on floor at the Airport control tower
- Blew off walkways at Memorial Gardens

### **Police Department**

#### Administrative Services

- Attended DARE graduation at St. Brendan's School
- Science On Patrol parents demonstration at Ormond Beach Middle School
- Met with Crime Prevention on trespassing ordinance and signs for posting property
- Final night for Citizen Police Academy Class #24

#### Community Outreach

- FCAT Statistical information for students in the fourth grade read program was released. It was found that 100% of the youths in the in the READ program passed the test with a rating of 3 or higher. Of those students one received a score of 3 and all other students received a 4 or higher with 3 attaining a high score of 5. The READ program continues to be a program that shows positive impact on academic learning gains for youths in our community. FCAT scores for third grade will not be available until June.
- 18 youths participated in the READ program held at Ormond Beach Elementary. Youths worked on illustrations and proofed the first draft of their book
- Youths in the Science on Patrol program completed the program on Monday. A Youth Demonstration day was held for students to share what they learned with parents and administrators at Ormond Beach Middle School.
- 24 youths in the PAL Basketball participated in the Battle of the Beach Tournament.
- Research for artists for youths to study during the creation of the SONC/PAL mural project was completed.

#### Community Services & Animal Control

- Animal Calls responded to : 71
- Animal Reports: 12
- Animal Bites: 2
- Traps issued: 2
- Animals to FHS: 13
  - Adult Cats: 4
  - Kittens: 7
  - Dogs: 2
- Reclaim fee: 1
- Kittens adopted: 1
- Notices of Violations :2
- Solicitor Permits: 2

#### Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 14
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 2
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 8

- Grand Theft: 5
- Auto Theft: 1
- Offense Against Family/DCF Reports: 1
- Sex Offense/Rape: 2

#### Records

- Walk - Ins / Window 144
- Phone Calls 255
- Arrest / NTA'S 36
- Citations Issued 131
- Citations Entered 118
- Reports Generated 136
- Reports Entered 179
- Mail / Faxes / Request 86

#### Operations

- 4/28/11 Fraud, 29 Highland Falls. Person called posing as a family member and said they were arrested in Canada and needed bond money.
- 4-28-11 Aggravated Assault at the Rockin' Ranch. Arrest for disorderly intoxication and resisting an officer.
- 4-28-11 Burglary at 548 S. Yonge St. Smiling Sun Garden Center, Suspects jumped the fence and stole plants.
- 4-28-11 Grand Theft at Gail's Day Care. Victim believes another parent took her cell phone and car keys.
- 4-28-11 Fraud, 6 Brookwood Ct. Unknown suspect used the victim's information to open two charge accounts.
- 4-28-11 Suspicious incident at 86 N. St. Andrews. Resident saw a suspect looking through vehicle windows with a flashlight at 3:20am. Suspect fled on a bicycle and was not located.
- 4-29-11 Carbreaks at 28 and 40 N. St. Andrews Dr. Back windows smashed out.
- 4-29-11 Hit and Run Crash with minor injuries SR40/Nova Rd. DUI Arrest made.
- 4-29-11 Carbreak at Bailey Riverbridge Gardens. Window broken out and purse taken. Purse later located at McDonald's at on Nova Rd.
- 4-29-11 Felony Arrest warrant served at 200 Block of N. Halifax Dr.
- 4-29-11 Burglary, 21 Sunset Falls Dr. Several items of jewelry missing. No signs of forced entry.
- 4-30-11 Aggravated Assault with vehicle at 28 Lorillard Pl. Known suspect fled area.
- 4-30-11 Meyers Act at 135 E. Granada Blvd. Two males taken into protective custody for intoxication and transported to county jail.
- 5-1-11 Stolen Tag at 331 S. Center St.
- 5-1-11 Disturbance at Bermuda Estates, 14 year old female arrested for aggravated battery.
- 5-2-11 Disturbance at Live Oak/Ridgewood. 1 arrest on open warrant.
- 5-2-11 Burglary at the Econolodge Room 237. Investigation led to arrest of a Wyo-Tech student who broke into fellow student's room and stole their video game consoles.
- 5-2-11 Assist Outside Agency at Destination Daytona. Officer Braun caught a suspect fleeing from an attempted car theft. Turned over to the Sheriff's office.
- 5-3-11 Burglary at 560 S. Beach St. Known suspect took credit cards.
- 5-3-11 Baker Act at 187 Oak Grove St. Patient had to be forcibly taken into custody.
- 5-3-11 Carbreak at 130 Lincoln Ave. Fishing equipment stolen. No suspects.
- 5-3-11 Shoplifting arrest at Walmart.
- 5-4-11 Carbreak at 2 La Costa Ct. Window smashed and \$11 in cash taken.
- 5-4-11 Warrant Arrest at 18 Brookwood Dr. Adult Female.
- 5-4-11 DUI Arrest at US-1 and N. Nova Rd.

Traffic Unit

- 11-04-0593: Hit and Run Crash / DUI, Ormond Towne Square. Drunk driver hit another vehicle in transit, head-on in the parking lot, and fled the area. The suspect driver was located by officers at the Sleep Inn. After failing a Field Sobriety Test, he was arrested and charged with DUI-Injury, Hit and Run-Injury, and driving in violation of DL restrictions (he had a business purposes only restriction from another recent DUI charge). He refused to submit to a breath test.
- 11-05-00033: Hit and Run Crash / Utilities Damage, US 1 / Lincoln Avenue. Unknown semi-truck destroyed a fire hydrant at the intersection while apparently making a turn. Not related to the adjacent road work being conducted. No witnesses. No suspect info.
- 11-05-00035: Hit and Run Crash, Nova Road / FEC Railway. The crossing gates were closed at Nova Road as a result of an unknown malfunction. CSO Malick was able to lift one of the gates and open one lane of southbound traffic. Shortly after, a blue Lincoln operated by an elderly driver disregarded CSO Malick's directions to move into the open lane. The driver struck the closed gate, and then continued southbound at a high rate of speed. The vehicle was never located. No injuries occurred. FEC was notified and made the appropriate repairs.
- 11-05-00046: Crash / Utilities Damage, 54 Pine Valley Circle. Tree crews operating a large trailer with a grapple crane drove off from their job and forgot to lower the crane before leaving. The crane hooked an overhead Brighthouse cable line and caused the trailer to flip over and separate from the truck that was pulling it. Roadway blocked for over an hour. All involved utilities were notified.
- Several units have checked the complaints on Hammock Lane with very few violations noted.
- Stealth Stat survey completed on Hammock Lane.
- Crash statistics researched for John Anderson Drive and comparative roadways.
- Sergeant Smith, Officer Borzner, and Officer Piccola escorted the Law Enforcement Torch Run.
- VMB deployed on SR 40 eastbound at Beach Street for Art in the Park.
- Traffic Citations 102
- Parking Citations 1
- Crash - No Inj. 14
- Crash - Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park area
    - N. US 1
    - 800 BLK Wilmette Avenue
    - SR A1A
    - 400 BLK N. Tymber Creek Road
    - Tymber Run
    - Breakaway Trails
    - 200 BLK S. Old Kings Road
    - Pathways Elementary and OBMS School Zones
  - Enforced Complaints:
    - 700 BLK Riverside Drive
    - Trails Subdivision
    - Clyde Morris Blvd.
    - 2000 BLK SR 40
    - Lowe's
    - Ormond Towne Square

### Neighborhood Improvement

#### Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 1 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Cases initiated
- 27 tree removal permit requests
- 77 signs either removed or sign cases created.
- Administrative staff assisted with two walk-ins and sixty-six (66) telephonic inquiries.

### **Public Works**

#### **Engineering**

##### Construction Projects:

- US1 Forcemain Extension Phase II - Watermain construction was completed on the inside of the bridge support casing.
- Rima Ridge Wells 54, 55 & 56 - Site work is substantially complete and the station telemetry is being worked on for the SCADA system.
- Hull Rd. & US1 - Working on closeout documents.
- US1 & SR40 - Responded to contractor regarding sidewalk brick details.
- Phase II Watermain Extension - Contractor is completing revisions to As-Builts.
- Alcazar-Buena Vista Drainage Area Improvements - Award of Bid date set for May 17. Materials and exhibits were prepared for the Commission package.
- Selden Avenue Road and Utility Improvements - The CDBG has been accepted by the County and is ready for bid advertisement.
- OBSC Boundless Playground - The project is 98% complete and a final inspection will be scheduled for this Friday so the new park/playground can be officially opened and turned over to Leisure Services.
- Facility Lighting Replacement - The contractor has completed 55% of the scheduled renovation. The contractor has been completing additional work as they are discovered at each facility.
- Downtown Parking (Vining Court) - The contractor is scheduled to begin work on 5/9.
- Wastewater Treatment Plant Expansion and Rehabilitation - Contractor is constructing Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping.
- Coolidge Avenue Roadway and Drainage Improvements - Construction is ongoing. Contractor is working on the road reconstruction portion of Coolidge as all utilities are installed

##### Design Projects

- Ormond Beach's Andy Romano Beachfront Park - Staff has been reviewing the materials for the upcoming Public Meetings which will be held on May 10<sup>th</sup> & 11<sup>th</sup>.
- Transfer Station Pump Station - Staff investigated ways to reduce onsite drainage to the operation pump station to lessen I&I being pumped to the waste water treatment plant. Redesign of the pump station was discussed with consultant.
- Riviera Seawall - Prepared quotation form.
- N. Halifax Drive - The subsurface investigation geotechnical report was completed. Recommendations include segments of roadway reconstruction and other segments of roadway are suitable for mill and resurfacing.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext. - Revised proposed request for qualifications package.
- US1 and Nova Rd. - Responded to FDOT on status of LFA.

- City Hall Landscape Renovation – Staff is finalizing the landscape renovation plan to solicit quotations for this project.
- Cardinal Beach Approach - Staff is designing the proposed landscape improvements for the new life guard station.
- Downtown Wayfinding Signage - Hall Construction has submitted a proposal for staff review incorporating the final revisions.
- Wooden Pedestrian Walkway Lighting Replacement - The new poles have been delivered and the fixtures are ready for shipping. Staff is soliciting installation quotations for the new materials.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- Hand Avenue – Received local staff approval from FEMA for expanded work grant request on Hand Avenue. Application is now under review by Federal FEMA. Coordinating the modification details for the final revised agreement. The SJRWMD continues to have water quality issues with our project to interconnect the lakes. Once resolved, the permit will be issued for the additional bridge and Lake interconnect across Hand Avenue.

#### Administration

- Staff worked with VHB, the City's roadway resurfacing software management supplier, to more customize the program for City use to produce greater accuracy in annual and forecasted roadway resurfacing lists.
- Contacted Bob's Barricades on wrong signs for detour on Hull Rd railroad crossing.
- Responded to a request by Neighborhood Improvement Div. on a no permit for a driveway in 2009. Existing driveway was done prior to the new driveway requirements established in LCD in November 2010.
- Prepared project invoices/pay requests totaling \$550,999

#### Customer Service

- Responded to Mr. Gerhard Huerkron at 304 S. Beach St regarding dock ramp and landing area.
- Researched the Trails South 40 Neighborhood site plan review documents to verify retention pond maintenance for the Storm Water Division request.
- Researched and located the documents relating to the watermain easement behind the Ormond Mall. Then created a sketch and description of the easement for the Utilities Division Request.
- Checked the elevation of the stormwater pipe crossings along Pineland Trail to verify flow direction per Storm water Division request.

#### Meetings

- Attended the Hearing on 890 A1A on fill issue but it was postponed.
- Attended EVCTSC meeting.
- Prepared and attended Ormond Scenic Loop Public Meeting.

#### Other

- 34 projects were inspected.
- Created new 2" watermain replacement maps based on requested changes and added pipe sections.

### **Environmental Management Division**

#### Street Maintenance

##### Asphalt / Concrete

- Poured concrete on gutter and drive, pulled forms and backfilled at 554 Riverside Drive

- Cut stresses and backfilled sidewalk at 28 Aaron Circle
- Raised pavers at Birthplace of Speed Park – A1A and Granada
- Repaired sidewalk on Hand Avenue, east of Nova Road
- Repaired basin at Ivanhoe and Harvard
- Filled potholes at citywide locations

#### Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed trees at 284 Oleander and other citywide locations
- Tree removals at Central Park I, Division Wells #6 & #15 and Old Tomoka
- Stump removals at citywide locations

#### 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
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- ROW trimming at various citywide locations
- Finished DOT weed control on Granada, starting at A1A
- Assisted concrete crew on Hand Avenue
- Assisted asphalt crew at 12 Ridge Trail

#### Sign Shop

- Repaired or replaced signs at the following locations:
  - 84 Wilmette Ave., replaced the broken post on the “Keep Kids Alive Drive 25” sign
  - SE Tomoka Ave. & S. Washington St., straightened the stop sign post
  - Division Ave., replaced the red object marker at the south end of the parking area in Central Park
- Installed yellow RPM's in advance of (2) crosswalks on Hammock Ln. that connect Central Park II and Central Park IV
- Southern Pines subdivision, installed (4) 25 mph signs & posts within the subdivision to advise motorists of the speed limit
- Continued to fabricate new High Intensity Prismatic street names for intersections south of W. Granada Blvd. & east of US1
- Met with representatives from Universal Signs & TAPCO Signs to discuss the possible use of solar LED pedestrian signs at selected crosswalks to increase visibility and draw attention to the crosswalk

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Reachout Mower – Various city locations

- Picked up top slab for Willow Run
- Sodded on Winding Woods
- Line cleaning on Northside Drive, 476 ft.
- Assisted Wastewater with Vacon
- Cleaned pond at Rockefeller Park

Street Sweeping/Streetsweeper

- 111.9 miles of road cleaned
- 26.0 cubic yards of debris removed

**Fleet Operations**

**Mileage Traveled by all City Departments for the week**

31,604

**PM Services completed for the week:**

Emergency—Vehicles and Equipment

11

Non-Emergency Vehicles and Equipment

14

**Road Calls for the week:**

1

**Accidents for the week:**

0

**Quick Fleet Facts:**

- Fleet has 9,066 gallons of unleaded fuel and 6,280 gallons of diesel fuel on hand.
- Fleet completed 45 work orders this week.

**Utilities Division**

Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 2<sup>nd</sup> request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff preparing response to District notice for indicating our desire to complete current 5 year compliance report requirements. District rule modifications resulted in CUP reporting requirement to every 10 years and having option to withdraw current 5 year report. City to continue pursuit of current 5 year report as a large portion of the work has been completed and few items remain for additional information requested. This action will extend the due date to 10 years for the next report to be generated instead of the 2014 date should we decide to withdraw our current submittal.
- Water Plant 4 Log Virus Inactivation – A reply to the Request for Additional Information (RAI) from Volusia County Health Department (VCHD) was sent. Waiting for a response from VCHD.
- Concentrate Disposal Study – Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of concentrate that can be mixed by the reclaimed water production at the wastewater plant without exceeding conductivity limits established by FDEP. A proposal was received from Quentin L. Hampton (QLH) to revise the monitoring location for conductivity from the plant to the reuse storage tank to offer more operational flexibility for conductivity realized at the wastewater plant. The cost is \$5,480. A second proposal was requested from McKim and Creed to determine optimized configuration and proposed modifications to the Division Avenue well field raw water piping so it is effectively routed to the low pressure reverse osmosis process at the water plant and properly metered.

- Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations.
- Airport Road Force Main Extension – Contractor prequalification proposal currently being prepared. Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunter's Ridge areas. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – Bids were received for a one year contract with the option to continue the contract for a second year. The low bidder was R&M Service Solutions at \$160,791.06. This contractor replaced hydrants during the previous fiscal year and was very productive and reliable.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending demonstration that ragging at the influent pump station (IPS) is eliminated or reduced to a reasonable frequency. Pumps 1, 2 and 3 were re-installed and grouted. Grout is cured and the start up of the lift station began on May 3, 2011. Control system programming is being modified to operate pump set point at a minimum speed of 82% to conform to a recently indicated minimum speed recommended by the manufacturer to attempt optimization of solids passing capabilities. The pumps continue to become inoperable after short duration run times due to pump clogging. The manufacturer and the engineer continue attempts to resolve the problem. Previous bypass pumping systems remain in force at the facility until new contractor installed system is found operational with prime contractor, CenState, aware that City incurred costs for bypass pumping is contractor responsibility. Copies of invoices will be sent to them for the pump bypass arrangement so they are aware of the accumulating costs.
- Ormond Beach Wastewater Treatment Plant Expansion – Contractor continues to proceed with construction of Clarifier 4. Construction of the primary electric building will begin after the influent pump station is placed into service. The control system for the bar screens will be modified with installation of new controls to the screen and panel. Relocating the control cabinet to the ground allows a non explosion proof system to be used which is less expensive and is preferred by operations staff. The manufacturer has confirmed the refurbished screens can be operated at this time and prior to eventual controls installation without affecting the warranty.
- Gravity Sewer Pipeline Repair – The remaining manholes were completed and the final invoice for the project was processed.
- Lift Station Repair and Replacement Project – The doors remain to be installed at lift station 6M. The control panel for the pumps was received and is being installed. Awaiting receipt of pumps and miscellaneous mechanical components for installation at Ormond Mall LS.
- Rima Ridge Wells – Building and mechanical equipment is currently being installed at the well sites.
- Tiffany Circle Water Main Replacement – Quotations were received. The lowest quote was from J.D. Weber Construction Company at \$17,630. A purchase order is being prepared.
- Town Square and Lift Station 4M1 Rehabilitation – A draft set of plans was received from the Engineering Division for review.
- Water Plant Aerator Rehabilitation – A sole source memo was prepared for DeLoach Industries, Inc. to perform the work. The memo is being reviewed by staff.
- Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. The scope of work was reviewed by staff and determined to be reasonable. A City Commission meeting memorandum was prepared recommending that the proposal be approved. The memo is being reviewed prior to submittal to the Legal Department.

- SPRC –The City is partnering with Energizer concerning certain activities related to additional service meter request. Various billing options for sewer are being reviewed along with methods to determine the amount of sewer that is introduced into the City system. The developer of the Village Business Centre site is pursuing appropriate reimbursement for additional costs required to increase the force main size to meet future service area expansion needs as described in the current Utilities Master Plan Update. Estimates will be obtained from contractors to determine the amount of the City contribution to the project. Performed a preliminary review for Hudson Technologies. Received plans from Tire Kingdom, Family Dollar, and Cardinal Avenue Lifeguard Station for review.

#### Water Distribution

- Meter testing: Tested 4 -2" commercial high users, scheduled 2 additional high users for testing
- Installed 3 new water services
- Exchanged 13 water meters
- Responded to or repaired 8 water service leaks
- Flushed 9 cloudy water complaints
- Replaced 4 (1 under road) water services, and 9 meter boxes/lids
- Responded to 1 low pressure complaint
- Assisted 2 customers with misc. water issues
- Tested 9 and repaired 1 city owned backflow preventers
- Repaired 7 fire hydrants from OBFD work orders,
- Valve Locates/Maintenance/Exercise: Continued SR40 valve locates – exercising (12 valves) and for upcoming fire hydrant replacement project.
- Flushing: Performed maintenance on all permanent flushing devices, flushed Arroyo Pkwy Annex, Cordova Ave, Hand Ave, Alcazar Ave, Ormwood Ave, Collins St, Poinsettia Dr, Allanwood Dr, Wedgewood Ave
- Leak Detection: Patrolled 60 loggers on water base map C1, 2 leak alerts were found to be electric noise from overhead power lines. Correlated leak on Acacia Ct (requested locates for final correlation), and Northbrook Dr (electric noise)
- Rescinded boil water notices on S. Ridgewood Ave and Hand Ave
- Cleaned and restocked all trucks

#### Water Treatment

- Delivered to the City 42.487 million gallons for the week ending May 1, 2011 (6.069 MGD)
- Backwashed 12 filters for a total of 488,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Final draft of 2010 Annual Water Quality Report prepared and forwarded to publisher. Proofed publishers draft and provided final corrections.

#### Waste Water Collection - Reuse

- Crews responded to four trouble calls out west Breakaway/Hunters Ridge area and three in town.
- Televised 14 sewer laterals and root controlled four sewer laterals.
- Located clean out at 514 Division St. for plumber.
- Repaired sewer clean out at 87 Bosarvy Ave.
- Flushed two reuse services - repaired two services – responded to three low pressure calls.
- Cleaned reclaimed filters at Tomoka Oaks Golf Course and Oceanside Country Club.
- Flushed reuse main on Ocean Terrance due to complaint from customer.
- Rehabbed PEP tank at 107 Shadow Creek Way.

- Assisted WWTP contractor with valve operation for influent pump station.
- Checked irrigation system at Breakaway and Hunter's Ridge. Inspected and cleaned pond filter.
- Cleaned all buildings and fueled all equipment for the weekend.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 30.42 Million Gallons.
- Produced 26.40 Million Gallons of Reuse.
- Produced 3.45 Million Gallons of Surface Water Discharge.
- Influent flows average for the week 4.35 MGD, plant designed for 6 MGD
- Hauled tons of sludge 105.7 (14%-18% Solids).
- Chronic Bioassay passed and was sent to FDEP.
- Influent Pumping Station is bypassed. Operations are manually calculating and splitting samples flow proportional sampling for the raw flow.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Coordinating Sewer Use Ordinance amendments with Utilities Administration and Legal Department. Forward draft to FDEP this week.

#### Water Plant - Well Fields - Booster Stations

- Replaced distribution system pressure transmitter at US Food Service.
- Designed and installed pump delay shut down timer circuit on High Service Pump #3 to prevent check valve from slamming closed. To install on all pumps without VFD drives to prevent damage to lines and valves.
- Completed installation of New HSP #2, pump now has new plug valve and check valve installed delay shut down timer and turned over to operations.
- Checked the Breakaway Trails wells 2,3,4 found the #2 air release was bad, replaced it.
- Pulled the #4 sand filter valve motor. Un-jammed and replaced, will order two additional for inventory spares.
- Took 30 gallons of diesel fuel to the new wells for the load test.
- Worked on the 2" water line project around North pit.
- Pumped well 2B meter vault after request from operations. Found no leaks in well. Adjacent home owner had put in new sod – most likely irrigation inflow.
- Repaired scrubber motor placed on the shelf as a back up.
- Ran LPRO and Lime softening back up generators, tested ok inspected system after run.
- 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.

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

- Installed 25 HP reaeration blower that was repaired.
- Changed out control box for Collections at 19 Lake Vista.
- Install rate at Transfer Station LS trough to prevent trash in wetwell.
- Assisted Operators at Sand Filter #1 as needed with drain down & cleaning.
- Assisted operators at Carrousel Splitter Box to Deragg.
- Cleaned out of discharge stack pipe at 4P Pump #2.
- Repaired plumbing at Clarifier #2 wash down system.
- Assisted contractors with plant rehab activities.
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 17 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 Liftstations. Pulled pumps check/replace impellers.

- Utilities Division completed 152 work orders as reported in MP2 computerized maintenance management system, of which 122 were PM work requests and 30 were repair work orders.