

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 13, 2011

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 meetings with City Attorney and Finance Director
- Prepared for Town Hall Budget Meeting with Assistant City Manager and Finance Director
- Held weekly staff meeting with Directors
- Discussed property maintenance and realtor's request for assistance regarding foreclosed properties with Planning Director, Economic Development Director and Neighborhood Improvement Division Manager
- Field Day and worked with the Public Works Utilities Water Distribution; installed new value on Highland and Beach, raised a water hydrant on SR 40 and installed a new backflow prevention device at the Public Works yard.
- Bi-weekly meeting with Police Chief
- Met with Battalion Commander on Fire Department issues/staffing
- Met with Planning Director, was debriefed on the Growth Management House Bill 7207
- Held the first Town Hall Budget Meeting for Zones 3 & 4 at The Trails Community Center.
- Held Walk with the City Manager at Central Park on Hammock Lane, Assistant City Manager/Public Works Director and Public Works Operations Manager were guest walkers. Only one walker was present. Mr. Bertram. His wife was one of the responsible parties for creating and donating the labyrinth to the city
- Met with Assistant City Manager, Deputy City Engineer, Utilities Manager and Mark Burgess of CDM to discuss resolution options for the influent pump station project at the Wastewater Treatment facility.
- Interviewed two candidates for the City Clerk position.

Spoke to, attended and/or met with:

- Attended Rotary board meeting
- Attended Daytona Beach Area Convention & Visitors Bureau breakfast program on the status of tourism in the area
- Attended both beachfront park public meetings

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):
 - Town Hall Budget Meeting Zone 3&4
 - Pension Boards
- Prepared packet material for the May 17, 2011, City Commission meeting.

Community Development

Planning

- The Department attended Volusia County Zone 1 meetings for the FY 11/12-15/16 Road Program. Hand Avenue was featured in the document for a PD&E for FY 11/12 and it appears while the County will design Tymber Creek Road from SR40 to Airport Road, there are only funds sufficient to construct that portion of TCR from SR40 to Peruvian Way. Volusia County is projecting no funds available for capital projects after FY 14/15. Apparently the Road Impact Fee Program was bonded and fees derived by the Impact Fee are lower than projected. Consequently, impact fees pledged towards the bonds will not be sufficient to pay for the yearly payments so additional funds from the Local Option Gas Tax (LOGT) will be required. Use of increasing LOGT reduces the amount available for capital projects. It is projected that costs of unfunded projects in the County's 10 year program is \$122 million dollars. The County indicated that an alternative to continued road widening and construction will be necessary.

Building Inspections, Permitting & Licensing

- 82 permits issued with a valuation of \$1,288,751.00
- 154 inspections performed.
- 7 business tax receipts issued.
- The Building Officials and Inspectors Association (BOIA) of Volusia and Flagler County have chosen Joe Levrault as Building Official of the Year.

Development Services

- The following projects were reviewed by the SPRC:
 - Life Guard Station improvement @ Cardinal Drive Approach – the construction schedule was revised and will not begin until late September.
 - Tire Kingdom @ Williamson
 - Family Dollar @ Holly Hill for utilities only

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 met with Tomoka Holdings to discuss the draft Interchange Justification/Modification Report conducted by Reynolds, Smith, and Hill engineering firm for the US 1 interchange. One of the consultant's alternatives to improve the transportation system for the US 1 interchange, involves property within the Ormond Crossings development project. Tomoka Holding analyzed this alternative and estimated the value of their land that would be needed for this Collector Distributor system alternative to be approximately \$13 million. A Commission workshop is being planned in May to discuss the findings of the IJR/IMR report and other possible transportation concepts.

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.

- Staff is working with the Chamber Economic Prosperity Committee to revise and update the joint business publication "Doing Business in Ormond Beach."
- Staff is working with the Chamber and Center for Business Excellence on the formulation of an Ormond Beach business survey, which is expected to be distributed in late May.
- Staff is working with the Chamber to formalize plans for the second annual Economic Prosperity Forum, tentatively set for Monday, June 27 at 7:45 am at Halifax Plantation.

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 continues working closely with Energizer management on a number of site and transportation matters including a meeting this week to discuss 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.

Airport Operation and Development

- Work continues to proceed 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 met this week with representatives from Economic Development, Leisure Services, and Tomlinson Aviation to discuss and further refine plans for a community event at the airport scheduled for Saturday, October 1, 2011.
- The final phase of the ongoing airport 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 received a notice of approval from FDOT last week for an extension request for the Joint Participation Agreement between FDOT and the City to provide funding for security upgrades at the airport, which may afford the City an opportunity to utilize surplus grant funds for additional security upgrades.
- Staff continued to work 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 continued to work this week to review progress on this project as part of the extension approval process.

- 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.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is preparing draft of the personnel budget and the CIP.
- Completed Projects - Weekly
 - Processed 37 Journal Entry Batches (# 2978 – 3084).
 - Approved 12 Purchase Requisitions totaling \$28,562.87.
 - Issued 25 Purchase Orders totaling \$347,637.52.
 - Prepared 200 Accounts Payable checks totaling \$382,158.95 and 38 Accounts Payable EFT payments totaling \$387,887.95.
 - Prepared 50 Payroll checks totaling \$45,762.93 and 310 Direct Deposits totaling \$364,757.49.
 - Transferred IRS 941 payment of \$136,461.22.
 - Processed 3,977 cash receipts totaling \$762,219.96.
 - Processed 716 utility bill payments through ACH totaling \$56,148.01.
 - Processed and issued 6,100 utility bills with billed consumption of water of 41,878k.
 - Issued 997 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Granada Bridge Lane and Sidewalk Closures (May 17 and 18)
 - The Amen Corner (Saturday, May 21st)
 - Youth Summer Volleyball (Begins June 7th)
 - City Commission Meeting Date Changed (From June 7 to June 1 at Noon)
 - Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended mandatory CDBG training.
 - Attended FEMA Public Information Training.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 3
- Hazardous: 1
- EMS: 68
- Motor Vehicle Accidents: 5
- Public Assists: 36

TOTAL CALLS: 116

- Aid provided to other agencies: 16 calls – Volusia County (12), Daytona Beach (2), Holly Hill (2)
- Aid received from other agencies: 1 call – Daytona Beach
- Total staff hours provided to other agencies: 11 hours
- Total staff hours received from other agencies: 1 hour
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- # of overlapping calls: 27

Medical Call Type

- Abdominal Pain: 2
- Animal Bite: 2
- Assault: 1
- Back Pain: 2
- Bleeding: 1
- Blood Pressure: 1
- Breathing Problem: 14
- Cardiac Arrest: 1
- Chest Pain: 2
- Convulsions: 4
- Diabetic Problem: 1
- DOA: 1
- Fall Victim: 7
- Overdose: 2
- Psychiatric: 2
- Stroke: 1
- Traffic Accident: 2
- Traumatic Injury: 4
- Unconscious: 3
- Unknown Medical: 4

TOTAL EMS PATIENTS TREATED: 57

Training Hours

- ACLS: 2
- Aerial Operations/New Quint: 132
- Building Construction: 9
- EMS: 2
- EMT Refreshers: 2
- Pump Operations: 1
- Probationary Firefighter: 6
- Safety: 2
- Tactics: 2
- Tech Rescue: 19

TOTAL TRAINING HOURS: 177

Station Activities

- Serviced 100 hydrants to include: flow testing, inspecting and flushing.
- Updated 21 pre-fire plans.
- Conducted 3 fire inspections.
- Participated in Vehicle Day at Osceola Elementary – 280 students attended.

Significant Incidents

- 4/30/11, 12:58 PM: Putnam Ave – Building Fire – trash can and wood fence along side of residence was ignited by unknown cause – convection heat melted 10' of soffit material on home but no flame extension – some smoke inside home requiring use of a positive pressure fan to evacuate – fire extinguished with approximately 100 gallons of water.
- 4/30/11, 2:58 PM: 1440 W Granada Blvd – Brush Fire – wooded area burning between Lowe's and LaPetite Academy – fire approximately 100' X 25' with limited access due to a fence surrounding entire area – fire consisted of pine straw and grass – discarded cigarette likely cause of fire – approximately 1,500 gallons of water used for extinguishment.

Human Resources

Staffing Update

Job Requisitions

- Public Works Department/Fleet Operations – Mechanic III

Approved/Active Recruitment

- Public Works Department/Utilities - 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 II advertised in-house and outside 04-29-11 and will remain open until 05-13-11.
- Met with City Manager and Fire Chief to begin developing a recruitment schedule for Fire Chief's position.

Screening/Interviews Scheduled

- Public Works Department/Wastewater – Maintenance Worker II. Eighteen (18) applications have been received and forwarded to the division on 04-13-11. Interviews were scheduled this week.
- Police Department/Police Officer (2) 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 has been held on 04-26-11. Additional interviews are scheduled for 05-13-11 and 05-19-11.
- Leisure Services Department/Nova Community Center – PT Recreation Leader. After receiving only one application this position was re-advertised on the City web site and will remain open until filled. Additional interviews have been held and applicant selection has been made.
- Public Works Department/Wastewater Collections Reuse – Maintenance Worker IV position closed on 04-29-11. Twelve (12) applications were received and forwarded to the 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 being scheduled. Several selections have been made and pre-employment processing will begin in the next two weeks.

- Finance Department/Meter Reader – Position closed on 04-29-11 and twenty-nine (29) applications have been received and forwarded to the department.
 - Public Works Department/Streets – Maintenance Worker IV (in-house) closed 05-06-11. Received six (6) Notice of Interest forms from current employees and forwarded to department for review.
 - Leisure Services Department/Performing Arts Center – PT Box Office Attendant closed 05-06-11. Received six (6) applications which were logged in and forwarded to the department.

Background/Reference Checks

- Public Works Department/Wastewater – Treatment Plant Operator “C” candidate background in progress.

Job Offers

- Police Department – Police Lieutenant candidate has successfully completed pre-employment physical, psychological and background, start date is 05-16-11.
- Leisure Services Department/Gymnastics – PT Recreation Leader candidate pre-employment processing is scheduled for 05-11-11.

Terminations/Resignations/Retirements

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

Leave of Absence

- Public Works Department/Streets – Maintenance Worker III has requested and been approved for non-medical leave from 06-01-11 through 06-30-11.

Public Records Requests

- Request for personnel file for former police officer who worked for the City from March, 1981 through March, 1982.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program April 2011 monthly report shows the savings for City residents during the eleven months that the program has been in effect in Ormond Beach. Over 853 residents have utilized the program and have saved \$35,697.

Training & Development Opportunities

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

HR Process/Systems Issues/Improvements

- Volunteer Program for the City of Ormond Beach was launched on 03-08-11 on the City web site and news releases. Five citizens have submitted applications and H.R. is seeking placement with various City Departments. Sent applications to several departments for review.

Risk Management Projects

- Agenda Item to add service bond requirement to minimum insurance requirements for contractors sent to Finance and City Clerk for June 21 meeting.
- Fire Department Safety Committee meeting. Reviewed new apparatus, incidents, and other safety concerns.

- Wrap-up of Chamber of Commerce Leadership sessions.
- Preparing to meet with a volunteer willing to provide training on general safety topics.

Information Technology (IT)

- **Information Systems (IS)**

- Work Plan Projects
 - Document Imaging – City Clerk project – None
- iSeries system (HTE Sungard Naviline) - Naviline Maintenance release install
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 54 New work - 44 completed - 47 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,798	Inbound E-Mails Blocked	12,308
Delivered Inbound E-Mails	9,224	Quarantined Messages	226
Percentage Good Email	42.3%	Virus E-Mails Blocked	113

- Notable Events: None.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 7 Changes: 1 Corrections: 0
- Map/Information Requests: 24
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Updated City Street Atlas files and put together 6 new atlas books for water department and 3 new atlas books for sewer department per Ken Russell. Streets Department is now interested in utilizing this current information and self-printing street atlas books for their use.

Leisure Services

- **Administration**

- Supervisory staff meeting
- Public Works staff meeting
- City Manager staff meeting
- Attended Volusia County Recreation Directors Association meeting
- Met with Susan Richmond at Ormond Memorial Art Museum
- Boundless Playground final inspection
- Attended Airport Community Event Meeting
- Met with staff to determine possible relocation of Sports Complex sign
- Park site visits for drought issues (Rockefeller Gardens, Ormond Parkway, Milton Pepper Park, Ormond Shores Park)
- Attend two community meetings regarding Ormond Beach's Andy Romano Beachfront Park
- Attend Project ROMP meeting

- **Athletics**

- 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.
- 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 14th.
- 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.
- Calvary Christian Academy held its annual Spring Scrimmage game at the Sports Complex, championship field #7, on Thursday night at 7:00pm.
- BCU hosted their Conference Championship Tournament at the Sports Complex, Dale Buttlerman softball quad this week. Practices were held on Wednesday from 10:00am to 2pm, with 15 games played Thursday through Saturday.
- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1:00pm daily.

- 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
 - 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
 - Finished spraying the Airport fields with insecticide for webworm
 - Replaced the rotted out poles and chain gate at the baseball fields
 - Fertilized the Airport Sports Complex fields for the spring
 - Worked with the crew who treat the property for mole crickets by moving all goals, trash cans and benches on the soccer fields

- 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 CMT "Beauty and the Beast Jr." and "Sleeping Beauty kids" (Friday, Saturday and Sunday).
 - 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:
 - The “Amen Corner,” Saturday, May 21st at 7:00pm, \$35/\$25
- 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 practice 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 6:00pm to 9:00pm, Tuesday
- Community Events
 - Weekly administrative tasks and office work
 - Attended staff meeting
 - Attended Memorial Day committee meeting
 - Attended Senior Games meeting
 - Pre planning activities for upcoming events, Memorial Day, July 4th Celebration, Summer Sounds Concert Series
 - Clean up and storage of National Day of Prayer equipment
 - Mail duty, May 9th and May 13th
 - Walk with the Manager, Friday, May 13th
 - Assisted with Ormond MainStreet Seafood Festival setup
- Gymnastics
 - 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.
 - Planning for Camp T. Rec and Nova Community Center’s Summer Connection Day Camp continued including interviewing summer counselors, organization and spreadsheets for the campers, purchasing supplies, ordering t-shirts and completing the daily activity plans.

- The Casements
 - Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
 - “Ormond Beach Children’s Art Exhibit” was taken down and sent back to the schools to distribute the artwork.
 - Staff set the gallery and dance room for the Ormond Beach Andy Romano’s Beach Front Park meeting on Tuesday evening from 6:00pm to 8:00pm.
 - The French for Tourists class continued this Monday from 1:00pm to 2:00pm and another class from 2:00pm to 3:00pm.
 - Zumba classes were on Monday and Wednesday evenings from 6:00pm to 7:00pm.
 - New Tai Chi classes continued this week on Wednesday evenings from 7:00pm to 9:00pm.
 - Yoga classes continued on Tuesday from 10:30am to noon and Thursday from 6:30pm to 8:00pm.
 - Pilates Classes continued every Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
 - The Casements Guild provided several school tours this week for Holly Hill Elementary and Tomoka Elementary. New Guild members created a Powerpoint presentation and a hunt and find game to make the tour more “kid-friendly” for the younger age groups attending.
 - Members from the Memorial Day Remembrance Committee met in the Preservation Room on Wednesday from 11:30am to 1:30pm.
 - Staff assisted with the set up and the strike of the weekly Farmers’ Market on Thursday from 7:00am to 1:00pm.
 - Staff worked together this week to inventory camp supplies for the upcoming Enviro Camp. We continue taking registrations for the 4 week program.
 - The Casements Coordinator assisted staff at the Senior Center with the set up for Ormond Beach’s Andy Romano Beach Front Park meeting on Wednesday.

- Parks and Irrigation
 - Turned on irrigation at Rockefeller Gardens/Casements
 - Turned on water on N. US1 median
 - Wet tested all zones on W. Granada medians #1 through #5
 - The following issues required immediate attention:
 - Replaced broken spray head at Riviera Park
 - Capped broken main line on N. US1 medians
 - Ran zones at Milton Pepper Park, replaced rain sensor, replaced 3 rotors
 - Ran zones at Birthplace of Speed Park, repaired zone line break, replaced 1 damaged spray head

- Ran zones on three medians on Granada Blvd. streetscape, turned on backflow valves, replaced timer batteries, replaced 6 damaged spray heads and nozzles
- Replaced broken irrigation valve at Memorial Gardens
- Ran 3 zones on south side streetscape, replaced 3 damaged heads
- Building Maintenance
 - Installed new track lighting at The Casements
 - Completed renovations of ticket booths at the Airport Sports Complex
 - Replaced men's room toilets in south side restrooms at Nova Rec. Center
 - Replaced bad breaker for the shrimp tank at the Cassen Park bait house
 - Installed shelving in office at Airport Sports Complex
 - Relocated flood light for building at The Casements
 - Began phase two of the security camera installation at Public Works
 - Continued Department of Energy lighting upgrades
 - Installed shutters on Airport Sports maintenance building
 - Repaired ladies room toilet at the P.A.C.
 - Removed graffiti at Central Park I
 - Repaired picnic table at Central Park II
 - Installed "you are here" signs at Central Park III
 - Repaired runway end identifier lights at the Ormond Airport
 - Repaired A.D.A. door for the commission chambers at City Hall
 - Conducted weekly inspections of the Ormond Beach Municipal Airport

Police Department

- Administrative Services
 - Attended the Citizen Police Academy, class #24, graduation dinner at Aberdeen
 - Attended weekly department head staff meeting
 - Meeting with Stop-Stick representative
 - Attended Keiser University Law Enforcement Advisory Board breakfast meeting.
 - Attended bi-weekly meeting with City Manager
- Community Outreach
 - Youths in the READ program completed their books this week. The completed books will be on exhibition in the City Hall Atrium May 17- 23, 2011.
 - YDC youths held a meeting to review needs for upcoming community service projects.
 - Members of the boys' basketball teams had practices to prepare for tournaments to be held in late May and June.
 - Field trip schedules were finalized for the PAL/SONC summer program partnership.
 - The Enviro-Watch program concluded with a butterfly release on Friday, May 6 for the first grade classes. Their Painted Lady butterflies can still be found visiting the butterfly garden the students planted during the program.
 - The fourth grade students in the Enviro-Watch program released their Monarch butterflies. The programs supports inquiry based learning which has been proven to enhance academic skills for youth in the areas of math and science.
- Community Services & Animal Control
 - Animal calls responded to : 62
 - Animal Bites: 0
 - Animals transported to FHS: 10
 - Dogs: 6
 - Kittens: 4
 - Cat Traps issued: 2
 - Dog Traps issued : 2 (stray dogs dumped in the city recently)
 - Sick Raccoons: 1

- Shot Clinic scheduled for June 11th
- Solicitor Permits: 1
- Notice of Violations 1
- Criminal Investigations
 - Cases Assigned: 24
 - Cases Cleared by Arrest/Complaint Affidavit: 6
 - Cases Exceptionally Cleared: 8
 - Fraud: 4
 - Burglary Business: 0
 - Burglary Residential: 7
 - Larceny Car break: 7
 - Grand Theft: 1
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 2
 - Sex Offense/Rape: 1
 - Robbery: 1
 - Assaults: 1

Comments:

- The reported rape case will be cleared with the filing of a complaint affidavit against the alleged victim for filing a false police report. Alleged victim filed a false report in order to extort money from her alleged attacker. Additional charges pending.
- The reported assault case was determined to be unfounded. No further investigation warranted.
- Records
 - Walk - Ins / Window 137
 - Phone Calls 210
 - Arrest / NTA'S 22
 - Citations Issued 125
 - Citations Entered 120
 - Reports Generated 139
 - Reports Entered 162
 - Mail / Faxes / Request 67
- Operations
 - 5-5-11 Burglary at 221 Arlington Way. Resident heard a noise during the night and in the morning he discovered a broken lock on his door. Nothing was disturbed or missing.
 - 5-5-11 Narcotics arrest at New Britain and Beach St. Marijuana found in a vehicle during traffic stop.
 - 5-5-11 Vandalism at 170 N. Kings Rd. Vehicle window broken out.
 - 5-6-11 Death, undetermined cause - 66 Ormond Shores Dr. Under investigation.
 - 5-6-11 Car Burglary at 6 Riverbluff Ct.
 - 5-6-11 Burglary at 23 Foxford's Chase. Lawn equipment stolen from the open garage.
 - 5-6-11 Vandalism at 11 Riverridge Trail. Car window was broken but no entry was made to the interior of the vehicle.
 - 5-6-11 Warrant arrest at the probation office at 9 W. Granada Blvd.
 - 5-6-11 Crash with Injuries - Ocean Shore Blvd and Ann Rustin; 6 Flagler-Palm Coast High School students in one vehicle stopped for traffic and their vehicle was rear ended by a truck. Two of the students were transported to the hospital for evaluation/treatment. Ocean Shore Blvd traffic was diverted to Halifax for about an hour.
 - 5-7-11 Car Burglary at 583 Bryant St. Entry made through an open window.

- 5-7-11 Car Burglary at 585 Bryant St. Unlocked car, GPS taken.
- 5-7-11 Burglary at 458 N. Beach St. Items stolen from a boat.
- 5-7-11 DV Battery - 160 Kent Dr; Complaint affidavit filed. Elderly male reported his adult daughter threw a shoe at him and he was struck by same.
- 5-8-11 Suspicious Incident - 382 S. Ridgewood Ave. Unknown suspect pulled in front of residence and began yelling and then threw a rock at the house. The subject also threatened to return later with an AK47 and "shoot up" the house.
- 5-8-11 Shoplifting arrest at Walmart. Subject charged with retail theft.
- 5-9-11 Car Burglary at 225 Pine Cone to an unlocked vehicle. GPS and DVD players stolen.
- 5-9-11 Hit and Run Crash - Fluhart Dr. between Riverside and S. Halifax. A U-Haul truck ran into a tree causing major damage to city sidewalk.
- 5-9-11 Armed Robbery at Duncan Donuts 300 S. Nova. 2332 HRS - Masked gunman robbed store and fled on foot. Perimeter established, employed VCSO track dog. Suspect was not found.
- 5-10-11 Burglary Residence at 290 Old Kings Rd. Vacant house, air conditioning unit stolen.
- 5-10-11 Injunction Violation at 5 Curved Creek Way regarding a child custody dispute.
- 5-11-11 Burglary ay 451 Andrews St. Weed eater taken from open garage.
- 5-11-11 Theft of city water at 328 Macintosh Rd. Suspect identified.
- 5-11-11 Theft of two bicycles at 833 Buena Vista Ave.
- 5-11-11 Trespass at the 7-11, 520 S. Atlantic Ave. Trespass warning issued to a transient.

- Traffic Unit
 - 11-05-0166: Patrol Assist, Suspicious Person, Wellington Station. Suspect was prowling in the back yard of a residence and fled upon police arrival. Officer Borzner observed the suspect and captured him. He was arrested for loitering and prowling, violation of probation, and resisting an officer without violence.
 - No major traffic incidents to report.
 - Sergeant Smith instructed several officers in traffic stops, building searches, and related threat assessments utilizing Simunitions non-lethal training ammunition as part of our quarterly in-service training.
 - Stealth Stat survey completed on Riverside Drive at Rockefeller Gardens.
 - Variable Message Board deployed at Fortunado Park to alert citizens of park closure for maintenance next week.
 - Traffic Citations 73
 - Parking Citations 1
 - Crash - No Inj. 9
 - Crash - Injury 3
 - 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. Ridgewood Avenue
 - 400 BLK S. Yonge Street
 - 900 BLK Arroyo Parkway
 - Tymber Run
 - Breakaway Trails
 - Fluhart Drive / S. Halifax Drive
 - Pathways Elementary and OBMS School Zones

- Enforced Complaints:
 - Riverside Drive
 - McAllister Drive (Unfounded)
 - Trails Subdivision
 - Clyde Morris Blvd.
 - 2000 BLK SR 40
 - Lowe's
 - Ormond Towne Square

- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 3 Cases Initiated
 - Zone 2: 5 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 10 Cases initiated
 - 16 tree removal permit requests
 - 25 signs either removed or sign cases created.
 - Administrative staff assisted with two walk-ins and one hundred and one (101) telephonic inquiries.

Public Works

Engineering

Construction Projects:

- US1 Forcemain Extension Phase II- Bridge water main was successfully pressure tested.
- Rima Ridge Wells 54, 55 & 56- Met with Department of Forestry to discuss landscaping around the perimeter fences to help the sites blend in with the forest.
- Hull Rd. & US1- Preparing closeout documents.
- Halifax Dr. Sidewalk- Pre-construction meeting was held.
- US1 & SR40- Responded to inquiry about the median and reuse water on US1 medians SR40 to Lincoln.
- Phase II Watermain Extension- Final project closeout is in progress.
- Fire Station 94 Sprinklers- Requested Hall Construction check air vac system that is staying on per Fire Department. The contact on overhead door came loose. Contractor to fix it.
- 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- Project will be bid June 8.
- OBSC Boundless Playground- The project is 98% complete and a final inspection is scheduled for Thursday so the new park/playground can be officially opened and turned over to Leisure Services.
- Facility Lighting Replacement- The contractor has completed 65% of the scheduled renovation. The contractor has been completing additional work as necessary to complete the job correctly.
- Downtown Parking (Vining Court)- The contractor began work this Monday as scheduled.
- 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 installing water main on Hand Avenue.

Design Projects:

- Riviera Seawall- Prepared Request for Proposal and advertisement.
- Ames Seawall- Prepared Request for Proposal and advertisement.

- Ormond Scenic Loop- Requested time extension.
- Granada Underground Utilities- Received FPL and Brighthouse estimates.
- SR40 Nova to A1A Interconnect- Responded to comments on ERC.
- SR40 Sidewalk / Trail Phase III- Prepared report on comments.
- Transfer Station Pump Station- Delineated topographic map and drainage analysis to determine if site stormwater could be diverted away from the pump station.
- N. Halifax Drive- Revisions to the geotechnical report on subsurface conditions to breakdown and reduce zones designated for reconstruction are in progress.
- Airport Rd. Forcemain Ext./Reclaimed Water Ext.- Request for qualification advertisement package has been prepared.
- 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 waiting on FEMA approve Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive –Held public meeting and will be reviewing options regarding reducing impacts to the existing trees and present this to the City Commission.
- 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:

- Prepared project invoices/pay requests totaling \$162,542
- Roadway Resurfacing- After working with VHB, the resurfacing software program provider, the revised output of road selections has been improved, but is continuing to be further investigated and verified through field investigation.

Customer Service:

- On site visit to 529 Collins St and 245 S Washington St to evaluate vacant lots for SWMP development

Meetings:

- Volusia County CDBG meeting on Halifax sidewalk.
- FDOT meeting on REC review comments for SR 40 interconnect.
- Meeting with contractor regarding 27 Manderley Ln retaining wall location and requirements.

Other:

- Responded to issue of water service hit by contractor on US1.
- Continued updating new 2" watermain replacement maps based on requested changes and added pipe sections.
- Measurements along the entire John Anderson Dr construction project to determine travel lane widths

- Researched the documents and made on site visits relating to the Ocean Village Villas development to determine storm pipes maintenance per Stormwater division request.
- Created sketch of elevation findings for storm pipes under Pineland Tr for flow direction determination, per Stormwater Division request.
- Discussed and determined Rima Ridge well easement locations for proposed security fencing around well house locations.
- 37 projects were inspected.

Environmental Management Division

Street Maintenance

Asphalt / Concrete

- Replaced 8' sidewalk at Hand Ave. & Oakbrook Dr.
- Asphalt patched at Highland Ave. & N. Beach St.
- Patched asphalt on Willis Dr.

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 35 Capri Cir. and Central Park II
- Removed (2) trees at 125 Horseshoe Trl.

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
- Assisted concrete crew on Hand Ave., Nova Rd. & E. Granada
- Put down a load of shell at the Sanchez Park Boat Ramp
- Trimmed around a stop sign at Sanchez & Andrews
- ROW trimming citywide
- Assisted asphalt crew at Highland & N. Beach St.
- Removed debris from under I-95 at SR40
- DOT weed control at A1A & Granada

Sign Shop

- Repaired or replaced signs at the following locations:
 - 200 River Bluff Dr., replaced a 25 mph sign post damaged by vandals
 - Across from 74 S. St. Andrews Dr., replaced a post & 25 mph sign damaged by vandals
 - 124 Rio Pinar Dr., replaced a 25 mph sign post damaged by vandals
 - Corbin Ave. & S. Washington St., installed High Intensity Prismatic (HIP) street signs & a new stop sign
 - Live Oak Ave. & S. Washington St., installed HIP street names
 - Mound Ave. & S. Washington St., installed HIP street names
 - Fairview Ave. & S. Washington St., installed HIP street names

- Bostrom Ln. & Division Ave., installed HIP street names
- Myra Blvd. & Live Oak Ave., installed HIP street names
- Alcazar Ave. & Arroyo Pkwy., installed HIP street names
- Alcazar Ave. & Seville St., installed HIP street names
- Buena Vista Ave. & Arroyo Pkwy., installed HIP street names
- Fred Gamble Way & Fleming Ave., installed HIP street names & a new stop sign
- Fred Gamble Way & Hand Ave., installed HIP street names
- Flormond Ave. & Hand Ave., installed HIP street names
- Bostrom Ln. & Hand Ave., installed HIP street names and a “No Trucks” sign
- Sent (3) requests for quotes for yellow centerline & RPM’s on Main Trail in 2 separate locations
- 200 E. Granada Blvd., removed (2) “No Parking” signs posts that were no longer needed
- Sent requests for quotes for sign posts & anchors to various companies

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Chemical sprayed areas – Willis Dr. outfall, Lakebridge Pond overflow area, Northbrook ditches, Sanchez Ave. ditch, SR40 Williamson – east to Bermuda Estates Dr., and Laurel Oaks Cir., Fleming and Arroyo Pkwy. ditches
- Reachout Mower – Arroyo Parkway
- DOT Mowing – SR40 ponds & ditches – Reachout and mower
- Vacon – 195 Coquina Dr, 2 basins (331’ line cleaned) and at 5 Prairieview, 1 basin (220’ line cleaned)
- Cleaned Rockefeller Pond at the Casements park (3 days of labor)

Street Sweeping/Streetsweeper

- 126.4 miles of road cleaned
- 27.0 cubic yards of debris removed

Fleet Operations

Mileage Traveled by all City Departments for the week

31,782

PM Services completed for the week:

Emergency—Vehicles and Equipment

13

Non-Emergency Vehicles and Equipment

17

Road Calls for the week:

1

Accidents for the week:

1-- #355 Waste water

Quick Fleet Facts:

Fleet has 15,232 gallons of unleaded fuel and 5,380 gallons of diesel fuel on hand.
Fleet completed 66 work orders this week.

Utilities Division

Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Received confirmation of District's receipt of City response 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 response 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 reuse production 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 upsizing 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. The low bidder for a one year contract with the option to continue the contract for a second year was R&M Service Solutions at \$160,791.06. A City Commission memo is being prepared to award the contract to R&M Service Solutions for CC meeting in June.
- 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. Start up of the lift station began on May 3, 2011. Control system programming was 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 station is presently out of service until the manufacturer and the engineer resolve the problem. A meeting is scheduled to discuss options for this pump station. 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 has begun. The electrical panels are being reconfigured so the building can be installed over the bypass piping without causing conflicts between the conduit and the force mains. The

- control system for the bar screens will be modified with installation of new controls to the screen and panel. The control cabinet will be relocated to the ground
- 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 installed. Pumps and miscellaneous mechanical components are installed at Ormond Mall LS. Soil compaction is being performed at the site. Compaction tests are scheduled this week.
 - Rima Ridge Wells –Operator training is scheduled next week.
 - Tiffany Circle Water Main Replacement –.The lowest quote was from J.D. Weber Construction Company at \$17,630. A purchase order for \$17,630 was prepared for J.D. Weber Construction Company. A preconstruction meeting will be scheduled.
 - 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 for DeLoach Industries, Inc., to perform the work is being reviewed by staff.
 - Water Plant SCADA – A City Commission meeting memorandum recommending that McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations was prepared. 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. Reviewed plans for Tire Kingdom, Family Dollar, Hudson Technologies. and Cardinal Avenue Lifeguard Station. SPRC meeting was held with American Legion to discuss infrastructure requirements and site plan development standards.
 - Utilities Manager attended Tomoka Elementary School Career Day on May 12 and spoke to students concerning civil engineering, utilities operations and water conservation.
 - Assisted Engineering Division with listing of potential prioritized water main replacement locations for upcoming Capital Improvements Plan.

Water Distribution

- Meter testing: Tested 7-2" commercial high users, 1-3" annual test, rebuilt inoperable meter - Ormond Heritage, scheduled 5 high users for testing
- Installed 4 new water services
- Exchanged 11 water meters
- Responded to or repaired 4 water service leaks
- Flushed 12 cloudy water complaints
- Replaced 8 (1 under road) water services, and 18 meter boxes/lids
- Responded to 8 low pressure complaints
- Assisted 5 customers with misc. water issues
- Tested 17 and repaired 5 city owned backflow preventers
- Repaired 16 fire hydrants from OBFD work orders, locate/exercise valves for shutdowns during fire hydrant replacement program
- Flushing: Arlington Way, Map D1 (Hand to Arroyo Pkwy)
- Leak Detection: Removed 60 loggers for placement in new grid area
- Assist Lou's plumbing with a shutdown for Fair Oaks Condos
- Moved a water service for the US1/SR40 road widening project
- Replaced an inoperable 6" valve at Highland and N. Beach St
- Rescinded boil water notice for Riverside Dr
- Cleaned and restock all trucks

Water Treatment

- Delivered to the City 44.359 million gallons for the week ending May 8, 2011 (6.337 MGD)
- Backwashed 11 filters for a total of 477,000 gallons backwash water.
- Produced and hauled 81 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled and cleared for rescinding two Precautionary Boil Water notices.
- Isolated north bank of High Service pumps to begin pump #4 rehabilitation.

Waste Water Collection - Reuse

- Crews responded to four trouble calls out west Breakaway/Hunter's Ridge area and two in town.
- Televised three sewer laterals and root controlled 23 sewer laterals.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course
- Crews televising sewer main on John Anderson Dr. for future road project.
- Replaced two pep tanks one at 11 Fox Cliff Way and 18 Huntmans Look.
- Rehabbed pep tank at 48 winding Creek Way.
- Checked irrigation system at Breakaway and Hunter's Ridge. Still running short on water. Inspected and cleaned pond filter. (No water available from storm water pond source due to drought conditions)
- Cleaned all buildings and fueled all equipment for the weekend.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 29.43 Million Gallons.
- Produced 29.26 Million Gallons of Reuse.
- Produced 0.17 Million Gallons of Surface Water Discharge.
- Influent flows average for the week is 4.20 MGD, plant designed for 6 MGD
- Hauled tons of sludge 112.0 (14%-18% Solids).
- 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. Awaiting FDEP feedback from draft ordinance provided last week.

Water Plant - Well Fields - Booster Stations

- Checked and replaced contact from RTU at Well 24H.
- Installed Delay off Timer on High Service pumps #4 and 5 to prevent check valves from slamming closed.
- Checked well 16D for operations, all ok
- Replaced the relay at well 29 H
- Turned off power to Riverview Booster station to assist with FPL relocation of damaged service entrance conduit and conductors.
- Pulled the actuator and check valve on 200 HP High Service pump #4, also disassembled pump for spare parts order, this pump will be rebuilt in house.
- Installed new exhaust fan in the centrifuge building.
- Finished the 2" water line project at the north pit, for operations
- Cycled automatic valves at potable interconnect on Calle Grande, all ok
- 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.
- Cleaned shop and put away spare parts.

- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Repaired polymer pump #1 wiring issue.
- Checked 8P liftstation controls, all ok
- Replaced control fuse to BAT reuse pump #1.
- Reset Breaker to Flow meter at Reuse High service pumping station on Orchard St.
- Replaced motor on Fermentation basin.
- Replaced 400 amp fuse at Breakaway Trails Reuse pumping station.
- Repair to poly blend #2 manifold
- Reassemble parts washer and refill with new solution
- Attended Seminar & Expo at Florida Bearings, they will be our contact for EMU mixers when new equipment comes on line
- Assisted operators at Alum room clearing out for painting
- Replaced pump at chlorine dosage meter
- Set up Silent Knight at Final Tanks for Operator cleaning activities.
- Replaced Pump at Chlorine Residual Meter
- Repaired packing at Centrifuge Feed Pump #1
- Repaired Volute Drain at R.A.S. #3.
- 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 39 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's were completed for month
- Utilities Maintenance Division completed 92 work orders as reported in MP2 computerized maintenance management system, of which 62 were PM work requests and 30 were repair work orders.