

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 20, 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 meeting with City Attorney
- Held weekly staff meeting with Directors
- Discussed school portable trailers and fire inspection issue at OBMS with Chief Building Official and Building Inspector
- Conducted field review of landscaping with City with Assistant City Manager, Leisure Services Director, Facilities Maintenance Supervisor, and Landscape Architect
- Met with Chief Building Official on sign permit issues with Eye Wear Design
- Bi weekly meeting with Fire Chief
- Meeting on John Anderson Drive with Assistant City Manager, Deputy City Engineer, Landscape Architect and representative from Ghyabi & Associates and McKim & Creed
- Met with Planning Director regarding the Interchange Justification Report.
- Interviewed four candidates for the City Clerk position
- Attended Claims Committee meeting

Spoke to, attended and/or met with:

- Attended OBMS 50th Anniversary celebration
- Attended Police Explorers' event at Outback Steakhouse
- As requested, spoke individually with Mayor Kelley and Commissioner Boehm to review commission agenda.
- Attended Rotary meeting
- Spoke with Mike Rocca, and George Raftelis of Raftelis Financial Consultants, Inc., a management consulting firm for public and private water and wastewater utilities.
- Attended Ideas Workshop and City Commission Meeting
- Met with John Harms and Michael Willis of Marlowe and Company on the City's proposed projects
- Attended Crimestoppers annual banquet
- Attended County Council workshop on consolidated dispatch
- Attended DARE graduation at Pathways

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):
 - Ideas Workshop
 - City Commission Meeting
 - Public Works Advisory Board
 - Neighborhood Improvement Advisory Board

Community Development

Planning

- Staff attended the Florida Green, Energy & Climate Conference at West Palm Beach, Florida. The most interesting aspect of the conference was the workshop on the International Green Construction Code which will be published in 2012. The Executive Director of the Building Officials Association of Florida described the current Florida Building Code as the worst legal minimum building code in the state. Staff is going to explore the Green ICC code to determine its application to Ormond Beach.
- The City's Class 7 for the Community Rating System will not change. Staff exhausted all efforts to reach Class 6 but was 50 points shy of the mark.

Building Inspections, Permitting & Licensing

- 63 permits issued with a valuation of \$1,564,931.00
- 156 inspections performed.
- 4 business tax receipts issued.

Development Services

- The following projects were reviewed by the SPRC:
 - Energizer – Reviewed the concept plan for the Energizer (Playtex Manufacturing) connection to City water for their manufacturing process.
 - Issues include: 25,000 gallons of additional potable water will be needed but no fixture is needed by the applicant and the impact fee is based upon fixtures. Will impact fees be assessed or will water fees be based upon usage only?
 - 142 US 1 North – American Legion building. To be annexed into city.
 - Issue: Fraternal clubs are permitted in Industrial land but no PBD is available in the Industrial zoning. Consequently, there is no process by which the architectural styles planned for the existing building (major improvement) can be approved. Staff is looking at developing a fifth architectural style that will be applicable to only existing buildings.

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 planned for May 24 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. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in August.

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 improvements 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 worked with the Rands and Chamber of Commerce for a ribbon cutting Friday, May 20, and a grand opening on Wednesday, May 25.
- Staff is preparing the forms for the publication of the RFP for Southwest Quadrant of the Airport following approval of the RFP by the City Commission at the May 17 meeting.

Airport Operation and Development

- Staff met this week with Michael Willis and John Harms, representing the government affairs consulting firm Marlowe and Company. Staff discussed both ongoing and planned capital improvement projects at the airport, information which Marlowe and Company will use to brief the office of Congressman John Mica. Mr. Willis and Mr. Harms indicated that the Congressman and/or members of his staff may wish to visit the airport at some point in the future.
- A contract for the final phase of the ongoing airport security upgrade, installation of surveillance cameras, was approved at the May 17, 2011 meeting of the City Commission. Staff has also received approval from FDOT of 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 is exploring options to address the growth of certain trees into the approach path for Runway 26. Staff had planned to address this issue during the construction phase of the Taxiway Alpha project; however, the trees have grown faster than anticipated and to the extent that it may be necessary to address this issue earlier in order to maintain a safe landing corridor for the runway.
- Staff has received a notice of approval of an extension request for the Joint Participation Agreement between FDOT and the City for the rehabilitation of Taxiway "C" at the airport.
- 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 38 Journal Entry Batches (# 3087 – 3178).
 - Approved 19 Purchase Requisitions totaling \$82,051.94.
 - Issued 10 Purchase Orders totaling \$22,957.05.
 - Advertised Bid No. 2011-08, Selden Avenue Improvements, in the News Journal and on DemandStar on 05/15/2011.
 - Advertised Bid No. 2011-16, Seawall Repairs for the Ames and Riviera Parks, in the News Journal and on DemandStar on 05/15/2011.
 - Advertised RFI No. 2011-17, Enterprise System – City Development Services, Financials and Utility Billing, in the News Journal and on DemandStar on 05/15/2011.
 - Prepared 152 Accounts Payable checks totaling \$648,506.10 and 28 Accounts Payable EFT payments totaling \$101,030.78.
 - Processed 4,056 cash receipts totaling \$463,854.95.
 - Processed 1,385 utility bill payments through ACH totaling \$89,087.58.
 - Processed and issued 5,237 utility bills with billed consumption of water of 41,211k.
 - Issued 475 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Summer Sports Clinics
 - Limitless Playground Ribbon Cutting and Grand Opening (5/27)
 - Memorial Day Remembrance Service 2011 (5/30)
 - Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended NIAB meeting.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 6
- Hazardous: 2
- EMS: 59
- Motor Vehicle Accidents: 10
- Public Assists: 38

TOTAL CALLS: 117

- Aid provided to other agencies: 10 calls – Volusia County
- Aid received from other agencies: 5 calls – Volusia County (4), Daytona (1)
- Total staff hours provided to other agencies: 38 hours
- Total staff hours received from other agencies: 5 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- # of overlapping calls: 30

Medical Call Type

- Abdominal Pain: 3
- Animal Bite: 1
- Bleeding: 1
- Blood Pressure: 2
- Breathing Problem: 5
- Chest Pain: 5
- Convulsions: 1
- DOA: 2
- Fall Victim: 10
- Headache: 1
- Medical Alarm: 1
- Pedestrian Accident: 1
- Sick Person: 1
- Stroke: 2
- Traffic Accident: 9
- Traumatic Injury: 2
- Unconscious: 4
- Unknown Medical: 3

TOTAL EMS PATIENTS TREATED: 54

Training Hours

- ACLS: 1
- Driving: 66
- EMT Refreshers: 25
- Fire Behavior: 15
- Ladder Operations: 6
- Technical Rescue: 3
- Tools & Equipment: 2
- Ventilation: 2

TOTAL TRAINING HOURS: 120

Operations

- Held quarterly safety committee meeting at Fire Station 92.
- Met with Police Department to discuss procedures for infection control pertaining to prevention, control and post infection exposure from an incident.
- Met with Daytona Beach and Holly Hill Fire Departments to discuss sharing of resources.

Station Activities

- Serviced 95 hydrants to include: flow testing, inspecting and flushing.
- Updated 22 pre-fire plans.
- Conducted 6 fire inspections.
- Participated in Vehicle Day at Pine Trail Elementary – 300 students
- Spoke at Tomoka Elementary Career Day – 180 students
- Participated in Healthy Days Fitness Fair at Varsity Athletic Club.

- Instructed monthly Healthcare Provider's CPR class – 10 students
- Provided fire extinguisher training to the following businesses:
Prince of Peace Villas – 8 employees
Hampton Manor - 35 employees

Significant Incidents

- 5/10/11, 8:22 PM: 2369 W Granada Blvd – Brush Fire – provided automatic aid to Volusia County – 75' x 60' area of grass and brush burning along wood line approximately 125 yards from roadway – fire extinguished with 2,000 gallons water/foam – fire out at 10:09 PM – cause of fire due to blown power pole connector.
- 5/12/11, 9:56 AM: I-95 Mile Marker 272 – Motor Vehicle Accident – single vehicle rollover – heavy damage to full size pickup truck with trailer – four patients transported to hospital.
- 5/12/11, 2:09 PM: I-95 Mile Marker 269 – Motor Vehicle Accident – two vehicles into guardrail with lane blockage – two patients transported to hospital.
- 5/14/11, 9:10 PM: Jackson Ave – Structure Fire – provided automatic aid to Daytona Beach Fire Dept – light smoke in residence due to a stove fire.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department/Fleet Operations – Mechanic III
- Approved/Active Recruitment
 - Public Works Department/Utilities - Wastewater Part-Time Operator has been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
 - Fire Department/Fire Chief position has been advertised on the City web site, Florida Fire Chiefs' Association website, FLC Datagram and the Daytona Beach News Journal (print ad 05-15-11 and DBNJ online for one week).

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 completed by 05-17-11.
- 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 held on 04-26-11. Additional interviews were held on 05-13-11 and 05-19-11.
- Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV - Position closed on 04-29-11. Twelve (12) applications received and forwarded to department for review.
- Leisure Services Department/Recreation – Summer Camp Counselors (Day Camp, Camp T-Rec. and Enviro-Camp). Several interviews have been conducted and more are in progress. Several selections have been made and pre-employment processing will begin in the next week.
- Finance Department/Meter Reader – Position closed on 04-29-11 and twenty-nine (29) applications have been received and forwarded to department.
- Leisure Services Department/Performing Arts Center – PT Box Office Attendant closed 05-06-11. Received six (6) applications. Applications were logged in and forwarded to department. Interviews are in progress.

Background/Reference Checks

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

Job Offers

- Police Department – Police Lieutenant candidate has successfully completed pre-employment physical, psychological and background and started on 05-16-11.
- Leisure Services Department/Gymnastics – PT Gymnastics Recreation Leader candidate began employment on 05-19-11.
- Leisure Services Department/Nova - Part Time Recreation Leader candidate pre-employment processing scheduled for 05-17-11.

Terminations/Resignations/Retirements

- Finance Department – Accounting Technician retiring on 06-17-11.
- Fire Department – Fire Chief resigning effective 07-15-11.

Promotions

- Public Works Department/Streets – Maintenance Worker III selected for promotion to MW IV.

Public Records Requests

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

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. Full-time employees are required to attend a workshop between May 20 and November 9, 2011. 24 employees are scheduled to attend the morning session and seventeen 17 employees have been scheduled for the afternoon session on 05-20-11.
- H.R. Staff will be attending the Center for Business Excellence, “Business Express 7” workshop on 06-01-11.

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. One volunteer has been placed.

Regulatory & Compliance Issues

- Staff is now utilizing the federal government's E-Verify System to verify identity and employment eligibility of new hires to work in the U.S.

Risk Management Projects

- Preparing draft of the New Employee Orientation for HR Team to review.
- Preparing Wellness Initiative for HR Director's review.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Document Imaging – City Clerk project – None
 - iSeries system (HTE Sungard Naviline) - Successful upgrade to Naviline 7.0.5.0 (Over the weekend)
 - Windows Servers: - None
 - Networking System: - Resolved routing issues to VCSO on the new Metro-E connection, performance for the PD staff should be noticeable better.
 - Work Orders: - 38 New work - 27 completed - 49 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	19,599	Inbound E-Mails Blocked	10,568
Delivered Inbound E-Mails	8,805	Quarantined Messages	226
Percentage Good Email	44.9%	Virus E-Mails Blocked	33

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 1 Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory staff meeting
 - Public Works staff meeting
 - City Manager staff meeting
 - City Commission meeting
 - Landscape meeting
 - Leisure Services Advisory Board meeting
 - Joint Leisure Services/Quality of Life Advisory Board meeting
 - Public Works Advisory Board meeting
 - Seafood Festival preparations and walk through
- Athletics
 - The Ormond Beach Youth Baseball Softball Association (OBYBSA) Competitive Teams, the Lady Renegades and 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 continue their game season this week. They will play through the end of May.
 - The OBSC Recreational Program ended last weekend with games on Saturday.
 - The OBSC Competitive Program continued practicing this week, with games on the weekend, home and/or away.
 - The City's Coed Softball Spring Season started their playoffs this week. Games are played on Monday through Thursday nights at 6:20, 7:30, and/or 8:40pm. The season will end May 24th, weather permitting.

- Calvary Christian Academy held its annual Spring Scrimmage Game at the Sports Complex, championship field #7, on Thursday night at 7pm.
- The Ormond Beach Shuffleboard Club held their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- 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 at Nova and South Ormond Parks
 - Painted 4 small soccer fields at South Ormond Park
 - Fertilized the Nova and South Ormond fields for the spring
 - Worked on soccer irrigation valve problems
 - Five crew members participated in a turf and fertilizer class in Deland
 - Hosting the MEAC softball tournament which includes the BCU girls
- 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 rehearsal and performance of "The Amen Corner" (Friday, Saturday).
 - 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, 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:
 - Warner Christian Academy Blue Velvet Band, May 24th, 7pm, Free
- 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 final games Saturday 9am until 1pm

- 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
 - Assisted with Ormond MainStreet Seafood Festival
 - Conducted clean up and equipment storage from Seafood Festival
 - Memorial Day flyer distribution
 - Attended LEAPS Training
 - Assisted with Senior Games sponsorship mail out

- Gymnastics
 - Preparation of upcoming summer session
 - Weekly classes:
 - Tumbling Tots: Tuesday, Wednesday, 1:30-2:30pm
 - Pre-School: 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 and Friday 5:30-7:30pm
 - Boys 1: Friday 3:30-4:30pm, Monday 4:30-5:30pm
 - Boys 2: Friday 4:30-5:30pm
 - Friday Rec. Gymnastics: Friday 3:30-5:00pm or 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 finalizing the summer counselors, organization and spreadsheets for the campers, purchasing supplies, organizing supplies, organizing the information for the counselor manuals, planning the counselor orientation, ordering t-shirts, planning the opening ceremony for Camp T. Rec, sending information letters to counselors and parents and completing the daily activity plans.

- The Casements
 - Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
 - Staff assisted Ormond Beach MainStreet in the clean up of Rockefeller Gardens and inside The Casements after the Seafood Festival.
 - The French for Tourists class continued 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.
 - 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-8:00pm.
 - Pilates Classes were held 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 a large tour this week for a group from a local church on Wednesday afternoon at 1:30pm.
 - 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.

- Parks and Irrigation
 - Replaced six damaged rotors on W. Granada medians #6, #7 and #8
 - Replaced seven damaged spray heads on N. Nova Rd. medians, railroad tracks
 - Ran zones on W. Granada medians #9, #10, #11, #12; flagged damaged heads, replaced seven rotors on #10 and #11, reset timers
 - Ran zones on W. Granada medians #12, #13, #14, repaired one zone line break, replaced six rotors, adjusted all rotors
 - Cleaned snails out of valve at Cassen Park
 - Retrieved blueprint copies from Engineering Division for Williamson Blvd. medians
 - Ran zones on median #5 and #6 on S. US 1, flushed snails from system, replaced three damaged heads
 - Ran all zones at Airport Business Park, flagged three damaged rotors
 - Turned off timers at Casements/Rockefeller Park for event
 - Ran zones on N. Nova Rd. medians, replaced damaged spray heads (immediate attention required)

- Building Maintenance
 - Repaired clogged sewer line at the P.A.C.
 - Constructed roof over dog kennel at the Police Dept.
 - Began construction of training room in the Stormwater Dept.
 - Relocated light in the registration offices at the P.A.C.
 - Installed two new ceiling fans at the Airport Sports Complex administrative offices
 - Replaced vandalized electric meter can at the Birthplace of Speed Park
 - Installed electrical disconnect at the Police Dept.
 - Installed drip catchers for soap dispensers city wide
 - Replaced sign light at the entrance to Nova Rec.
 - Repaired stall doors in the men's room at the Public Works complex
 - Repaired drinking fountain at the Magic Forest playground
 - Continued A/C services city wide
 - Replaced contactor for the splash pad at S.O.N.C.
 - Repaired ladies room toilet in the lobby restrooms at the P.A.C.
 - Repaired rolling gate at the Leeway Trail booster station
 - Weekly inspections of the Ormond Beach Municipal Airport
 - Repaired electronic gate at the Ormond Municipal Airport

Police Department

- **Administrative Services**
 - Lieutenant Jesse Godfrey started work on Monday; assigned to oversee the Operations Division.
 - Attended weekly Police Department and Department Head staff meetings.
 - Meeting with Risk Manager.
 - Attended CrimeStoppers 13th Annual Awards Banquet – Officer Rob Pearson nominee for Ormond Beach Police Department.

- **Community Outreach**
 - Twenty youths in the PAL READ program exhibited their books in partnership with the Ormond Memorial Art Museum Wednesday, May 18th. The exhibition represents the works created during the 12 week reading and writing enhancement program held at Ormond Beach Elementary School.
 - The boys' 7th and 8th grade teams won in their division at the USSSA (United States Specialty Sports Association) qualifying tournament this past weekend. The youths will be competing in the State USSSA tournament in early June.
 - Members of the YDC assisted with the reception for the READ program on May 18th.

- **Community Services & Animal Control**
 - Animal Calls responded to : 53
 - Animal Bites: 5
 - Animals to FHS: 4 (All cats)
 - Animals reclaimed: 1
 - Injured Wildlife: 3
 - 2 Cases pending for Dangerous Dog Classification
 - Animal Licenses: 3
 - Solicitor Permits: 1
 - Shot Clinic scheduled for June 11th

- **Criminal Investigations**
 - Cases Assigned: 23
 - Cases Cleared by Arrest/Complaint Affidavit: 6
 - Cases Exceptionally Cleared: 9
 - Inactive: 11
 - Fraud: 5
 - Burglary Business: 0
 - Burglary Residential: 3
 - Larceny Car break: 11
 - Grand Theft: 3
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 0
 - Missing Persons: 0
 - Recovered Missing Persons: 0
 - Sex Offense/Rape: 1
 - Robbery: 0
 - Assaults: 0

Comments:

- Several car burglary suspects arrested.
- Sexual Assault investigation 18 year-old known suspect. Charges have been filed.

- Records
 - Walk - Ins / Window 174
 - Phone Calls 234
 - Arrest / NTA'S 28
 - Citations Issued 175
 - Citations Entered 68
 - Reports Generated 127
 - Reports Entered 119
 - Mail / Faxes / Request 67

- Operations
 - 5-13-11 Disturbance at Caffeine, 49 W Granada Blvd. Physical fight between customers. None of the participants wanted to press charges; 2 persons given trespass warnings.
 - 5-13-11 Shoplifting and Narcotics Possession at Wal-Mart. Subject stole items and was then found to be in possession of prescription drugs without a prescription for them.
 - 5-13-11 Car Burglary attempts at 61 N. St. Andrews and 92 S. St. Andrews St. Rear windows broken out of vehicles but nothing was taken.
 - 5-13-11 Fraud at Publix 220 N. Nova Rd. Several suspects cashed multiple bad checks at this location. Suspect information was developed, investigation is on-going.
 - 5-13-11 Disorderly Intoxication arrest at Ace Hardware, W. Granada Bv.
 - 5-13-11 DUI Arrest 200-Blk S Yonge St. Driver also charged with possession of narcotics.
 - 5-14-11 Car Burglary at Cassen Park. Purse taken from a vehicle.
 - 5-14-11 Trespass. Two persons issued trespass warnings for Yancey's Music S. Yonge St.
 - 5-14-11 DUI Crash at 1300-Blk W Granada Blvd. 1 Adult male arrested for DUI.
 - 5-14-11 Car Burglary in progress at 515 Hand Ave. Three juvenile suspects were arrested after a perimeter was set up using OBPD and Sheriff's units. A Sheriff's K-9 tracked the suspects to where they were hiding.
 - 5-14-11 Car Burglary at 1 Laurel Oaks Cir. Suspects from Hand Ave case were implicated.
 - 5-15-11 194 Kenilworth - Duval County temporary Injunction for Protection served on a female resident and per the judge's orders, infant child taken into custody and delivered to petitioner father.
 - 5-15-11 Wal-Mart. Adult male arrested for shoplifting and possession marijuana.
 - 5-15-11 Domestic Violence at 214 Greenwood Ave. Juvenile female arrested for battery on sister. Released to her parents' custody.
 - 5-15-11 Car Burglary at Bailey Riverbridge Gardens.
 - 5-16-11 Auto Theft Recovery at Walgreens, 790 W. Granada Bv.
 - 5-16-11 Domestic Violence arrest at Tomoka Plaza.
 - 5-17-11 Car Burglary at 106 Cuadro Place. A wallet and an iPod were stolen.
 - 5-17-11 Disturbance at Caffeine - 49 W Granada Blvd - Fight between intoxicated patrons. Several cross complaints for simple battery.
 - 5-18-11 Warrant and Narcotics arrests at 271 Putnam Ave. Information was developed that that a subject wanted on felony narcotics charges was at the residence. Tenant gave consent to search house. Subject located hiding under bathroom sink. Four arrests were made for multiple narcotics offenses. Significant amounts of cocaine, pills, and marijuana were seized.
 - 5-18-11 Robbery at Bealls 1458 W. Granada Bv. Shoplifter ran from store and was confronted by two security officers. Suspect struck the security officers with fist while trying to escape.
 - 5-18-11 Accidental Shooting at 850 Arroyo Parkway. 18 year old female was showing 25 caliber pistol to her 20 year old friend. The gun accidentally discharged striking the friend in the upper chest. Charges are not anticipated in the case.

- Traffic Unit
 - 11-05-00249: Crash, Bank of America, 1474 W. Granada Blvd.: Motorist in the drive-thru switched lanes, ran over a curb, knocked over a concrete stop pole, crashed into the ATM, and caused damage to another vehicle. No injuries. Driver was cited.
 - 11-05-00266: Crash/Fire, 335 W. Granada Blvd.: Motorist suffered a medical condition while in transit and lost consciousness. Ran over two curbs, a stop sign, a parked vehicle, and then caught on fire. Citizens removed the driver and extinguished the fire prior to arrival. Driver was hospitalized and recommended for a DL re-exam.
 - 11-05-00314: Hit and Run Crash, Arrest: I-95 and US 1. Two vehicles were rear ended by a driver with a suspended license. The suspect driver fled the scene. His vehicle was located a short time later in Spring Meadows and Patrol units found the driver walking away from the vehicle. He was arrested/charged with leaving the scene and a felony DL suspension.
 - 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 Woodmere Circle.
 - VMB deployed at Fortunato Park to alert citizens of park closure for maintenance next week.
 - Secured scheduling of patrol boats for the IDC.
 - Assisted Ormond Elementary with traffic issues for a field trip.
 - Conducted extra patrols / traffic control at the Granada Bridge for the space shuttle launch.
 - Traffic Citations 124
 - Parking Citations 4
 - Crash - No Inj. 18
 - 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
 - 900 BLK Arroyo Parkway
 - Tymber Run
 - Breakaway Trails
 - Fluhart Drive / S. Halifax Drive
 - Pathways Elementary and OBMS School Zones
 - Enforced Complaints:
 - Riverside Drive
 - Trails Subdivision
 - Clyde Morris Blvd.
- Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

 - Zone 1: 7 Cases Initiated
 - Zone 2: 7 Cases initiated
 - Zone 3: 3 Cases initiated
 - Zone 4: 0 Cases initiated
 - 9 tree removal permit requests
 - 4 signs either removed or sign cases created.

- Administrative staff assisted with one walk-in and one seventy-nine (79) telephonic inquiries.

Public Works

Engineering

Construction Projects:

- US1 Forcemain Extension Phase II- Application was submitted to VCHD for clearance of the newly constructed watermain bridge attachment.
- Rima Ridge Wells 54, 55 & 56- SCADA system was completed and running. Final site cleanup and landscape plan is in progress. Staff training of the new system and well operation scheduled.
- Hull Rd. & US1- Preparing closeout documents.
- Halifax Dr. Sidewalk- Held pre-construction meeting and sent out resident notices.
- Alcazar-Buena Vista Drainage Area Improvements- Award of Bid date was May 17. Materials and exhibits were prepared for the Commission package.
- Selden Avenue Road and Utility Improvements- The bid opening is scheduled for June 8.
- OBSC Boundless Playground- The contractor has only minor punch list items to complete. The park will be officially opened after the ribbon cutting on 5/27/2011.
- Facility Lighting Replacement- The contractor has completed 80% of the scheduled renovation. The contractor has been completing additional work as necessary to complete the job correctly.
- Downtown Parking (Vining Court)- The contractor has set up all necessary maintenance of traffic and is currently performing site demolition work.
- 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 WM on Hand Avenue.

Design Projects:

- Ormond Beach's Andy Romano Beachfront Park – Public Meetings were held on May 10th & 11th. On May 18th a joint meeting with the Leisure Services Board and Quality of Life Board was held.
- Riviera Seawall- Prepared Request for Proposals and sent advertisement.
- Ames Seawall- Prepared Request for Proposals and sent advertisement.
- Ormond Scenic Loop- Received time extension and questions from Consultant for clarification. Sent to Ormond Scenic Loop committee.
- Granada Underground Utilities- Checked status with AT&T and Sunsys.
- SR40 Nova to A1A Interconnect- Responded to comments and changes in plans and quantities. Resent revised Bid documents to FDOT.
- SR40 Sidewalk/Trail Phase III- Prepared report on comments, delivered signed LAP agreement.
- CCTV Surveillance- Re-wrote City Commission memo and added alternate 1.
- Transfer Station Pump Station- Negotiating scope of services with consultant to perform design of system upgrades.
- N. Halifax Drive- Reviewed geotechnical report and walked site to determine extents of areas needed for reconstruction and those for resurfacing.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext.- Contractor Request for Qualifications advertisement is set to run May 22 and will be received June 22.
- City Hall Landscape Renovation – Staff is currently soliciting 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 and fixtures have been delivered. Staff is soliciting installation quotations for these 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 will 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. Consultant has revised the design to accommodate water quality concerns that the State has for the interconnections of the ponds. SJRWMD is reviewing the changes to determine if they will issue the permit.

Administration:

- Prepared quotation package for Tomoka Ave. stormdrain pipe cleaning, including removal of root intrusion and grouting of joints.
- Checked roadway pavement condition index against revised VHB software output file selection.
- Created new spreadsheets and maps corresponding to the 2” watermain replacement project based on priority of replacement needs.
- Discussed Title VI requirements with FDOT.
- Prepared project invoices/pay requests totaling \$27,220

Customer Service:

- Helped three customers with drainage concerns.
- Emergency tree locate at 125 Horseshoe Trail for Neighborhood Improvement Division.
- Meeting with contractor at 23 Amsden Dr. to discuss SWMP options for proposed home site design.
- SWMP meeting with builder for 129 Collins St to discuss design options.
- Staked the corner and right-of-way line of Division and Pine St for Neighborhood Improvement Division regarding a code violation complaint.
- Researched, located and verified the right of way line of Calle Grande Ave for Streets Division to determine removal responsibilities of unsafe trees close to the roadway left behind by clearing contractor.
- Responded to resident inquiry from Economic Development concerning SR40 medians.

Meetings:

- Participated in regional utilities coordination meeting.
- Attended Volusia County Work program meeting.
- Attended FDOT meeting with InSynch demo.
- Met with Bob Akins regarding Casements Guild questions on Wayfinding project.

Other:

- 39 projects were inspected.
- Stakeout the 60’ drainage and access easement at FPL Transfer Station and Hand Ave.

Environmental Management Division

Street Maintenance

Asphalt / Concrete

- Removed concrete sidewalk at 308 N. Halifax Dr.
- Removed concrete sidewalk at 15 Fluhart Dr.

- Grind gutter at 80 Golfview Ave.
- Formed sidewalk at 308 N. Halifax Dr. & 15 Fluhart 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
- Tree removal at 60 Sanchez Ave.
- Trimmed trees on Spring Meadows

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
- Conducted interviews for vacant Maintenance Worker IV position
- ROW trimming – citywide locations
- DOT weed control on US1
- Assisted concrete crew at 308 N. Halifax Dr.
- Fixed sidewalk hazard in front of Billy's Tap Room - Granada Blvd.

Sign Shop

- Repaired or replaced signs at the following locations:
 - 2085 W. Granada Blvd., replaced a damaged stop sign
 - SW Greenwood Ave. & McIntosh Rd., replaced a stop sign painted by vandals
 - McIntosh Rd., N/O Greenwood Ave., replaced a 25 mph sign painted by vandals
 - SE McIntosh Rd. & Sanchez Ave., removed a sticker from a stop sign
 - SW Sanchez Ave. & N. Yonge St., replaced a stop sign painted by vandals
 - N/end N. Yonge St. at Sanchez Ave., replaced a 2-way arrow sign painted by vandals
 - Spring Meadows Dr. & Hand Ave., replaced missing street names
 - Benjamin Dr. @ Ponce de Leon Dr., installed a yield sign (west end, just off Riverside Dr.)
- Zone SM2 – checked signs for repair or replacement
- Citywide – pavement marking inventory inspection
- Sent fax to FDOT – one of their signs is down in the median on US1 at Melrose Ave.
- Installed a crosswalk on Hammock Ln. at Roble Ln. and added the black contrast marking to increase visibility of the crosswalk. Also installed (3) stop bars at this location
- Met the road striping contractors on Main Trail to get a quote on yellow centerline striping in (2) different locations

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected

- Sprayed - South Ormond Recreation Pond, RR tracks south of Hand Avenue, Arroyo Parkway, SR40 and Hidden Hills
- Reachout Mower – Arroyo Parkway and SR40
- Vacon – Basin and line cleaning at Prairieview Lane
- Mowed and weed eating on Mainsail and Bennett Lane
- Cleaned Casements pond & did weed eating on the perimeter

Streetsweeper/Street Sweeping

- 92.5 miles of road cleaned (for 4 days)
- 21.5 cubic yards of debris removed (for 4 days)

Fleet Operations

Mileage Traveled by all City Departments for the week

31,218

PM Services completed for the week:

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

23

Road Calls for the week:

1

Accidents for the week:

0

Quick Fleet Facts:

- Fleet has 12,322 gallons of unleaded fuel and 2,879 gallons of diesel fuel on hand.
- Fleet completed 75 work orders this week.

Utilities Division

- 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 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.
- Water Plant 4 Log Virus Inactivation - Waiting for a response from Volusia County Health Department (VCHD) to the City's reply to their Request for Additional Information (RAI).
- 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 was \$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. Adjustments proposed to Operations Budget for next phase of program funding.

- 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 – A City Commission memo was prepared to award the contract to R&M Service Solutions for \$160,791.06 at the CC meeting in June. The memo is being reviewed prior to submittal to the Legal Department.
- 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. The station is presently out of service until the manufacturer and the engineer resolve the problem. A meeting was held 5/13/11 to discuss options for this pump station. The most viable option is to install a 2 veined impeller with a 5-1/4 inch solids handling capability. A comparison test between this pump impeller and the existing impellers will be performed after the installation occurs. An impeller is in stock and is expected to be delivered next week. 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. The electrical panels in the primary electric building are being reconfigured so the building can be installed over the bypass piping without causing conflicts between the conduit and the force mains. Force mains can be relocated around the building at a later date.
- 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. Electrical work needs to be performed to operate and test the lift station. Soil compaction was performed at the site. Compaction test results are pending.
- Rima Ridge Wells – Operator training was performed 5/18/11.
- Tiffany Circle Water Main Replacement – A preconstruction meeting was held to initiate the project. The notice to proceed will be issued after J.D. Weber Construction Company establishes a schedule with the directional drilling subcontractor. An engineering permit was requested and an inspector assigned to monitor construction activity.
- 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 – A letter was sent to Tire Kingdom indicating that the City has the water and sewer capacity to serve the site. Water and Sewer permits are being processed. 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. Preliminary plans and an Industrial User Questionnaire were received for review. Additional information is needed to determine the impacts to the City's sewer system. A meeting with Energizer is scheduled next week. 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. Revised plans showing the larger force main were reviewed. Previous comments were satisfactorily addressed. Plans for Tire Kingdom, Family Dollar, Hudson Technologies. and Cardinal Avenue Lifeguard Station. Previous comments were satisfactorily addressed. SPRC meeting was held with American Legion to discuss infrastructure requirements and site plan development standards. Several site plan alternatives for the site were reviewed.
- Met with operations staff to finalize the operating budget for fiscal year 2011-2012.

Water Distribution

- Exchanged 12 water meters, installed 1 new water meter/service
- Responded to/repared 4 water service leaks
- Flushed 2 cloudy water complaints
- Replaced 7 (2 under road) water services, and 20 meter boxes/lids
- Responded to 1 low pressure complaints
- Assisted 2 customers with misc. water issues
- Tested 8 and installed 4 backflow preventers
- Repaired a 4" water main break
- Raised 6 fire hydrants from OBFD work orders. Located/exercised valves for shutdowns during fire hydrant replacement program
- Flushing: Huntington Woods Sub, Tomoka River Crossing
- Performed a final inspection of the Huntington Woods subdivision
- Assist street dept with the asphalt patch on Highland Ave
- Reset timer on the permanent flushing device due to customer complaints on Cross Creek Way
- Shut down the 12" water main for APEC to make the connections on US1 at the Tomoka River Crossing
- Rescinded boil water notice for Highland Ave
- Cleaned/stocked/repared the emergency call out trailer
- Operated and inspected all pumps, generators, etc.

Water Treatment

- Delivered to the City 43.107 million gallons for the week ending May 15, 2011 (6.158 MGD)
- Backwashed 12 filters for a total of 523,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered lime sludge.
- Operated north & south plant generators for routine PM.
- Sampled and cleared for rescinding one Precautionary Boil Water notices.

Waste Water Collection - Reuse

- Crews responded to four trouble calls out west Breakaway/Hunter's Ridge area and two in town.
- Completed interviews for MW II position. Scheduling MW IV interviews.
- Televised three sewer laterals and root controlled 23 sewer laterals.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course
- Crews cleaned out Town Square lift station with vactor. Full of rags
- Cleaned 6" air release valve 1800 N. US 1. Also freed up 6" plug valve on force main.
- Flushed reuse mains on Pamela, Lynn, and Marie Cir. for snails.
- Replaced pep tank at 81 Shadow Creek Way.
- Repaired irrigation service at 15 Huntsman Look.
- Checked irrigation system at Breakaway and Hunter's Ridge. Still running short on water. Inspected and cleaned pond filter. (No water from pond source at present due to lack of rainfall)
- Cleaned all building and fueled all equipment for the weekend.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 29.87 Million Gallons.
- Produced 9.58 Million Gallons of Reuse.
- Produced 20.31 Million Gallons of Surface Water Discharge due to equalization tank cleaning activities.
- Influent flows average for the week is 4.27 MGD, plant designed for 6 MGD
- Hauled tons of sludge 144.0 (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.

Water Plant - Well Fields - Booster Stations

- Installed new contacts and heater strips on well 33H.
- Replaced well 18SR RTU batteries.
- Replaced burnt wiring and 100 amp circuit breaker at Riverview Booster station pump #2.
- Went to well SR 19 and open the valve on SR 40 for operations.
- Installed the repaired flapper received from machine shop in High Service Pump #1 check valve.
- Replaced bearing on the grit feed chain on lime slaker pump #1
- Replaced the motor and gear box on slurry pump #2
- Worked on replacing the shaft bearing on the grit chain, slacker #2
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Assisted Collections Division at #11 Fox Cliff Way.
- Installed new Tank level controller at Shadow Crossings reuse system.
- Replaced 2- 400 amp fuses at B.A.T.
- Replaced 4"- 90 at Riser Stack #1 at San Marco
- Clarifier #1 – Repaired automatic wash down timer & valve as needed
- Tested & Diagnosed Chlorine Pump #3 with Lead Operator as per MP2 request for "Motor Failure" – Found no problems – Will monitor further
- Assisted operators at final tank cleaning as needed
- Break down Silent Knight portable pump from Final Tanks and clean & park at carport
- Clean algae build up from inside of tank on small sewer cleaner with steam cleaner
- SCADA repair at Breakaway Trails – High starts
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 21 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 2 stations (pull pumps, etc.)
- Utilities Division completed 90 work orders as reported in MP2 computerized maintenance management system, of which 60 were PM work requests and 30 were repair work orders.