

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 27, 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 HR Director
- Budget meetings held with Airport, Economic Development, Leisure Services, Planning and Building departments.
- Held weekly staff meeting with Assistant City Manager and Directors

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended United Way Board of Directors meeting
- Attended IJR/IMR & Landscaping Workshop
- Attended Team Volusia meeting
- Attended Zones 1 & 2 Town Hall Budget meeting
- Participated in the Big Wheels Deliver Meals event, drove with a Council on Aging representative to deliver meals to senior citizens in the area
- Attended Volusia League of Cities banquet

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):
 - ISR/IMR & Landscaping Workshop on May 24, 2011
 - Zones 1 & 2 Budget Meeting on May 25, 2011
 - Packet Preparation for June 1, 2011, City Commission Meeting
 - Packet Preparation for June 2, 2011, Quality of Life Advisory Board Meeting
 - Website Training for new Planning Technician
 - Worked with Building Department on new website pages
 - Attended Customer Service Training Workshop at ATC

Community Development

Planning

- The Department sent two representatives to participate in the two day long Volusia County Hurricane Griffin Exercise. The exercise included learning the new and revised ETeam software system used by the EOC during an event and using the system in an actual hurricane exercise. Pictures and a more descriptive discussion of this exercise can be found in this week's Weekly Review.
- The Department reviewed the new FEMA draft flood maps and sent comments to FEMA. A meeting to discuss the preliminary countywide Flood Insurance Study (FIS) for Ormond Beach is scheduled for June 9, 2011, 2:00 p.m. The meeting will be held at the Volusia County Agricultural Center, 3100 East New York Avenue, Deland, FL, 32724.

Representatives from FEMA Region IV, the State and the Engineering Study Contractor will be present and conduct the meeting. All incorporated communities within Volusia County are invited to attend this important meeting. Following that meeting, from 5:00-7:00 pm, an open house will be conducted at the same location where the public will be invited to view the preliminary materials and ask any questions they may have.

FEMA is reviewing the official invitation letters and the Department hope to receive those shortly. The letters will be mailed to each community and include a few more details concerning the meeting and the ongoing study. Ongoing discussions continue as to what is the best method for making the public aware of the open house.

Building Inspections, Permitting & Licensing

- 79 permits issued with a valuation of \$1,458,859.00
- 198 inspections performed.
- 7 business tax receipts issued.

Development Services

- The following projects were received for review by the SPRC and were circulated for initial staff review:
 - Brown and Thompson Commercial Development (Granada Blvd).

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 has prepared a letter to FDOT regarding the conceptual US 1 Interchange Justification/Modification alternatives developed by Reynolds, Smith, and Hill. 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 Holdings 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.

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 next week to approximately 3,500 businesses that have licenses in the City. The survey results will be presented to the City Commission.
- 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. Staff met with Energizer officials this week to review the permit applications and conceptual plans. 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.
- Staff has prepared 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. Advertisement begins May 29.

Airport Operation and Development

- Staff met this week with Neal Tomlinson of Tomlinson Aviation to discuss participation in an airport-based community event proposed for this fall. Mr. Tomlinson has proposed several unique ideas for this youth-centered event, and has offered to help the City acquire funding.
- Staff worked this week with the Engineering Division to setup pre-construction meetings and related coordination for the installation of surveillance camera systems at the airport, as approved at the May 17, 2011, meeting of the City Commission. Staff recently received approval from FDOT of an extension request for the Joint Participation Agreement between FDOT and the City which provides funding for security upgrades at the airport, which may afford the City an opportunity to utilize surplus grant funds for additional security upgrades.
- Staff has scheduled a special meeting of the Aviation Advisory Board on June 9, 2011 at 5:30 p.m., in the H.R. training room at City Hall. This meeting is being held so that the AAB members may review and consider the current airport CIP.
- Staff received notification from the FAA this week about changes to federal policy regarding residential through-the-fence (RTTF) operations. Staff submitted a required response to FAA, indicating that no RTTF operations exist at the airport.
- Staff prepared and submitted updated airport and fixed-base operator (FBO) information to Jeppesen North America (JNA). JNA, a subsidiary of the Boeing Corporation, requested the information in preparation for publication of the latest edition of their JeppGuide Airport Directory. JeppGuide provides supplemental airport information to pilots. In addition to a highly detailed airport diagram, JeppGuide also provides FBO, hotel, transportation and other vital information regarding the airport, including noise abatement procedures.
- 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 additional aircraft rental and leasing services 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 continues to explore 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 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 eventual 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. Recent

communication from TowerCom indicates that airspace studies are underway to determine the maximum tower height that may be installed at the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is preparing a draft of the personnel budget and the CIP.
- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches (# 3191 – 3292).
 - Approved 19 Purchase Requisitions totaling \$112,809.36.
 - Issued 14 Purchase Orders totaling \$92,252.72.
 - Advertised pre-qualification for bidding, SOQ No. 2011-15, City of Ormond Beach's Airport Road Force Main and Reclaimed Water Main Improvement Project, in the News Journal and DemandStar on 05/22/2011.
 - Held pre-bid conference for Bid No. 2011-16, Seawall Repairs for the Ames and Riviera Parks, on 05/23/2011.
 - Held pre-bid conference for Bid No. 2011-08, Selden Avenue Improvements, on 05/26/2011.
 - Prepared 159 Accounts Payable checks totaling \$281,807.31 and 26 Accounts Payable EFT payments totaling \$251,161.24.
 - Prepared 49 Payroll checks totaling \$41,705.11 and 312 Direct Deposits totaling \$365,562.97.
 - Transferred IRS 941 payment of \$134,397.75.
 - Processed 3,485 cash receipts totaling \$909,530.20.
 - Processed 484 utility bill payments through ACH totaling \$39,636.36.
 - Processed and issued 6,102 utility bills with billed consumption of water of 31,218k.
 - Issued 296 past due notices on utility accounts.

Public Information

- Press Releases
 - Movies on the Halifax – Despicable Me (6/3)
- Other
 - Citizen Contacts
 - Media Contacts
 - Completed June Employee Newsletter

Grants

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

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 6
- Hazardous: 3
- EMS: 72
- Motor Vehicle Accidents: 7
- Public Assists: 31

TOTAL CALLS: 121

- Aid provided to other agencies: 11 calls – Volusia County (9), Daytona (1), Holly Hill (1)
- Aid received from other agencies: 2 calls – Volusia County (1), Holly Hill (1)
- Total staff hours provided to other agencies: 8 hours

- Total staff hours received from other agencies: 1 hour
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4 (respiratory distress, cardiac, unresponsive, gun shot wound)
- # of overlapping calls: 21

Medical Call Type

- Abdominal Pain: 2
- Back Pain: 1
- Bleeding: 1
- Blood Pressure: 1
- Breathing Problem: 8
- Chest Pain: 6
- Convulsions: 4
- DOA: 1
- Diabetic: 4
- Fall Victim: 9
- Psychiatric: 3
- Gunshot Wound: 1
- Stroke: 2
- Traffic Accident: 2
- Traumatic Injury: 2
- Unconscious: 4
- Unknown Medical: 10

TOTAL EMS PATIENTS TREATED: 61

Training Hours

- ACLS: 2
- Aerial Operations: 11
- EMS: 15
- Fire Behavior: 9
- Driving: 12
- Hose Evolutions: 11
- Pump Operations: 20
- Policy Review: 3

TOTAL TRAINING HOURS: 83

Operations

- Attended meeting on consolidated dispatch discussions in DeLand at County Council Chambers.
- Met with Fleet Division regarding new Battalion vehicle.
- Met with Division of Emergency Management for an on-site monitoring visit regarding the 2007 Community Emergency Response Teams' grant.
- Attended dispatch users' group meeting at Volusia County Sheriff's Office.
- Held bi-weekly administrative staff meeting.

Station Activities

- Serviced 48 hydrants to include: flow testing, inspecting and flushing.
- Updated 23 pre-fire plans.
- Conducted 6 fire inspections.
- Provided a tour of Fire Station 91 to a group of Girl Scouts.
- Demonstrated the operation of the new Pierce Quint fire truck for emergency vehicle training sponsored by the Florida Fire Chief's Association.

- Attended the EMS Appreciation Lunch at Memorial Hospital.

Significant Incidents

- 5/18/11, 5:31 AM: Hand Ave/Ridgewood Ave – Bicycle vs Bicycle Collision – one patient transported to hospital.
- 5/18/11, 7:11 PM: Arroyo Pkwy – Gun Shot Wound – accidental wound to chest – patient transported to hospital as a trauma alert.
- 5/18/11, 4:23 PM: Live Oak Ave – Structure Fire – cooking pan left unattended and ignited – fire damage to stove, hood, wall and fixtures – smoke damage throughout structure – no injuries.
- 5/22/11, 10:44 PM: Niagara Falls Cir – Hazardous Chemicals Incident – resident mixed household chemicals together creating hydrogen sulfide gas causing a strange odor and poisonous fumes – resident was transported to hospital for evaluation.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department/Fleet Operations – Mechanic III
 - Public Works Department/Streets – Maintenance Worker III
 - Public Works Department/Drainage Maintenance – Maintenance Worker II
- 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).
 - Finance Department – Accounting Technician advertised in-house on 05-19-11. Position closes 05-27-11.

Screening/Interviews Scheduled

- Public Works Department/Wastewater – Maintenance Worker II. Eighteen (18) applications have been received and forwarded to division 04-13-11, interviews were held.
- 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. Seventeen (17) candidates have been selected to move on in the process and notices have been sent to all applicants. Interviews have been scheduled for 06-15-11 and 06-16-11.
- 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. Interviews were conducted 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 on 05-04-11. Interviews have been scheduled for 05-26-11.
- Leisure Services Department/Recreation – Summer Camp Counselors (Day Camp, Camp T-Rec. and Enviro-Camp). Seventeen (17) counselors have been selected and pre-employment processing began on 05-23-11.
- Finance Department/Meter Reader – Position closed on 04-29-11 and twenty-nine (29) applications have been received and forwarded to department. Interviews have been conducted and selection is in progress.
- Leisure Services Department/Performing Arts Center – PT Box Office Attendant closed 05-06-11. Received six (6) applications. Interviews have been conducted and selection in progress.

Background/Reference Checks

- Leisure Services Department – Seventeen (17) summer camp counselors are in progress.

Job Offers

- Leisure Services Department/Nova Gym - Part Time Recreation Leader candidate pre-employment processing in progress.

Terminations/Resignations/Retirements

- Public Works Department/Drainage Maintenance – Maintenance Worker II resigned 05-20-11.
- 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 Maintenance Worker IV.

Leave of Absence

- Public Works Department/Streets – Maintenance Worker III approved for non-medical leave from 06-01-11 through 06-30-11. Employee has withdrawn request.

Public Records Requests

- Request for personnel file for former police officer who worked for the City 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. On 05-20-11, twenty-three (23) employees attended the morning session and eighteen (18) employees attended the afternoon session.
- 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. Sent applications to several departments for review. One (1) volunteer has been placed with the Legal Department and began volunteering on 05-19-11.

Risk Management Projects

- Met with volunteer regarding safety training. Planning OSHA training for safety committees this summer.
- Planning meeting for Health Fair; event is scheduled for October 7.

- Sent photographs of City parks as nominees for Chamber of Commerce Beautification Award.

Information Technology (IT)

Information Systems (IS)

- Work Plan Projects
 - Document Imaging – City Clerk project – None
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 53 New work - 53 completed - 47 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,022	Inbound E-Mails Blocked	10,607
Delivered Inbound E-Mails	9,241	Quarantined Messages	147
Percentage Good Email	46.2%	Virus E-Mails Blocked	14

- Notable Events: Naviline upgrade to 7.0.5 (Maintenance release)

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 1 Corrections: 0
- Map/Information Requests: 20
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Supervisory staff meeting
- Administrative staff meeting
- Public Works staff meeting
- City Manager staff meeting
- Playground meeting
- Budget workshop meeting
- Landscaping workshop meeting
- Leisure Services Advisory Board agenda meeting
- Staffing meeting
- Programming issues meeting
- Central Park meeting
- Nova East Field site visit
- Gymnastics program review
- Project ROMP meeting
- CIP Preparation for LSAB mailout
- OBSC Sign site meet
- BPS Site visit

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 finish their playoff and all-star game season this week.
- The OBSC Competitive Program continued practicing this week, with games on the weekend, home and/or away.
- The City's Coed Softball Spring Season finished their playoff season this week. Games were played on Monday and Tuesday nights at 6:20 and 7:30pm for the championship.
- The Ormond Beach Shuffleboard Club held their weekly play on Monday, Wednesday and Friday at 1pm 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 up coming 6 vs. 6 leagues
- Prepared fields and maintained area for recreational little league baseball and softball at both Nova and Airport Sports Complexes
- Two crew members participated in a mower reel class in Orlando
- Finished hosting the MEAC softball tournament
- Put bleachers back at The Casements
- Prepared the football field for the Calvary Christian Academy spring game
- Cleaned up after the football game
- Moved the Airport entrance sign on Hull Road
- Put finishing touches on new playground near the softball fields at the Airport complex.
- Fixed various safety issues around the complexes
- Pressure washed handball court in preparation for Handball Tournament next weekend

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 Warner Christian Academy Velvets Blues Band (Tuesday).
- 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:
 - Nova Dance Recital, June 4th, 12:30pm - \$7

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
- Pavilion Rental (Saturday 12pm-2pm)
- Youth Basketball practice 6 to 8:30pm, Monday, Tuesday, Wednesday, and Friday

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: July 4th Celebration, Summer Sounds Concert Series
- Finalizing tasks for upcoming Memorial Day Ceremony
- Trailer load in of service equipment for park dedication
- **Limitless Playground dedication, Friday, May 27, 6:00 pm, Sports Complex**
- Assisted with Senior Games sponsorship mail out
- Trailer load in of service equipment and sound equipment for Memorial Day rehearsal, Saturday, May 28th, Rockefeller Gardens

Gymnastics

- Open registration for new students for June/July classes
- 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 organization of supplies, equipment and camper t-shirts, revising camp spreadsheets and forms, purchasing supplies, compiling the information for the counselor manuals, finalizing forms for the counselor orientation, planning the opening ceremony for Camp T. Rec, sending information letters to counselors and parents, confirming guest presenters and field trips and completing the daily activity plans.
- Nova Community Center's new hire, Dontel Wright, began on Monday. Orientation and training continued throughout the week.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
- The French for Tourists class ended this Monday after 10 weeks of sessions. Instructor Christopher Hartley will entertain offering another round of classes in the fall.
- Staff prepared for the last Guild meeting of the season on Tuesday.
- Zumba class times this week were on Monday and Wednesday evenings from 6:00pm to 7:00pm.
- Tai Chi classes continue this week on Wednesday evenings from 7:00pm to 9:00pm.
- The Casements Guild members met for their final general meeting of the season. The members voted to donate funds to install new cabinetry in Room 205. This donation will be reflected in the 2012 fiscal year of The Guild.
- Yoga classes continued on Tuesday from 10:30am-noon and Thursday from 6:30pm-8pm.
- Pilates Classes continued on Tuesday and Thursday afternoons from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- Members from the Memorial Day Remembrance Committee met in the Preservation Room on Wednesday from 11:30am to 1:30pm. The committee will meet on Saturday for a dress rehearsal and then for the Remembrance Celebration on Monday, Memorial Day.
- Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 7:00am to 1:00pm.
- Staff continued to inventory camp items and take registrations for the upcoming Enviro Camp. We are beginning to fill up!
- Staff worked this week to finalize plans for the next Movies on the Halifax. Due to Disney restrictions, the previously scheduled "Father of the Bride" can not be shown in June. The new movie selection is "Despicable Me" a newly released animated feature rated PG. **We hope you can make the movie as we will have a fabulous "Photo Opportunity for the Community."**
- Casements staff assisted Community Events for the preparations for the Memorial Day Remembrance Celebration. Staff gathered several items for use during the Saturday rehearsal and Monday celebration.

Parks and Irrigation

- Rockefeller Gardens - Replaced swing line, flushed snails from system. Cleaned out rotors, reinstalled and adjusted rotors
- Replace 2 damaged spray heads that were hit by a car on Granada Streetscape (emergency)
- Ran zones on South A1A median, replaced timer batteries, replaced 2 damaged spray heads (emergency)
- Replaced 3 rotors at Airport Business Park. Ran all zones, adjusted rotors, checked timer.
- Flagged and coned off hole at Central Park III mainline break. Schedule for repair.
- Ran 4 zones at Nova Rec. Checked timer (emergency)
- Ran all zones at hospital Fountain Park. Replaced 1 rotor
- Cassen Park zone stuck on. Repaired valve; fixed broken head (emergency)
- Began repairs on broken main line at Central Park III
- Repaired damaged heads on South Nova from Woodlands Blvd. to Forest Hills (emergency)

Building Maintenance

- Repaired electric service at the racquet club
- Replaced ice machine filters citywide
- Relocated lights for sign at Airport Sports Complex entrance
- Repaired broken water service at Nova Rec.
- Continued construction of multi use room in the Storm Water Dept. of Public Works
- Installed new window blinds in the Meals on Wheels building at the Senior Center
- Began LED lighting upgrades at City Hall
- Replaced pump #4 for the decorative fountain at the P.A.C.
- Installed six new park benches at Bailey Riverbridge Gardens
- Repaired loose hand rail on the pier at Cassen Park
- Replaced broken lamp post at Rockefeller Gardens
- Removed graffiti at Riverbend Nature Park
- Installed new electrical service for multi use room in the Storm Water Dept.
- Repaired and cleaned out broken sewer at Nova Rec.
- Repaired drinking fountain at Airport Sports Complex soccer fields
- Weekly inspections of the Ormond Beach Municipal Airport

Police Department

Administrative Services

Command staff attended the Volusia County Law Enforcement Memorial Service on Friday, May 20, 2011.

Community Outreach

- Twenty youths in the OBPAL READ program attended the annual award and graduation party on May 23 at Ormond Beach Elementary School. The children received a READ certificate; three new books provided through a grant from First Book, Inc., and enjoyed a pizza lunch with Cpl. Michelle Gaden, Lisa Messersmith and Avery Randolph.
- Youths in the boys' basketball program are practicing for the upcoming USSSA tournament in June.
- As of Friday, May 27, 2011, Volusia County schools are closed for the summer. PAL staff is preparing for the summer program which will begin in mid- June.

Community Services & Animal Control

- Animal calls responded to: 39
- Animal Reports: 6
- Animal Bites: 2
- Animals to FHS: 9
- 3 Adults & 6 kittens
- 1 Injured Opossum
- 1 Baby Raccoon to Wildlife Rehab
- 2 injured birds to Ponce Inlet Bird Sanctuary
- Solicitor Permits: 1
- Notice of Violations: 2

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 8
- Inactive: 5
- Fraud: 3
- Burglary Business: 2

- Larceny Car break: 7
- Grand Theft: 1
- Auto Theft: 1
- Offense Against Family/DCF Reports: 2
- Missing Persons: 1
- Recovered Missing Persons: 1
- Death Undetermined: 1

Narcotics

- Five search warrants served
- Four buy walks
- Two buy walk attempts

Comments:

- Suspicious Death: Investigators are looking into the death of a 14 year-old white male that was found in a residence on Mayfield Circle. Investigation is ongoing.
- Suspect identified in numerous car burglaries that have occurred in several city parks and gyms. The suspect is from south Florida and is believed to be involved with a group of individuals that target vehicles along the east coast of Florida. Charges have been filed against the suspect who is currently out on bond. We have had his bond revoked and he is currently at large.

Records:

- Walk - Ins / Window 150
- Phone Calls 268
- Arrest / NTA'S 12
- Citations Issued 176
- Citations Entered 164
- Reports Generated 122
- Reports Entered 128
- Mail / Faxes / Request 76

Patrol

- Total Calls 1,348
- Total Traffic Stops 185

Operations

- 5/19/11 - Car Burglary at Olive Garden Restaurant parking lot, window broken. credit cards stolen and used in Daytona
- 5/19/11 - Warrant Arrest at the 600 block of Hand Ave.
- 5/19/11 - Domestic Disturbance on the Granada Bridge; male arrested.
- 5/20/11 - Car Burglary at Ormond Beach Elementary School. Purse taken from vehicle
- 5/20/11 - Car Burglary at Grace Academy. Purse taken from vehicle
- 5/20/11 - Car Burglary at Sherrington Dr. No suspects.
- 5/20/11 - Disturbance at Benjamin Dr; Suspect fled. Later caught by units
- 5/20/11 - Suspicious Incident and Car Burglary at Rockefeller Dr. Cane missing from vehicle.
- 5/20/11 - Stolen Vehicle Recovery at Sanchez Park. This same vehicle was used in a hit and run about a week ago; stolen out of Ohio.
- 5/20/11 - Theft - cell phone at Barnacles Restaurant
- 5/20/11 - Stolen Vehicle from the Quality Inn Hotel - S Atlantic Avenue.
- 5/20/11 - Baker Act at St George's Rd - Adult /Female

- 5/21/11 - Illegal Signs removed throughout the City; reports forwarded to Neighborhood Improvement Division
- 5/21/11 - Several False Hold Up Alarms along SR 40. Possibly due to a power surge
- 5/21/11 - Theft at Tokyo Restaurant - S Nova Rd.; Persons caught and arrested on unrelated charges by Holly Hill PD after they were in a disturbance. A relative paid the bill and Tokyo no longer wanted to press charges;
- 5/22/11 - Suspicious Incident and Car Burglary- S Atlantic Ave - Beach Patrol was out with a suspicious person on the beach who citizens reported was trying to sell a camera. Adult male charged with felony burglary.
- 5/22/11 - Baker Act on Niagara Falls Cir - female
- 5/22/11 - Trespass Warning - Seton Trail - Disturbance turned into a trespass warning.
- 5/22/11 - Traffic Crash - US1 at West St - South bound Harley Davidson lost control and crashed in the median.
- 5/23/11 - Stolen Bicycle from Sanchez Ave. Subject found another bicycle in his yard and then discovered his missing.
- 5/23/11 - Theft - cell phone; victim advised theft occurred in February, just discovered the phone was re-activated and now wanted to report the theft.
- 5/23/11 - Narcotics arrest at Lakebridge Plaza Dr. started as a noise complaint subject found in the parking lot in possession of controlled substance and marijuana
- 5/23/11 - Suspicious Person - field interrogation card completed on adult male who was in the area of Wilmette Ave. and N.Yonge St.; subject was previously arrested for loitering & prowling in Ormond Lakes
- 5/24/11 - Death Undetermined – juvenile Mayfield Circle
- 5/24/11 - Car Burglary on Queen Ann Ct., unknown entry. Satellite radio, sunglasses taken
- 5/24/11 - Animal Complaint, Park Place; citizen called about sick raccoon clinging to the side of residence. Officer used “catch pole” to retrieve animal.
- 5/24/11 - Stolen Tag - Wal-Mart parking lot.
- 5/24/11 - Car Burglary at Queen Ann Ct.
- 5/24/11 - Petty Larceny - Pine St. - stolen trash can
- 5/24/11 - Burglary - S Nova Rd - Chain/Lock was cut allowing access to rear of business where two utility trailers were allegedly stolen.
- 5/24/11 - Police Information - Rockefeller Dr. - Numerous calls (7-digit and 911) from mentally ill adult female.
- 5/25/11 - Grand Theft – residence - S Old Kings Rd., camera, TV, Nintendo, weapons stolen.

Traffic Unit

- 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. Average speed 19 MPH. CPP in progress.
- Officer Sanders is researching a way to reduce the speed limit on Wilmette Avenue as part of a CPP to slow traffic near City facilities and multi-family dwellings between US1 and Nova Road.
- Message Board at Fleet Operations for maintenance. It will be deployed at SR 40 and Beach Street for the Memorial Day service this coming week.
- Working with iyeTek to resolve some user/provider agreement issues. Forwarded iyeTek contact info to Legal Department to facilitate further review.
- Secured scheduling of outside agency patrol boats for the Independence Day Celebration.
- Met with City Engineer and Volusia County Traffic Engineering in reference to resolving some issues at the US1 and SR40 intersection construction.
- Met with Streets Division in reference to a request for a crosswalk installation in front of Tomoka Elementary. Meeting scheduled with the City Engineer to go over the specs.

- Met with Fleet Operations to order the third Kawasaki police motorcycle.
- Traffic Citations 121
- Parking Citations 1
- Crash - No Inj. 10
- 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
 - Enforced Complaints:
 - Riverside Drive
 - Trails Subdivision
 - Clyde Morris Blvd.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 6 Cases initiated
- 18 tree removal permit requests
- 27 signs either removed or sign cases created.
- Administrative staff assisted with two walk-ins and seventy-three (73) telephonic inquiries.

Public Works

Engineering

Construction Projects

- US1 Forcemain Extension Phase II- The watermain bridge attachment was completed and made active. The temporary watermain was removed along with road barriers and the US1 lane was reopened.
- Rima Ridge Wells 54, 55 & 56- Systems operation training and testing was performed on the well pumps, generators and SCADA.
- Hull Rd. & US1- Preparing closeout documents.
- US1 & SR40- Responded to questions from contractor on fiber optic termination, pedestrian pole relocations, and switch over to mast arm. Coordinated with FPL for new power and PD connection.
- Alcazar-Buena Vista Drainage Area Improvements- Bid was awarded and contracts are being created for execution. Prepared residential notifications.
- Selden Avenue Road and Utility Improvements- Project will be bid June 8.
- OBSC Boundless Playground- The contractor completed all remaining punchlist items on Monday. The park will be officially opened this Friday after the ribbon cutting ceremony.
- Facility Lighting Replacement- The contractor has completed 90% of the scheduled renovation. Staff authorized the contractor to complete field changes as they are discovered so the renovation work can be completed correctly.
- Downtown Parking (Vining Court)- The contractor has been working to complete all required site demolition per the approved plans. Staff has authorized field change #1 to remove and replace a failing storm drain pipe for approximately \$12,500.

- 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– The first round of public meetings and joint advisory Board meetings were held. An update to the City Commission is scheduled for June 1st.
- Riviera Seawall- Project is advertised for bids to address erosion occurring behind seawall
- Ames Seawall- Project is advertised for bids to address erosion occurring behind seawall
- Ormond Scenic Loop- Contacted Joe Jaynes to respond to questions.
- Granada Underground Utilities- Received estimate from Sunesys.
- SR40 Nova to A1A Interconnect- Prepared bid documents and checklist for FHWA. Reviewed final plans and set bid date.
- US1 & Nova Rd.- Responded to ERC comments.
- SR40 Sidewalk / Trail Phase III- Prepared bid documents.
- CCTV Surveillance- Responded to inquiries on surveillance system.
- Transfer Station Pump Station- Negotiating scope of services with consultant to perform design of system upgrades.
- Tymber Creek Phase II- Received revised final plans from Volusia County, which were reviewed for consideration of utility relocation plan modifications.
- N. Halifax Drive- Design plans are in progress to incorporate roadway reconstruction areas and stormdrain repairs in addition to resurfacing.
- Airport Rd. Forcemain Ext./Reclaimed Water Ext.- Contractor prequalifications advertisement ran 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 lifeguard station.
- Downtown Wayfinding Signage- Hall Construction is currently revising the proposal per staff comment.
- Wooden Pedestrian Walkway Lighting Replacement - The new poles have been delivered and the fixtures were delivered on Monday. 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 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

- West Granada Utilities Extension- Investigated feasibility of extension of force main and water main for additional customer service.
- Received quotes to clean, root intrusion removal and joint grout pipe Tomoka Avenue storm drain between S. Beach St. and US1.
- Prepared project invoices/pay requests totaling \$835,447

- Compiled information and prepared CC memo for the assignment of the continuing contract for Planning & Design Services of Land Design Innovations, Inc. to Littlejohn Engineering Associates, Inc., and for the removal of SRF funding language/requirements from the Brasfield & Gorrie contract for the construction of the WWTP Expansion project.
- Contacted FDOT to re-span A1A and Cardinal/Harvard intersections.
- Created new spread sheets and maps corresponding to the 2" watermain replacement project based locations within the CDBG Districts.
- Created new spreadsheets and maps corresponding to the CMP Storm Pipe replacement project based locations within the CDBG Districts.

Customer Service

- Helped two customers with drainage concerns.
- Onsite meeting with homeowner of 23 Amsden Dr to discuss SWMP options.
- Researched construction plans for the Cassen Park fishing pier for Leisure Services.
- Researched and located Airport boundary survey information for Andy Wilbert surveying request.
- Located and supplied old drawings related to Nova Rec Ballfield #5 irrigation to Mark Dowst.
- Researched and provided right of way distances for Center St per Neighborhood Improvement Division request.
- Began the drawing research related to the annexation of 1142 N US 1 per Planning Div request.

Meetings

- Attended US1 and SR40 field meeting.
- Held joint advisory board meeting for the Ormond Beach's Andy Romano Beachfront Park project

Other

- 35 projects were inspected.
- Completed pond bottom elevation survey at Nova Landfill.

Environmental Management Division

Street Maintenance

Asphalt / Concrete

- Set concrete around a meter box at 6 Neptune Park
- Set concrete pad – fire hydrant on Airport Rd. (Pine Tree Elementary)
- Repaired asphalt depressions in road at Marvin and Harvard and on S. Halifax at Arlington Way
- Installed and concreted PVC tubing around fire hydrant at Pine Tree Elementary
- Cut sidewalk out at Hand and Nova
- Repaired potholes in road on Pineland Trail

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 and stump removal at Nova Recreation

- Tree removal on Pine Valley Way
- Trimmed trees at Grandview & Rockefeller, 63 S. Halifax, Granada DOT ROW and 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
- Assisted concrete crew at Fluhart & S. Orchard St.
- Conducted interviews for Maintenance Worker II
- ROW trimming at citywide locations
- Fixed light pole bricks at Rockefeller Gardens

Sign Shop

- Repaired or replaced signs at the following locations:
 - Andalusia Ave. & Fleming Ave., straightened the stop sign post
 - Coolidge Ave. & Division Ave., installed a new stop sign post & HIP (High Intensity Prismatic) street names
 - Arroyo Parkway Pond, installed (2) "Authorized Vehicles Only Beyond This Point" signs
 - Amsden Rd. between John Anderson Dr. & N. Halifax Dr., installed (2) 25 mph signs per a request from the Ormond Beach Police Department
- Installed Town Hall meeting guide signs for the 5-25-11 meeting at the Senior Center and removed them the next day
- Began fabricating HIP street names for twenty-two (22) intersections
- Ordered new sign posts & anchors in advance of this year's hurricane season
- Requested a purchase order for Better Barricades to do some yellow centerline striping on Main Trail
- Continued citywide pavement marking inventory inspection

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Reachout Mowing – Hand Ave., Fleming, Arroyo & US1 ditches, and Airport Sports Complex ponds
- Sinkhole inspections – 28
- Filled hole on Mayfield
- Picked up debris on Burn St.
- Cleaned Rockefeller Pond
- Vacon – 10 Prairieview Ln, 2 basins- 356' line cleaned, Northside Dr., 4 basins-590' line cleaned, 1306 Overbrook Dr., 3 basins-370' line cleaned and 11 Marjorie Trl., 1 basin-150' line cleaned
- Sprayed – SR40 ditches FDOT, Lincoln Ave.-RR track ditch, Division Rec. pond, Division Ave. pond and SR40 ponds FDOT

Streetsweeper/Streetsweeping

- 121.1 miles of road cleaned
- 22.5 cubic yards of debris removed

Fleet Operations

Mileage Traveled by all City Departments for the week

31,699

PM Services completed for the week

Emergency—Vehicles and Equipment Non-Emergency Vehicles and Equipment

15

16

Road Calls for the week

0

Accidents for the week

2

Quick Fleet Facts

- Fleet has 9,613 gallons of unleaded fuel and 4,843 gallons of diesel fuel on hand.
- Fleet completed 59 work orders this week.
- Fleet operations has made the preparations for the upcoming for hurricane season regarding fueling of all stationary gen sets and finishing the preventative maintenance on emergency equipment throughout the city.

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 - Awaiting response from Volusia County Health Department (VCHD) to the City's reply to their Request for Additional Information (RAI) concerning the engineering report.
- 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. 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 up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunters Ridge areas. Easements forthcoming for CC consideration for a portion of the project corridor.

- Fire Hydrant Replacement Program – A City Commission memo and packet was prepared and forwarded to Legal for contract award to R&M Service Solutions for \$160,791.06 at a 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. 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. A current recommendation from the manufacturer requests approval 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. The impeller was delivered and installed this week in Pump #2. 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. Monthly meeting held with designer and contractor this week. Contractor continues to make good progress on project although delays are resulting from inability to perform piping relocation work as current bypass is being utilized due to IPS not functioning. Contractor preparing alternate IPS bypass option proposal for City consideration to assist minimization of delays.
- Lift Station Repair and Replacement Project – The doors remain to be installed at lift station 6M. Pumps and miscellaneous mechanical components are installed at Ormond Mall LS. Payment reimbursement for work completed provided to surety-contractor-pump manufacturer per current agreement. Soil compaction was performed at the site. Compaction test results were found acceptable and site paving was performed. Awaiting final installation of electrical prior to start up activities.
- 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 City Commission packet was forwarded to Legal for sole source award consideration to DeLoach Industries, Inc. to perform specialty rehabilitative work on this manufacturer's equipment.
- 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. The eventual billing option for sewer was decided upon. Preliminary plans comments were discussed and a new Industrial User Questionnaire was requested for updating plant flow information. 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.

- Forwarded to Finance updated comments concerning the water and wastewater operating budget for fiscal year 2011-2012.
- Attended inaugural Public works Advisory Board Meeting.
- Water Distribution
- Exchanged 8 water meters, installed 3 new water meters/services
- Responded to or repaired 8 water service leaks
- Flushed 2 cloudy water complaints
- Replaced 15 (4 under road) water services, and 5 meter boxes/lids
- Responded to 2 low pressure complaints
- Moved a water service for driveway expansion, assisted 1 customer with misc. water issue
- Repaired a 2" water main break on Juniper Dr, this water main was added to the list of needed main replacements
- Tested for accuracy 1-3" and 2-2" water meters
- Raised 4 and performed maintenance on 12 fire hydrants, checked for depth of 7 fire hydrants for added information to the replacement list
- Flushing: SR40 to Wilmette (US1 west to Nova Rd)
- Perform a scheduled shut down for the Hand Ave water main replacement to facilitate the water main connections, reconnected 8 water services to the new 12" water main
- Clean and reorganize all storage bays
- Water Treatment
- Delivered to the City 43.314 million gallons for the week ending May 22, 2011 (6.188 MGD)
- Backwashed 12 filters for a total of 528,000 gallons backwash water.
- Produced and hauled 81 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Attended New Rima Wells operational training from contractor.
- Waste Water Collection - Reuse
- Crews responded to one trouble call out west Breakaway/Hunter's Ridge area and four in town.
- MW IV interviews were conducted this week.
- Televised four sewer laterals, root controlled six sewer laterals and cleaned seven sewer laterals.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course and replaced pond float and valve with new.
- Crews installed new E-One pump at Ormond Airport at Hanger #23
- Installed new pep tank at 32 Fox field Look.
- Replaced broken valve box at 23 Deep woods Way.
- Checked irrigation system at Breakaway and Hunter's Ridge. Still running short on water. Inspected and cleaned pond filter. (No water from stormwater pumping system due to lack of rainfall)
- Cleaned all building and fueled all equipment for the weekend.
- Waste Water Treatment
- Domestic and Industrial Wastewater flow was 27.76 Million Gallons.
- Produced 23.79 Million Gallons of Reuse.
- Produced 3.97 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 3.97 MGD, plant designed for 6 MGD
- Hauled tons of sludge 125.00 (14%-18% Solids).
- Influent Pumping Station is bypassed. Operations are manually calculating and splitting samples flow proportional sampling for the raw flow.
- April's Discharge Monitoring Report sent to FDEP on the 18th of May.

- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
- Installed ventilation to sulfuric acid pump to LPRO system cabinet to promote cooling efficiency.
- Replaced the bearings on the lime slurry motor #1 and placed back into spare parts inventory
- Repaired lights near sand filter and truck bay under the centrifuge.
- Rebuilt the gear box pulled from slurry pump #3 during replacement and placed into spare parts inventory.
- Sand blasted the #4 High Service Pump base and associated parts.
- Installed new lights on the scrubber control cabinets
- Replaced the water solenoid on the #1 lime slaker unit
- Started working on light replacement over the Discflo pumps
- Checked pumping station to check fuel and run diesel pump motor at Standish Storage and Pumping Facility.
- Confirmed proper operations status at Breakaway Trails and Shadow Crossing irrigation pumping systems.
- Repaired water leak at sample test station at lift station 5P.
- Installed new bearing on slaker #1 belt feed.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.

Wastewater Plant – Lift Stations – Reuse System

- Replaced the motor control contactor at Town Square lift station.
- SCADA repair to 6 liftstations.
- Dewatering Station – replaced sampling pump
- 7M1 – replace pump #1 and install Mix/Flush valve
- Assist operators at Sand Filter #2
- Worked on CP foods liftstation pumps all week, air in line causing blockage, Micro flex liftstation also affected. Collections Division working on resolution.
- Aberdeen #2 – Inspect Controller Problem, found bad spot on probe.
- Spring Meadows – sprayed weeds at driveway
- Contractor hit underground electrical line to scum station – traced, repaired and restarted west end(Clarifiers, RAS/WAS)
- 10M – Pull Pump #1 and replaced with temporary pump
- 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 15 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 1stations(Pull pumps, etc)
- Utilities Division completed 78 work orders as reported in MP2 computerized maintenance management system, of which 50 were PM work requests and 28 were repair work orders.