

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 3, 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:

- Held weekly staff meeting with directors
- Extended contingent offer of employment of new City Clerk, and it was accepted by Joshua Fruecht

Spoke to, attended and/or met with:

- Attended Limitless Playground ribbon cutting
- Attended Memorial Day event
- As requested reviewed agenda with Commissioner Boehm
- Attended Florida City/County Management Association (FCCMA) Annual Conference in Clearwater Wednesday through Friday

City Clerk's Office

In addition to routine City Clerk activities such as agenda preparation for meetings and workshops, updating insurance information for City contracts, updating website, document imaging, proclamations, legal advertisements, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms, recording and transcribing meetings):
 - June 1, 2011, City Commission Meeting
 - June 2, 2011, Quality of Life Advisory Board Meeting
 - Created ad for website
- Website Training for new Planning Technician
- Creating web pages for the Building Department to increase accessibility for customers to forms necessary to apply for building inspectors, schedule appointments and check status

Community Development

Planning

- The Department received the rankings from the TPO regarding several shared use path and sidewalk projects. The May 11, 2011, draft List of Prioritized XU Bicycle/Pedestrian Projects includes:
 - Thompson Creek Shared Use Path is ranked #7 under Tier C: Projects Awaiting Feasibility Study/Shared Use Path
 - Forrest Hills Connector is ranked #3 under Tier B: Projects Ready for Funding/Shared Use Path
 - John Anderson Drive Sidewalk is ranked #4 under Tier B: Projects Ready for Funding/Sidewalk

- Staff attended a Main Street forum where the Redevelopment Plan will be discussed for possible addition of new projects in the second five years. Some of the potential projects the Design and Economic Restructuring subcommittees have discussed recently are:
 - Historic Markers
 - Gateways/Architectural Icons (Bridge, Downtown, Beach)
 - Floating Docks at Cassen Park
 - Granada Bridge identity
 - Artist sponsorships
 - Granada Streetscape

Staff has indicated to Main Street that while it is a most opportune time to look at the next five years since the City is completing the first five years, staff is reluctant to abandon several initiatives started in the latter five years that will support economic development in the downtown based upon new projects. It is staff's hope that whatever comes out of the forum the ideas can be integrated into the existing program so that the City doesn't again stop momentum.

- A draft of the City Interlocal Boundary Agreement based upon previous meetings with county staff has been completed and is currently under review in-house.
- The Preliminary DFIRM Community Coordination Meeting is scheduled for Thursday, June 9, 2011 from 2-4 at the Volusia County Ag Center. Planning staff will be attendance to follow up on comments sent to FEMA several weeks ago.

Building Inspections, Permitting & Licensing

- 74 permits issued with a valuation of \$904,025.00
- 180 inspections performed.
- 5 business tax receipts issued.

Development Services

- The following projects were received for review by the SPRC and were circulated for initial staff review:
 - Chase Bank Site Plan (3rd review);
 - Easement Vacation for 17 Foxfords Chase (initial review)
 - Brown Office site plan (2nd review)

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.

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.
- Staff is working with a business prospect interested in leasing 6 Aviator Way, a 9,000 square foot industrial building that was recently vacated.

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.

Airport Operation and Development

- 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 met with the Air Traffic Control Tower Manager and representatives of Hoyle, Tanner & Associates to discuss construction plans for the Taxiway "A" group of projects, which includes construction of a new, full-length Taxiway "A," resurfacing of Taxiway "C," construction of a public use heliport, re-alignment of Taxiway "E," and construction of a new compass rose. Staff is endeavoring to maintain normal airport operations as much as possible during construction of these projects.
- Staff received several inquiries from residents of Ormond Lakes regarding an aircraft circling overhead for approximately 1 hour on Thursday afternoon. Staff advised these residents that the aircraft in question was investigating reports of a brush fire in the vicinity of Ormond Lakes, and remained overhead in order to help guide Fire Department vehicles to the location of the fire.
- Staff continued to work this week with the Engineering Department 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 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 the 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 draft of the personnel budget and the CIP.
- Completed Projects - Weekly
 - Processed 28 Journal Entry Batches (# 3298 – 3374).
 - Approved 15 Purchase Requisitions totaling \$90,996.65.
 - Issued 8 Purchase Orders totaling \$51,790.86.
 - Posted Addendum No. 1 for Bid No. 2011-16, Seawall Repairs for the Ames and Riviera Parks, to DemandStar on 05/27/2011.
 - Advertised RFP No. 2011-19, Master Development and Lease of Vacant Land Located in the Southwest Quadrant of the Ormond Beach Municipal Airport, in the News Journal and posted to DemandStar on 05/29/2011.
 - Issued and emailed Addendum No. 1 for Bid No. 2011-08, Selden Avenue Improvements, to plan holders and posted to DemandStar on 06/01/2011.
 - Held pre-submittal meeting for SOQ No. 2011-15, Pre-qualification for Bidding of the City of Ormond Beach's Airport Road Force Main and Reclaimed Water Main Improvements Project, on 06/02/2011.
 - Prepared 148 Accounts Payable checks totaling \$545,297.03 and 23 Accounts Payable EFT payments totaling \$845,507.12.
 - Processed 3,754 cash receipts totaling \$531,131.98.
 - Processed 1,235 utility bill payments through ACH totaling \$72,466.37.
 - Processed and issued 1,308 utility bills with billed consumption of water of 18,295k.
 - Issued 577 past due notices on utility accounts.

Public Information

- Press Releases
 - Tumbling Clinic (6/11)
 - Let's Move Volusia's YOUth News Conference (6/1-Media Event)
 - Hand Avenue Road Closure Extended to June 24th
- Other
 - Citizen Contacts
 - Media Contacts

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Attended conference call on open house for flood plain map revisions to be held on June 9, 2011, at the Volusia County Agricultural Center in Deland.

- Attended Let's Move Volusia's YOUth News Conference at Nova Community Center's Magic Forest Playground.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 5
- Hazardous: 3
- EMS: 68
- Motor Vehicle Accidents: 4
- Public Assists: 25

TOTAL CALLS: 108

- Aid provided to other agencies: 12 calls – Volusia County (10), Daytona (1), Flagler County (1)
- Aid received from other agencies: 2 calls – Volusia County (1), Daytona (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: 5
- # of overlapping calls: 17

Medical Call Type

- Abdominal Pain: 2
- Bleeding: 1
- Breathing Problem: 14
- Chest Pain: 1
- Convulsions: 3
- DOA: 1
- Fall Victim: 14
- Overdose: 2
- Sick Person: 2
- Stroke: 1
- Traffic Accident: 1
- Traumatic Injury: 1
- Unconscious: 2
- Unknown Medical: 8

TOTAL EMS PATIENTS TREATED: 53

Training Hours

- Aerial Operations: 6
- Building Construction: 1
- Driving: 12
- EMT Refresher: 11
- Fire Behavior: 5
- Hose & Equipment: 16
- Preplans: 2
- Pump Operations: 47
- Tactics: 7

TOTAL TRAINING HOURS: 107

Operations

- Attended Volusia County Fire Chief's Association luncheon and meeting.

- Met with Human Resources and a consultant for promotional hiring assessments regarding the selection process for Fire Chief.
- Attended meeting with Volusia County Fire Chiefs to discuss brush fire concerns. Area departments agreed to commit resources in the event an agency needs emergency assistance. Task Force and Strike Teams have been pre-developed to prevent delays in receiving assistance. With all agencies contributing, this will allow resources to remain available in the unaffected areas to handle other potential brush fires.
- There are currently 56 active brush fires in Volusia/Flagler Counties. Significant active brush fires in our area:

Espanola Fire

Start date: 05/30/2011

County: Flagler

Location: Off of US1 in the vicinity of Bunnell

Size: 400 acres

Containment: 25%

Cause: Lightning

Additional Remarks: No homes or structures threatened

Larkspur Fire

Start date: 05/25/2011

County: Volusia

Location: Daytona Park Estates Subdivision, DeLand

Size: 320 acres

Containment: 85%

Cause: Under investigation

Additional Remarks: 29 homes and 12 outbuildings being threatened

Station Activities

- Serviced 45 hydrants to include: flow testing, inspecting and flushing.
- Updated 24 pre-fire plans.
- Conducted 6 fire inspections.
- Provided Fire Explorer's training at Station 91.

Significant Incidents

- 5/25/11, 1:01 AM: River Ridge Trail – Single Vehicle Fire – fully involved fire in driveway approximately 4 feet from residence - neighbors heard noises and found vehicle on fire – Ormond Beach Police woke residents to evacuate home – 500 gallons of water used for extinguishment – no extension of fire into home.
- 5/27/11, 3:00 PM: Arabian Trail/Durrance Lane – Wildland Fire – provided automatic aid to Flagler County for a 3 acre brush fire – Ormond Beach units assisted until fire was contained – cleared scene at 6:18 PM.

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 completed 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. 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.
 - 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 were held on 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 is in progress.
- Background/Reference Checks
 - Leisure Services Department – Seventeen (17) summer camp counselors are in progress.
- Job Offers
 - Support Services Department - City Clerk – pre-employment processing in progress – anticipated start date of 07-05-11.
 - Leisure Services Department/Gymnastics – PT Recreation Leader candidate will begin employment on 05-19-11.
 - 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 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. On 05-20-11, twenty-three (23) employees attended the morning session and eighteen (18) employees attended the afternoon session.
- H.R. Staff attended 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 – Preparation for RFP
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None
 - Networking System: - None
 - Work Orders: - 61 New work - 62 completed - 53 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	19,432	Inbound E-Mails Blocked	9,816
Delivered Inbound E-Mails	9,373	Quarantined Messages	243
Percentage Good Email	48.2%	Virus E-Mails Blocked	32

- Notable Events: None.

- Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 5 Corrections: 0
- Map/Information Requests: 14
- Information Requests from External Organizations: 1

- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Memorial Remembrance Service
- Administrative staff meeting
- Public Works staff meeting
- City Manager staff meeting
- Agenda Items preparation
- Staffing meeting
- Health Dept. Media Event at Nova Community Center
- City Commission Meeting
- OBYBSC Meeting
- OB Sports Complex Sign location meetings
- July 4th Preparation meeting
- Environmental Learning Center meeting
- Art Museum 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 OBSC Competitive Program has tryouts this week for the fall teams.
- The Ormond Beach Shuffleboard Club held their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
- The Lady Renegades held their Memorial Weekend Softball Tournament at the Dale Buttleman Softball Quad, as well as Softball Field #7, and Nova Fields #2 and #3. Approximately 50 teams competed.
- NSA Adult Men's Softball Tournament will be renting the Quad this weekend on Saturday, from 9am to 8pm.
- The "Let it Fly" National Flag Football Championships were held at the Sports Complex Soccer Fields for the first time Memorial Weekend. Between 85 and 95 teams were expected to compete in the Tournament.
- Upcoming Events: Men's Baseball League, Men's Basketball League, Summer Youth Volleyball League, and Summer Sports Clinics.

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 this 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
- Placed six bleachers out at The Casements
- Painted 12 flag football fields, put out garbage cans and benches for holiday weekend youth tournament
- Fixed irrigation problems on co-ed softball field.
- Prepared 8 fields for holiday weekend tournament for Lady Renegades softball: 5 at the Airport Sports Complex, 2 at Nova Park and 1 at South Ormond.
- Prepared for grand opening ceremonies and ribbon cutting for new playground at the Airport Sports Complex.

Senior Center

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

Performing Arts Center

- Staff prepared for the performances of Nova Dance rehearsal (Tuesday, Wednesday) and performance (Saturday), and rehearsal of Center Stage Dance and Performing Arts (Thursday).
- 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 events:
 - Center Stage Dance and Performing Arts Recital, June 5th, 2pm
 - South Beach Dance annual Dance Showcase, June 11th, 7pm

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 11pm
- Open Play basketball, 1pm to 5pm
- Pavilion Rental Saturday and Sunday, 1pm to 4pm
- Youth Basketball practice 6pm to 8:30pm, Monday, Tuesday, Wednesday, and Friday
- Activity room rental on Friday, 5pm to 9pm

Community Events

- Weekly administrative tasks and office work
- Attended staff meeting
- Attended Senior Games meeting
- Pre planning activities for upcoming events, July 4th Celebration, Summer Sounds Concert Series
- Limitless Playground dedication, Friday, May 27th, 6:00PM
- Clean up of equipment and supplies, playground dedication
- Memorial Day rehearsal, Saturday, May 28th, Rockefeller Gardens

- 21st Annual Memorial Day Remembrance Service, Monday May 30th, 9:00AM
- Clean up of equipment and supplies, Memorial Day Remembrance

Gymnastics

- Boys team preparing for upcoming July competition at Wide World of Sports
- Introduction of new part time employee
- Prepared for arrival of group of Palm Coast students for tumbling class
- 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 ended their spring programs this week. The Activity Class met for the last time of the season on Tuesday and Miss Debby's Dance met for their last classes on Friday.
- Planning for Camp T. Rec and Nova Community Center's Summer Connection Day Camp continued including organization of crafts revising camp spreadsheets and forms, finalizing forms for the volunteer orientation, planning the opening ceremony for Camp T. Rec and preparing for Nova's first week of camp.
- The Embry-Riddle/Steve Ridder Basketball Camp met at Nova Community Center on Tuesday through Friday. The camp features individual instruction, obstacle courses and tournaments.
- The *Let's Move Volusia's YOUth* Media Event was in Nova Community Park's pavilion next to the Magic Forest Playground on Wednesday morning. The partnership for the media event includes the Volusia County Health Department, Halifax Medical Center, Florida Hospital Volusia/Flagler, Volusia County Schools and the City of Ormond Beach. The partnership plans to combat childhood obesity by forming a coalition to encourage physical activity.
- The Men's Basketball League began its first practice on Wednesday evening.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily Tuesday through Friday.
- Staff took care of any items left from the Memorial Day Remembrance Celebration on Monday.
- The newest order of engraved bricks was laid in the courtyard on Tuesday morning.

- Artist Emily Lenehan began hanging her display of artwork in the Gallery on Tuesday from noon to 4:00pm.
- Zumba class met on Wednesday evening 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 to 8pm.
- Pilates Classes continued on Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Casements Coordinator met with a possible new instructor this week for Yoga for children. We are anxious to start these classes over the summer and work to grow the classes in the fall.
- Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 7:00am to 1:00pm.
- Staff set up for the First Friday Gallery Opening for artist Emily Lenehan on Friday. Emily Lenehan's Gallery Opening Reception, Friday 5-8pm.
- Movies on the Halifax, "Despicable Me", show time 8:30pm.

Parks and Irrigation

- Inspected main line break at Fortunato Park
- Replaced one damaged spray head at Cassen Park
- Helped Streets Dept. install bridge signs
- Ran zone on S. A1A median, installed new timer battery, cut grass away from spray heads
- Installed new 1.5" zone valve on median #6
- Removed broken feed line, valve and tee at Central Park III, installed new 2" scrubber valve and new pvc pipe, tested
- Lowered spray heads on top of palm trees at beach approach, ran zones, checked timer, no problems found
- The following required immediate attention:
 - Replaced one damaged rotor head at Riviera Park
 - Reset timer, added run time and days on Ormond Middle School ball fields, spread new seed on fields
 - Helped Building Maintenance on potable water line break at Fortunato Park
 - Replaced six cut off rotor heads on W. Granada medians in juniper beds

Building Maintenance

- Adjusted cooling limits on thermostat at the Art Museum
- Insulated and dry-walled Stormwater offices
- Repaired A/C at Fire Station 91
- Weekly inspection of Airport runway and taxiway lighting
- Continued water filter replacement on ice machines
- Replaced ADA walkway at Ormond Racquet Club
- Repaired safety issues on decks at Ormond Tennis Center
- Installed bulletin board at Nova Community Center
- Repaired A/C on P.A.C. rooftop
- Troubleshoot and ordered parts for chiller at Police Station
- Updated room numbers on City Hall's first floor directory
- Locked lobby thermostat in Finance Dept.
- Completed quarterly A/C preventive maintenance on City owned systems
- Drained and cleaned Bailey Riverbridge decorative fountain
- Installed two new toilets in the registration area at the P.A.C.
- Repaired the wheelchair lift at the senior center
- Drained and cleaned decorative fountain at Riviera Park
- Repaired break in water service at Fortunato Park
- Installed new toilet in the back stage area of the P.A.C.

- Repaired sally port doors at the Police station
- Repaired broken window on pump station on State Road 40
- Repaired leaking urinal at Public Works Dept.
- Repaired three decorative streetlamps on Granada Blvd.
- Conducted weekly inspections of the Ormond Beach Municipal Airport

Police Department

Administrative Services

- Chief Andy Osterkamp was on vacation this week.
- Lt. Godfrey attended the ribbon cutting for the Limitless Playground on 5-27-11
- Lt. Hayes attended the City Commission meeting on June 1, 2011

Community Outreach

- Members of the Youth Directors Council held a meeting to prepare for the YDC annual training to be held in Winter Haven, Florida, on June 4th.
- Final preparations for the PAL summer field trip program were completed.
- On May 23rd, OBPAL president Doug Thomas received his Male Volunteer of the Year Award from the National Association of Police Athletic Leagues Association. Mayor Kelley introduced Mr. Thomas at the event.
- The boy's basketball teams are practicing for the upcoming United States Specialty Sports Association (USSSA) tournament next weekend.

Community Services & Animal Control

- Animal calls responded to : 34
- Animal Reports: 1
- Special Master case: 1
- Solicitor Permits: 1
- Low Cost Shot Clinic to be held on June 11, 2011

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 12
- Cases Exceptionally Cleared: 8
- Inactive: 10
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 5
- Grand Theft: 3
- Auto Theft: 3
- Robbery: 1 (purse snatch)
- Assaults: 1

Narcotics:

- 6 Buy Walks
- 1 Search warrant

Comments:

- Suspicious Death Investigation: Investigators have determined that suspect Richard Newkirk was responsible for facilitating two juveniles in the consumption of liquid methadone. Newkirk has been arrested and charged with delivering a controlled substance to a minor child

(\$100,000 Bond). Further charges are pending when the results of the toxicology report from the medical examiner return.

- Several items have been identified through pawn analysis as items stolen in recent burglaries. Investigators are preparing charging affidavits

Records

- Walk - Ins / Window 115
- Phone Calls 188
- Arrest / NTA'S 18
- Citations Issued 215
- Citations Entered 243
- Reports Generated 134
- Reports Entered 127
- Mail / Faxes / Request 75

Patrol

- Total Calls 1,364
- Total Traffic Stops 237

Operations

- 5/26/11 - Car Burglary on River Bluff Drive - wallet with cash taken.
- 5/26/11 - Marijuana plant in planter seized from out of a tree on Collins St.
- 5/26/11 - Burglary on Pinehurst Drive; entry made through back door.
- 5/26/11 - Car Burglary -Nova Recreation - window smashed, purse taken.
- 5/26/11 - Vandalism - Shadow Lakes Apartments; broken window
- 5/27/11 - Car Burglary on Oleander - loose change taken out of unlocked car.
- 5/27/11 - Trailer taken from East Tower Circle with scrap metal
- 5/27/11 - Shoplifter - Winn Dixie - subject arrested
- 5/27/11 - Narcotics Arrest on Arroyo Pkwy – male arrested with a crack pipe.
- 5/27/11 - Hospital at 875 Wilmette vandalized with spray paint again.
- 5/27/11 - Vandalism at Volunteer Lane Ormond Lakes - this was an attempted car burglary - broken back window
- 5/28/11 - Warrant arrest; Oak Forest Dr; Adult arrested on an open warrant out of Flagler County.
- 5/28/11 - Civil Complaint - Child custody issue at Wal-Mart W Granada Blvd
- 5/28/11 - Domestic Violence - Bosarvey Dr. husband & wife; no known injuries;
- 5/28/11 –Vandalism at Wells Fargo Bank W Granada Blvd, damaged door knob on the rear door
- 5/28/11 - Accident at N. US1 north of West St; Vehicle struck a Florida Black Bear; Minor vehicle damage; Bear was dead on arrival; Florida Wildlife notified and the bear was moved off to the west side of the guard rail at their request.
- 5/29/11 - Stolen Vehicle -overnight at 500 Shadow Lakes, a 1999 Ducati Motorcycle 996, red in color, NY tag#61GX84.I:
- 5/29/11 - Car Burglary 700 Hull Rd, Ormond Beach Sports Complex, no signs of forced entry, wallet and purse stolen,
- 5/29/11 - Robbery at Tomoka Cleaners -S Nova Rd, male entered the store and grabbed a woman's purse off the counter. The victim grabbed her purse and a struggle for the purse ensued. Suspect and the purse went out the rear door towards Fleming Ave. perimeter was set-up but the suspect was not located
- 5/29/11 - Driving While License Suspended arrest and Narcotics arrest at S. Nova Rd.
- 5/29/11 - Warrant Arrest at S. Atlantic Ave. Subject was behind the Family Dollar Store; subject had an open warrant for driving while license suspended.

- 5/29/11 - Domestic Violence arrest from Fisherman's Circle; boyfriend/girlfriend- male arrested.
- 5/30/11 - Burglary - residence, Pine St, suspect stole tools from the garage.
- 5/30/11 - CVS on N Nova Rd - Shoplifting of a camera
- 5/30/11 - Alcohol Violation at 7-11 on N Nova Rd.
- 5/31/11 - Suicide Attempt – Laurel Oaks Circle – Adult female
- 5/31/11 - Police Information - Several bear sightings in Tymber Creek sub-division. Wildlife Division notified
- 5/31/11 - Burglary – residence - Pine Tr. - scrap copper stolen
- 5/31/11 - Vandalism on Amberwood Tr. – adult female was arrested.
- 5/31/11 - Accident /Injuries - fleeing motorcycle took off from Officer on attempted traffic stop; (motorcycle) then lost control and crashed. No pursuit
- 5/31/11 - Vandalism on S. Nova at Gaffs Quality Meats by juveniles- parents contacted
- 5/31/11 - Missing Person /teenager - recovered
- 5/31/11 - Grand Theft on Sandpiper Rd. – jewelry taken.
- 5/31/11 - Child Neglect -S Ridgewood Avenue, Department of Children & Families notified
- 5/31/11 - Car Burglary on Hull Rd at the Ormond Beach Sports Complex - occurred over weekend
- 6/1/11 - Shoplifter at Walmart an adult female was issued notice to appear.
- 6/1/11 - Car Burglary on S. St Andrews Dr. forced entry-window smashed out, handgun stolen
- 6/1/11 – Battery - S Nova Rd; Physical between neighbors; neither wanted to file charges.

Traffic Unit:

- 11-05-00548: Traffic Stop/Felony Arrest, SR 40/Beach Street: Driver stopped for speeding (57 MPH over Granada Bridge) and was found to have a felony habitual violator suspension on his DL. He was arrested.
- 11-05-00571: Crash w/Injury (Bicycle), Interchange Blvd. and Old Tomoka Road: Bicyclist was traveling southbound in the middle of the opposing lane of Interchange Blvd., apparently at a high rate of speed for a bicycle. An SUV turned left from Old Tomoka Road and the bicyclist ran into the front of it, ejecting him over the hood. Bicyclist refused to give officers a statement about what happened. He was transported to the hospital with non-life-threatening injuries, and issued a citation/found at-fault.
- Community Policing Project in progress on Woodmere Circle and the Northbrook area with Officers Borzner and Piccola.
- Message board deployed at SR40 and Beach Street for the Memorial Day service. Officers Pavelka and Borzner assisted with traffic control.
- SMART Trailer deployed on S. Old Kings Rd. 24-hour speed survey revealed average of 26 MPH.
- Met with Engineering in reference to a request for a crosswalk installation in front of Tomoka Elementary
- Met with Fleet Operations to order the third Kawasaki police motorcycle.
- Traffic Citations 140
- Parking Citations 16
- Crash - No Inj. 10
- Crash - Injury 4
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - Granada Bridge
 - S. Yonge Street
 - 800 BLK Wilmette Avenue
 - SR A1A

- 1500 BLK N. Beach Street
- Parks / Beach Approaches (illegal parking)
- Enforced Complaints:
 - Riverside Drive
 - Trails Subdivision
 - Clyde Morris Blvd.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 15 tree removal permit requests
- 38 signs either removed or sign cases created.
- Administrative staff assisted with fifty-six (56) telephonic inquiries.

Public Works

Engineering

Construction Projects

- US1 Forcemain Extension Phase II- Repair work has been completed and site restoration is in progress.
- Rima Ridge Wells 54, 55 & 56- Developed punch list for substantial completion and met with Contractor for closeout contract values and forms. Forestry Department would like some screening on the new wells around the fences, which a landscaping plan is being worked on.
- US1 & SR40- Met with FDOT regarding the missing bricks and fiber splicing.
- Alcazar-Buena Vista Drainage Area Improvements- Issued residential notices of forthcoming construction.
- Selden Avenue Road and Utility Improvements- Held pre-bid conference.
- Facility Lighting Replacement- Currently, the contractor is installing the room occupancy sensors in bathrooms, kitchens, conference rooms or areas which do not require the lights to remain on when the room is empty. The DOE grant project is 95% complete and 100% funded under the ARRA
- Downtown Parking (Vining Court)- The contractor has completed 90% of the site demolition work per the approved plans. The storm drain work has been completed at an additional cost of \$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 storm pipe on Hand Avenue. Contractor has been delayed due to conflict with FPL lines that were not indicated in the construction area during design by FPL. FPL is working to relocate their lines to allow the contractor to complete installation of stormwater collection system.

Design Projects

- Andy Romano Beachfront Park – Staff has held the first two public meetings and joint advisory meetings. The City Commission was provided an update at the June 1st meeting.
- Riviera & Ames Parks Seawall- Responded to questions and issued addendum.
- Ormond Scenic Loop- Received Joe Jaynes comments and sent them to the consultant.
- SR40 Medians- Staff is soliciting quotations for this small renovation project.

- SR40 Nova to A1A Interconnect- Prepared bid documents. Sent project scope and schedule to FDOT.
- Audible Pedestrian Signals- Sent signed design work LAP agreement to FDOT.
- US1 & Nova Rd.- Sent signed LFA agreement to FDOT.
- CCTV Surveillance- Sent out contracts for contractor execution.
- Transfer Station Pump Station- Received design proposal for improvements to the pump station.
- Tymber Creek Phase II- Submitted design of utility relocation plans to County's consultant.
- 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 is set to run May 22 and will be received June 22.
- City Hall Landscape Renovation – Staff has made some minor revisions to the planting plan to include the installation of perennial peanut and Asiatic jasmine within the parking islands as a result of the recent landscape workshop so they can closely monitor each material on a daily basis. Staff will solicit quotations for this renovation work.
- Cardinal Beach Approach- Staff is designing the proposed landscape improvements for the new life guard station.
- Downtown Wayfinding Signage- Staff has schedule the approval of a Construction Management/General Contracting Services agreement with Hall Construction for the July 5, 2011, Commission meeting.
- Wooden Pedestrian Walkway Lighting Replacement - Staff is soliciting installation quotations as the materials have been delivered and are currently stored in the PW yard.
- 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 approval from FEMA for expanded work grant request on Hand Avenue. Have requested an extension of time due to the delay for the incorporation of the additional work to the grant. The SJRWMD is reviewing the consultant's response regarding water quality issues over interconnection of the lakes between Hand Avenue.

Administration

- Received Rockefeller study from FDOT and forwarded.
- Prepared cost estimates and exhibit drawings for proposed parking lot, lighting and access road improvements at Ormond Beach Sports Complex.
- Researched possibility of horizontal directional drilling a water service line across SR40 to tie into the existing watermain.
- Purchase order is in progress to remove root intrusion, clean pipe and grout pipe joints between S. Beach St. and US1.
- Researched and compared old and newer aerials of the Trails Subdivision to determine the locations of cross walks before and after street repaving per Assistant City Manager request.

Customer Service

- Created additional US1 right-of-way and Railroad St right-of-way sketch and legal descriptions for Planning Dept request.
- Updated and created PDF's of the OBSC complex proposed paving and parking drawings per leisure services request.
- Researched and provided OBSC Soccer Pavilion forcemain to Zev Cohen.
- Researched and provided As-builts for the old Airport Rd forcemain project to Wastewater Div.

- Emergency tree locate for OBPD at Burns St/Bryant St intersection.

Meetings

- Attended US 1 and SR 40 field meeting.
- Attended SR 40 and shadow crossing culvert extension meeting with FDOT.
- Attended FDOT District 5 traffic signal maintaining agencies meeting.

Other

- Reviewed requested pedestrian crossing at Methodist Church on Old Tomoka Rd.
- 39 projects were inspected.
- Started grading plan project for Alsaw Sub retention pond.
- Onsite visit to 25 Eagle Ct for easement verification check.

Environmental Management Division

Street Maintenance

Asphalt / Concrete

- Patched potholes at 203 & 204 Pine Cone Trail, and at 70 Riverside Drive
- Asphalted the radius at Aaron Circle and Fleming Avenue
- Put reflective tape on posts around fire hydrants at Pine Trail Elementary-Airport Road
- Sidewalk removal & repair at Hand Avenue & Nova Road
- Replaced pavers at Bailey's Riverbridge Gardens Park
- Concrete patch at 2 Rio Avenue

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
- Put up and took down American flags on the Granada Bridge for the Memorial Day Holiday
- Tree removal at Nova Recreation
- Trimming on SR40-DOT

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 with flags on the Granada Bridge
- Picked up a dead deer on N. US1, south of Racetrac median
- Assisted concrete crew with some small jobs

Sign Shop

- Repaired or replaced signs at the following locations:
 - Sanchez Park, replaced a stop sign & post hit by a vehicle
 - 228 Sanchez Ave., replaced a stop sign & post hit by a vehicle

- 18 Domicilio Ave., removed the bend 25 MPH post hit by a vehicle. Called for locates to replace the post & 25 MPH sign
- Inputted pavement marking information onto the spreadsheet in Excel
- Replaced several signs & posts that were hit by vehicles
- Fabricated a 24" square sign for the Oakridge Cemetery
- Set up lane a lane closure on W. Granada Blvd. between Kingsbridge Crossing & S. Orchard St. for the tree crew to trim, 6/1/11
- Continued Citywide pavement marking inspection
- Continued fabrication of HIP (High Intensity Prismatic) street names

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Reachout Mowing – Wilmette Ave., and North US1
- Pond cleaning and repairs – Hull Road – Ballfields - removed intake pipe (pictures) and cleaned vegetation. Replaced the intake pipe with the Gradall
- Set up concrete barriers on Pineland Trail (pictures)
- Replaced skimmer boards in pond at Rockefeller Gardens (pictures)
- Mowed Bennett Lane with slope mower
- Repaired and replaced grate in City Hall parking lot and welded it back together

Streetsweeper/Street Sweeping

- 93.1 miles of road cleaned
- 17.0 cubic yards of debris removed

Fleet Operations

Mileage Traveled by all City Departments for the week

30,581

PM Services completed for the week

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
25	28

Road Calls for the week

1

Accidents for the week

1

Quick Fleet Facts

- Fleet has 15,694 gallons of unleaded fuel and 3,010 gallons of diesel fuel on hand
- Fleet completed 79 work orders this week

Utilities

Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Received confirmation of District 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 is presently advertised. A pre-qualification meeting was held on Thursday. Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunter's Ridge areas. A meeting was held with the developer and contractors of River Oaks subdivision to discuss potential impacts on the project. Relocation of the subdivision force main and moving a pigging vault to the west may be required. Easements forthcoming for CC consideration for a portion of the project corridor.
 - Fire Hydrant Replacement Program – A City Commission memo and packet is being reviewed by Legal for contract award to R&M Service Solutions for \$160,791.06 at the 6-21-11 CC meeting
 - 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 2 veined impeller with a 5-1/4 inch solids handling capability was installed by Tampa Armature Works (TAW) under the manufacturer's direction. A comparison test between this pump impeller and the existing impellers will be performed after the wet well is cleaned. Proposals for wet well cleaning are being solicited. Previous bypass pumping systems remain in force at the facility until a revised system is installed by the contractor performing the expansion work. 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. 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 commission consideration to assist minimization of delays.
 - Lift Station Repair and Replacement Project - Awaiting final installation of electrical for Lift Station OM prior to start up activities.
 - Rima Ridge Wells – The Operation and Maintenance manual is being reviewed by staff.
 - Tiffany Circle Water Main Replacement – 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 is being reviewed by Legal for inclusion on the 6-21-11 agenda. A sole source award to DeLoach Industries, Inc. is recommended 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 – Water and Sewer permits are being processed for Tire Kingdom. The FDOT Utility permit was received. The City is partnering with Energizer concerning certain activities related to additional service meter request. 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. The conceptual plan for Kitty Scotts was reviewed and comments sent to SPRC. Site plans for Brown/Thompson commercial site were received for review.
- Attended FDOT District 5 Utility Liaison Conference.
- Attended Presubmittal Meeting for Statement of Qualifications from interested contractors for Airport Road Force Main – Reuse Main Project.

Water Distribution

- Exchanged 7 water meters
- Responded to or repaired 13 water service leaks
- Flushed 3 cloudy water complaints
- Replaced 5 water services, and 12 meter boxes/lids
- Responded to 4 low pressure complaints
- Assisted 2 customers 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 a 3", 2" and 2-3/4" water meters
- Tested 6, repaired 1, and installed 2 city owned backflow preventer
- Performed maintenance on 4 fire hydrants, straightened and repaired a fire hydrant struck by vehicle at Pine Trails School (installed protective bollards)
- Flushing: Tomoka Oaks Subdivision
- Leak Detection: Installed 40 Loggers in the base map area C2 (Sterthaus Dr to Division Ave)
- Rescinded the boil water for Hand Ave
- Clean and reorganize all storage bays

Water Treatment

- Delivered to the City 43.545 million gallons for the week ending May 29, 2011 (6.221 MGD)
- Backwashed 13 filters for a total of 521,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered 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 three trouble calls out west Breakaway/Hunter's Ridge area and five in town.
- Televised five sewer laterals, root controlled four sewer laterals and cleaned four sewer laterals.
- Fleet installed new generator in TV truck.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Crews replenished ponds at Memorial Gardens with reuse source water.
- Replaced broken clean out at 6 Sharon Ter.
- Crew located and cleaned out twenty seven sewer valves in Breakaway Trails Phases I & II.
- Checked irrigation system at Breakaway and Hunters Ridge. Still running short on water. Inspected and cleaned pond filter. (No water available from stormwater pond source due to lack of rainfall)
- Cleaned all building and fueled all equipment for the weekend.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 28.36 Million Gallons.
- Produced 26.13 Million Gallons of Reuse.
- Produced 2.23 Million Gallons of Surface Water Discharge.
- Influent flows average for the week is 4.05 MGD, plant designed for 6 MGD
- Hauled tons of sludge 156.00 (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.

Water Plant - Well Fields - Booster Stations

- Repaired the centrifuge pressure valve and refilled the bearing oil tank.
- Replaced the hose on the #4 Hypochlorite pump.
- Removed the two automatic actuators off the valves at Standish Booster station. Replaced with manual actuators.
- Replaced the water fill solenoid valve on the #2 Lime Slaker.
- Changed the batteries in the UPS in the operators' control area.
- Replaced packing at the #2 Discflo pump.
- Worked on the leaking flush valve at Well 36R. Had to install blind flange on pipe. Found the isolation valve was almost completely shut. Adjusted the Bermad valve to correct the flow problem
- Replaced Multiranger level controller at Standish Booster station.
- Removed 3 Miltronics level controllers that were not in use at plant. Cleaned and placed on shelf for spares.
- Replaced 120v receptacle outside Aerator building.
- Verified proper well operations at Breakaway Trails and Shadow Crossing.
- 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 contacts on 1P motor starter for #1 pump.
- Scum Well #2 – High level – Contractors pumping ground water from well point pump into scum well – Moved discharge line to retention pond.
- Installed measurement devices at Carousels

- Replaced sampler pump at Dewatering station
- Assisted operators at Final Tanks with Vacuum pumps
- Reviewed old sampler with Lead Operator for disassembly & disposal instructions
- Replaced pump on Chlorine Dosage Meter.
- Repaired sump pump in Influent room.
- 10M – pulled pumps for inspection after found to have problem pumping against force main – cleaned check valves, bled air from lines and resealed pumps after large gas bubble came out.
- 2 mechanics attended liftstation training class in Jacksonville.
- Repairs to pumps at Polyblend #'s 1 and 2.
- Meet Vactor Crew at Ormond Mall to clean out wet well
- 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 21 liftstations (cleaned and deodorized).
- Annual PM's at 3stations(Pull pumps, etc)
- Utilities Division completed 106 work orders as reported in MP2 computerized maintenance management system, of which 82 were PM work requests and 24 were repair work orders.