

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 25, 2018

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:

- Staff meeting/EOC exercise
- General discussion meetings with various members of senior staff
- Discussion with senior staff and City Attorney's office on The OB Life logo/copyright

Spoke to, attended and/or met with:

- YMCA dog park event
- Rotary meeting
- United Way Board meeting
- City Managers meeting
- Discussion with Rafael Ramirez, Halifax Hospital, on Veteran's Recognition Banner program
- Ormond Chamber Board meeting
- Met with senior staff and Doug Wigley, OBYBSA, regarding Sports Complex
- VLOC Annual Banquet
- Meeting with Rafael Montalvo, UCF Institute of Government and senior staff regarding civic engagement initiative.
- Conference call with UCF facilitator and senior staff regarding OB Life
- Interviewed by Girls State student regarding City Manager responsibilities and general municipal government information

Community Development

Planning

- Planning staff attended the Ormond MainStreet meeting and discussed the draft Capital Improvements Program and the concept plan for a grant for the Granada Plaza Group related to the Starbucks project.
- Planning staff attended the Volusia County School Board coordination meeting related to school concurrency and residential development throughout Volusia County.
- The June Planning Board meeting has been canceled based on no applications or projects for the Board to review.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued
- 325 inspections performed within the City (1 by private provider)
- 125 permits issued within the City, with a valuation of \$894,953.00.

Development Services

- The project engineer informed City staff that the Fountain Square project is to be placed on hold at this time and will not be scheduling a neighborhood meeting at this time. City staff requested at least 21 days' notice for any future neighborhood meeting.

- The Site Plan Review Committee (SPRC) met with a representative of the Granada Plaza, their engineer and utility contractor to discuss the updating of the sewer infrastructure for the Granada Plaza.
- The SPRC reviewed a concept plan for 8-12 Coolidge Avenue to construct business and storage warehouses. The project is zoned as B-5 (Service Commercial) and the use is a permitted use.
- The SPRC received an application for a Preliminary Plat titled the Grenier subdivision. The subdivision seeks to subdivide a 20 acre parcel into four parcel each five acres in size. The property is located at the intersection of Leeway Trail and Warden Trail and is zoned REA (Rural Estate/Agriculture). The Preliminary Plat shall require Planning Board and City Commission review.

Project	% Complete
589 South Yonge Street	60%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Edgewell site work	90%
For Our Parents ALF	50%
Granada Pointe	25%
Hamlin	80%
Lot 2, Airport Business Park	25%
Ormond Beach Medical Office Building	95%
Pet Street Veterinary Care center	80%
Prince of Peace, Like New addition	25%
Prince of Peace, office addition	20%
Security First	30%
Thomas & Betts parking improvements (phase 1)	65%
YMCA Dog Park	80%
YMCA Parking Expansion	60%
Zaxby's	0%
Plantation Oaks, utility connection	88%
Cypress Trails subdivision	10%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Security First Manager's continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the Intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study

- to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Manager's will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
- Staff is participating with the North US1 Business Coalition to discuss funding opportunities for the installation of a traffic light at Broadway Ave. and US1 intersection.
 - Staff has also requested its transportation consultant investigate state funding opportunities to fund the traffic light.
- Airport Business Park
 - Concentrated Aloe is continuing with constructing their 40,000 sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the "Doing Business in Ormond Beach" resource guide.
 - Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working on an incentive package for a tenant (code name Project Simba) at 101 East Granada Blvd. An agenda item will be prepared for the June 26 Commission meeting for the approval of a Growth Assistance Program incentive agreement.

Airport Operation and Development

- The Airport Obstruction Mitigation project was completed this week.
- The bid opening for ITB 2018-28 was conducted this week for the project to rehabilitate, mark, and light Runway 8/26. Three bids were received and tabulated. The City's Finance Department is working to review the bids and will post the results following their review.
- The bi-annual application of herbicide to the airport's runways and taxiways was originally scheduled to take place this week. The application was postponed due to inclement weather and is expected to be rescheduled for the latter half of next month.
- Staff is working to conduct minor repairs to asphalt surfaces at the entrance to the airport on Airport Road, and also on Taxiway Delta near the entrance to the fuel farm.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for hurricane Matthew. To-date the City has received \$5.8 million dollars for Hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
 - Preparations for the Munis Phase 3 Utility Billing system are underway.
 - Training for ESS is on-going. Payroll has completed training at the Police Department and training sessions for Leisure Services has been scheduled.
- Completed Projects - Weekly
 - Processed 190 Journal Entry Batches.
 - Approved 21 Purchase Requisitions totaling \$157,785.75.
 - Issued 22 Purchase Orders totaling \$167,490.76.
 - Prepared 147 Accounts Payable checks totaling \$443,917.40 and 36 Accounts Payable EFT payments totaling \$846,689.01.

- Prepared 351 Direct Deposits totaling \$472,563.07.
- Transferred IRS 941 payment of \$154,631.39.
- Issued 573 past due notices on utility accounts.
- Auto-called 210 utility customers regarding receipt of a past due notice.
- Processed 308 payments through Interactive Voice Response System totaling \$32,664.75.
- Grant money fiscal year-to-date total received, \$6,393,894.54 dollars.

Grants/PIO

- Press Releases
 - Police Unity Tour
 - Patriotic Concert (5/27)
 - The OB Life Initiative: Residents to Help Shape the City of Ormond Beach
 - HMGP Grant – Central Park Phase II (Design)
 - Movies on the Halifax (6/1, Wonder Woman, 2017, PG 13)
 - Patriot's Day Concert and Memorial Remembrance Service (5/27 – Events combined due to expected inclement weather.)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - CodeRED notifications and website postings for Fire Hydrant flow testing locations for the week of May 28-June 1.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended Brownfields staff meeting.
 - Attended EOC exercise.
 - Attended Communications meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 8
 - Hazardous: 3
 - EMS: 78
 - Motor Vehicle Accidents: 11
 - Public Assists: 47
 - TOTAL CALLS: 147
 - Aid provided to other agencies: 11 Calls – Daytona Beach (5), Holly Hill (1), Volusia County (5)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 32
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 67
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 1
- Training Hours
 - NFPA 1001: Firefighting 12
 - NFPA 1021: Officer 5
 - NFPA 1500: Safety/Equipment 10
 - NFPA 1620: Preplanning 4
 - TOTAL TRAINING HOURS: 31

- Station Activities
 - Serviced 50 hydrants
 - Updated 14 pre-fire plans
 - Conducted 3 fire inspections
 - Participated in Vehicle Day at Grace Community Church
 - Visited 25 children at Ormond Beach Middle School for fire safety awareness

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services) re-advertised 4-23-18 until 6-8-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Applications Under Review
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - City Clerk (Support Services)
 - Evidence/Crime Scene Custodian (Police)
 - Interviews Scheduled
 - Fire Chief (Fire)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution/Public Works)
 - Summer Camp Counselors (Leisure Services)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Firefighter/EMT (Fire)
 - Economic Development Director
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - Summer Camp Counselors (Leisure Services)
 - Separations
 - Maintenance Worker II (Streets/Public Works)
 - Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - Munis Employee Self Services (ESS) being introduced to various departments
 - ICMA representative met with employees on 5-24-18
 - J.D. Williams' training for supervisors to be held 6-6-18
 - Police Promotional Testing for Corporal and Sergeant held 5-23-18
 - Risk Management Projects
 - Reconciling Mayor's Health and Fitness Challenge personal training billing
 - Handling liability and injury claims
 - Updating insurance schedules in preparation for renewal

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. System went live 1/8/2018. Rolling out the electronic timekeeping function through the use of Employee Self Service (ESS).

- Tyler Munis Phase 3 – Utility Billing. Working with the project manager to formalize the project plan.
- IT Strategic Plan – Draft documentation review.

- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None

- Work Orders
 - New: 25
 - Completed: 44
 - In progress: 59

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,779
 - Inbound E-Mails Blocked: 10,104
 - Delivered Inbound E-Mails: 23,675
 - Quarantined Messages: 222
 - Percentage Good Email: 70.1%
 - Virus E-Mails Blocked: 0

- Notable Events:
 - Continued trend of a high number of emails being quarantined by the email security service. There was 1 message that security system did not deliver that was confirmed by the security system to have had an active malicious payload.
 - IT staff continues the effort of upgrading the Microsoft Office suite to all City computers.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 9
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,628
 - Meters GPS Located this week: 1: Total in system = 23,678; 22,891 potable, 776 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- EOC Exercise
- Supervisory staff meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Sports Complex meeting
- LSAB meeting
- OBYBSA meeting
- Seabreeze Interlocal Agreement meeting
- Sports Complex lighting meeting with press

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager

- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- Laura Albert from Lyonia Environmental Center presented a Raptors program on Saturday from 10:00 am to 11:30 am.
- EDC volunteers filled goodie bags in the EDC Classroom on Tuesday at 1pm.
- The EDC Coordinator had a phone meeting with Florida Wildflower Foundation on Tuesday at 10:00 am.
- Casements and EDC staff continued to plan and prepare for Enviro Camp throughout the week.
- On Friday afternoon staff set up the EDC Classroom for Holly Esch's Saturday Nature Watercolor Painting Class.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Wednesday and Friday at the Sports Complex. Play was at 1 pm, weather permitting.
- OBYBSA/OBGS Recreational Baseball/Softball are playing games/practicing this week at Nova Fields and also at the Sports Complex Softball Quad and T-Ball Fields when the weather permits.
- Halifax Academy hosted their spring game on Thursday night at the Sports Complex on Championship Field 7 at 7 pm weather permitting.
- Staff is preparing for the Women's Tackle Football game Saturday on Championship Field 7, weather permitting.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks of debris/trash
- Swept out and organized Maintenance Building
- Greased and cleaned equipment
- Painted football field for Halifax Academy spring football game.

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Granada Squares was held on Tuesday from 6:30 pm to 9 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday.
 - Kopy Kats held regular classes on Monday and Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center is preparing to host the following events:
 - Daytona Beach Concert Band Patriotic Concert and Memorial Day Remembrance Service, Sunday, 2:00 pm

South Ormond Neighborhood Center

- Splash pad open March 15-November 30

- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Pavilion rental Saturday
- Sports Club basketball tournament in Gainesville Saturday/Sunday
- Jazzercise on Monday
- PAL basketball practice Monday/Wednesday
- Sports Club basketball Tuesday/Thursday
- Planning for summer camp
- Ormond Beach Elementary Field Trip Tuesday
- Summer Food Program Orientation Wednesday
- Activity Room rental Thursday afternoon

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting with Memorial Day tasks – ongoing
- Attended Memorial Day board meeting
- Assisting with Senior Games tasks – ongoing
- Planning of 2018 events through July:
 - Reel in the Fun Fishing Tournament, June 16
 - Citizen Engagement Workshops, Beginning June 28
 - Independence Day Celebration, July 4
 - Summer Sounds Concert Series, July 13, 20 & 27

Gymnastics

- Registration is open for June session
- May session in progress
- Planning for summer clinics

Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Action classes continued at various times throughout the week.
- Lunch Bunch Club continued on Wednesday.
- Preparations for Camp T-Rec continue.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 9:30 a.m. and 10:30 a.m.
- Herb Society met at Bailey Riverbridge on Saturday at 9:00 a.m.
- A wedding was held at Ames Park at 6:00 p.m. on Saturday
- A gallery installation took place on Monday at 9:30 a.m.
- Greek Cooking Class took place at 4:00 p.m. on Monday
- The Guild held a Meet and Greet for new members on Tuesday at 10:00 a.m.
- A Guild general meeting took place on Wednesday at 10:00 a.m.
- A Memorial Day meeting took place at The Casements on Wednesday at 11:30 a.m.
- Greek Cooking Class took place Thursday at 4:00 p.m.
- A Camera Club meeting was held at The Casements on Thursday at 7:00 p.m.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 a.m.-9:30 a.m.
- Yoga took place on Tuesday and Thursday from 10:00 a.m.-11:30 a.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions

- Nova Community Park: Replaced straps on safety mat
- Raised Boardwalk Trail: Cut back canopy over boardwalk
- Riviera Park: Formed two bench slabs (Streets staff poured and finished both) then installed two engraved park benches
- Boardwalk Trail Bridge: Replaced damaged board for bird signage
- Sanchez Park: Installed new grate piece in barbeque grill
- Limitless Playground: Replaced worn out items; slide, three drum sets, four hand toys, one rubber bumper
- Limitless Playground: Replaced pieces on sway swing and replaced ADA swing

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage

Police Department

Administrative Services

- Two members of administrative staff attended leadership training this week.
- Staff hosted the weekly staff meeting.
- Chief conducted EOC table top exercise for senior City staff.
- Chief attended the PAL R.E.A.D. exhibition located at Ormond Beach Elementary School.
- Staff attended the "Do the Right Thing" luncheon sponsored by PAL.
- Staff attended the annual Crimestoppers banquet.
- Staff attended and participated in the annual Law Enforcement Remembrance ceremony hosted by Lohman's Funeral home in Daytona Beach.

Community Outreach

- Members of the YDC assisted with the R.E.A.D. program exhibition at Ormond Beach Elementary School on May 22 from 3:30 p.m. to 5:30 p.m. The youths have also been practicing on their song for the lip sync contest that will be part of the welcoming events during the upcoming State of Florida Association of Police Athletic League's Annual Youth Director Conference on July 19 – 22, 2018 at Disney's Coronado Springs Resort.
- The *R.E.A.D., Reading, Exploration, Adventure and Discovery* program for 3rd, 4th, and 5th grades concluded class last week at Ormond Beach Elementary School. Twenty-four young authors completed their short stories which were exhibited on May 22 in the Ormond Beach Elementary School library. Participants celebrated their success with an ice cream social.
- Twenty-five (25) members of the OBPAL basketball program participated in practice last week. Twenty-four (24) players representing 2 teams attended the Gainesville Stampede tournament May 18 – 20.
- OBPAL will be partnering with the Department of Leisure Services during the Summer Connections Program. OBPAL tutors will be offering skills enhancement for reading and math, computer lab, science and art. In additional educational programs, there will be field trips to area attractions including SeaWorld, Kennedy Space Center and Daytona Lagoon.
- OBPAL will continue Reading with a Cop this summer. The program will be offered June 13, June 27, July 11 and July 25 on Wednesdays at 10:30 a.m. at the Ormond Beach Library.

Community Services & Animal Control

- Animal Calls responded to: 60
- Animal Reports: 2
- Trap Neuter Release: 2
- Animal Bites: 0

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 13
- Inactive: 7
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 1
- Recovered Missing Persons: 2
- Robbery: 0
- Assaults: 0
- Police Information: 5

Records

- Walk - Ins / Window: 40
- Phone Calls: 50
- Arrest / NTA'S: 18
- Citations Issued: 96
- Citations Entered: 370
- Reports Generated: 115
- Reports Entered: 100
- Mail/Faxes/Requests: 11

Patrol

- Total Calls: 1,341
- Total Traffic Stops: 26

Operations

Crime Opportunity Report Forms: 73

- 5/16/2018
 - Burglary Business, 75 North Halifax Drive (Oceanside Country Club). Entry made by breaking door handle to a storage shed and stealing a bag of yellow and red tennis balls used for training.
 - Trespassing Arrest, 88 South Atlantic Avenue (Julian's). Officers received a call of transients inside the abandoned building. Officers could see a subject in the upstairs portion of the building and were able to talk him out of the building.
- 5/17/2018
 - Grand Theft, 153 East Granada Boulevard (AT&T). Unknown subject stole a display iPhone 8 Plus valued at about \$800. Store provided video of theft. Subject description was inaccurate at time of call and units were unable to locate subject. BOLO to be sent out by investigating officer.
- 5/18/2018
 - Burglary Residence, 217 Royal Dunes Circle. Caregiver assigned to assist the homeowner allowed others access to the home. Two unknown parties came to the residence and food and money were taken.
 - Battery/Abuse, 170 North Center Street (Coquina Center). A resident of the center was slapped by a nurse's aide.
 - Larceny, 185 South Yonge Street. The property owner reported that sometime overnight someone had stolen some of the plants and flowers from the landscape plantings. The owner advised that he had this same problem a few years ago when a female in the area would take the flowers. He believes this theft could be related.

- 5/19/2018
 - Fleeing and Eluding, 500 block Andalusia Avenue. While on patrol on South Yonge Street at the south city limits, officer observed a vehicle traveling northbound at a high rate of speed. The officer activated his lights and sirens and the vehicle fled west onto Fleming Avenue. Once in the area, the vehicle was observed pulling into the rear of the plaza located at 600 South Yonge Street. Several VCSO units responded and located the vehicle parked at 639 Florida Avenue in Holly Hill. Deputies contacted a male at the residence who matched the description of the driver. The suspect was taken into custody.
 - Warrant Arrest, 40 Hummingbird Lane. The homeowner, who is out of town, called to report that he was watching his son on cameras at his residence. His son is not supposed to be at the residence. The home owner advised that his son had a warrant out for his arrest. Officers made contact with the suspect at the residence and confirmed he did have a Violation of Probation warrant for his arrest.

- 5/20/2018
 - Battery, 170 N Center Street (Coquina Center.) Patient reported that an employee of the facility threw him on the bed and caused an injury to his shoulder.
 - Warrant Arrest, 542 South Ridgewood Avenue. Subject contacted and found to have an open warrant.
 - Warrant Arrest, 6 Brown Bear Path. Subject was contacted who was found to have an open felony warrant.
 - Warrant Arrest, 131 Ormond Shores Drive. Subject contacted during a medical call and found to have an open warrant.
 - Battery-Domestic Violence Arrest, 353 West Granada Boulevard. An anonymous person reported a fight outside of this address between two males. Units arrived and made contact with a victim who was involved in an altercation. He advised the other person already left. It was determined that the other half involved was the victim's father. He was contacted via phone and walked back to the location. He had a bloody face and was also intoxicated. He was arrested.

- 5/21/2018
 - Found Child, Leeway Trail & Airport Road. Officer located a nine year old child with a backpack on the sidewalk at the corner of Leeway Trail and Airport Road. The child is a student of the nearby elementary school and was waiting for school to open. The parents were contacted and were unaware that the child had left the home.
 - Warrant Arrest, 353 west Granada Boulevard. Subject found to have an open warrant and arrested.
 - Carbreak, 821 North United States Highway One (Lou's Plumbing). Time lapse was over the weekend. Forced entry by breaking rear vehicle window to work vehicle. Tools taken.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject entered the business and gathered multiple items of jewelry and clothing and entered the dressing room, placed the items in her purse and tried to leave without paying for them. Value of the property was nearly \$198.

- 5/22/2018
 - Shoplifting, 530 South Atlantic Avenue (Circle K). Unknown subject entered business and left with a \$5.00 sandwich without paying. BOLO created and emailed out.
 - Aggravated Battery, 1 Maplewood Trail. Victim called from out of state to report a domestic violence incident that occurred prior to fleeing the state due to the volatile relationship. Suspect initially reported the victim missing where it was determined that she was not missing and had left the state without telling the father of her yet unborn baby. Once enough information was gathered, a complaint affidavit will completed and forwarded to the State Attorney's Office for review.
 - Carbreak, 153 East Granada Boulevard (AT&T). Unlocked vehicle parked in rear of AT&T store in Granada Plaza. Items stolen include purse and contents. Purse was located in a trash can at 145 East Granada Boulevard.

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Unknown female stole a 55" flat screen TV by exiting fire exit doors. Person of interest mentioned by lost prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject entered store and stole a backpack and filled it with other store items without paying. Subject fled on foot initially going west, then crossed West Granada Boulevard where he was apprehended in the parking lot of Chick-fil-A.
- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Officers responded to a disturbance in the parking lot. While investigating the disturbance the subject was found to be in possession of drug paraphernalia.
- Carbreak, 1310 West Granada Boulevard (Panera Bread). An unknown suspect punctured the gas tank on victim's vehicle in order to drain the gasoline into a gas can. The suspect was operating a 1997 Nissan Frontier which was a reported stolen vehicle out of Miami. BOLO completed.
- Larceny, 405 West Granada Boulevard (Office Depot). Suspect entered the Office Depot and went directly to the laptop computers, removing the laptop from the security cord by an unknown cutting instrument and fled from the store. The computer was valued at \$799. The suspect is the same suspect involved in a similar theft at the AT&T store. A perimeter was set up and VCSO K9 tracked the suspect from the west side of the business northbound before losing the track.
- Traffic Arrest, 460 South Atlantic Ave. Officer stopped a motorcycle for an equipment violation. Driver was operating on a suspended driver's license and had no motorcycle endorsement. The motorcycle was not registered and driver had no paperwork showing ownership.
- Fleeing & Eluding Arrest, 300 block West Granada Blvd. Officer attempted to stop a vehicle on Fleming Ave. & Collins St. for a seat belt violation. The operator fled through Tomoka Plaza and then eastbound on Hand Ave. The tag on the vehicle came back as stolen, and while officers were checking the area for the vehicle it was spotted by a Deputy driving through the parking lot of Winn Dixie. The operator fled from the vehicle on foot and was taken into custody next to Fletcher's Pub with the assistance of several unknown patrons.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops:26
 - Number of Uniform Traffic Citations Issued:37
 - Number of Written Warnings Issued:17
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 5

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 11 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 10 Cases initiated
- 11 signs have either been removed or sign cases created.
- 17 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and sixty-two (62) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – Final restoration activities are being completed, a final inspection will occur upon submittal of as-built surveys. Resident notices have been mailed detailing the City's incentive program to encourage reuse connection.
 - Ph III 2-Inch Water Main Replacement – Peninsula – A final inspection was held and the contractor is completing punch-list items and finishing as-built drawings. Notices have been mailed to residents where reclaimed service was extended, detailing the City's incentive program to encouraging reuse connection.
 - Ph III 2-Inch Water Main Replacement – Mainland – Contractor is working on Marsh Ridge Watch and Highwood Ridge Trail. A second crew is working on Putnam Avenue. Contractor is awaiting as-builts for water main clearance on Cliffwood Circle, Alexander Court, Fir Street, Pine Street, and Arrowhead Circle.
 - North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings. The work is 65% complete.
 - Effluent Outfall Replacement – The contractor installed the line stop at the FM at Melrose Avenue.
 - Storm and Sewer Lining – Storm main inspections are expected to begin mid-June, with lining operations beginning late June.
 - Deer Creek Reclaimed Water – Contracts were received back from the contractor. The contractor will start work after school is over in June to minimize conflicts with students along Airport Road.
 - Ormond Crossings Utility Extensions – The contractor has scheduled the bore and jack for the utility crossings at the railroad for next week due to rain forecast for this week.
 - Downtown Light Replacement – Materials have been ordered and shop drawings are being prepared for review and approval.
 - CDBG – Cassen Park Fire Hydrant – A pre-construction meeting was held on May 15. Project to start May 30.
 - 2018 Road Rehabilitation – Microsurfacing – The contractor is on-site sealing the cracks in the existing asphalt. They will return at the end of July to microsurface the roads.
 - CDBG – Streetlight Replacement – A pre-construction meeting was held on May 15.
 - Bidding
 - City Hall/SONC HVAC Repairs – The City Commission approved the rejection of bids at the May15 meeting.
 - 2018 Road Rehabilitation-Resurfacing – Bids for this project were opened on May 8 and are under review. Bid award is scheduled for Commission approval on June 26.
 - Forest Hills Connector Trail – Bids were opened May 17, staff is reviewing responses and preparing contract award concurrence for submittal to FDOT.
 - Water Plant Upgrades – Staff has received the revised proposal and will be preparing an agenda item for Commission approval.
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once financing has secured the necessary bond funding.
 - Rockefeller Gardens Stage Shade Cover – GMP award to Hall Construction was approved at the May 15 City Commission meeting.
 - Design Projects:
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends along north US1 to the city limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings which will provide a redundant loop for US1 along the length, and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed

in time to meet building schedule needs of Security First. Phase 2 will extend a new 12-inch water main from Airport Road South along US1 to "double barrel" the existing single 12-inch water main. Staff applied to the State for an economic development grant that did not receive funding for this cycle, therefore the application is now in for the next year funding cycle, if approved, the grant will pay for the construction cost for the water main improvements (\$2.05 million).

- Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension – The FIND Agreement was approved at the January 2 CC meeting along with the work authorization for the design for the fishing pier repairs along the south side of the bridge and expanding the breakwater proposed with the public dock project. The consultant has submitted and received a permit exemption from FDEP for the fishing pier repairs. Survey and geotechnical borings are underway.
- WWTP Sludge Dewatering Improvements – Consultant is preparing final plans.
- Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
- Fleming Ave Stormdrain Improvements – A FEMA HMGP Phase I design/engineering grant is fully executed. The consultant is preparing a scope of work for the final design. This project was identified for design in FY 2018-19 in the 5 year CIP.
- Wilmette Avenue Pumping – A FEMA HMGP Phase I engineering/design grant has been approved for this project and is under review by Staff.
- Laurel Creek Stream Gauges – OptiRTC has provided a proposal to the City for additional stream level monitoring. Staff is reviewing the proposal that would allow the OPTI desktop to monitor these additional level gauges alongside the level at the Bennett Lane pump station.
- Cassen Park Improvements (Paving and Restroom Replacement) – The consultant is nearing 60% design drawings for staff review and comment.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – The County approved the ECHO grant funding.
- OBSC Improvements – Championship Field 7 – The City did not receive funding from the Daytona Beach Racing and Recreational Facilities Authority for the project.
- Secondary Raw Water Main – An additional work authorization was processed to re-route the proposed raw water main.
- MacDonald House – Working with construction manager to solicit proposals to complete Phase I repairs of the report.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map has been prepared and staff is finalizing conceptual planting plan for design consultant.
- Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.
- A1A Force Main Repair – Survey work is complete, design is underway.
- Coquina Court Drainage – The consultant expects to deliver preliminary plans by the end of the month.
- Main Trail Bridge Repair – Staff is working with a new construction management firm to perform the required repairs.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Committee met to rank RFQ responses and select a design firm to design these two projects.
- Fortunato Park Pier – Staff is working with our dock trade contract vendor to repair the fishing park pier.
- Departmental Activities
 - The City received the FEMA grant award for the Central Park Phase 2 pumping station project. This \$8.7 million project includes the construction of a high volume pump station that pumps from the Central Park lakes to the Halifax River and will quickly draw down water levels in the recently 5 interconnected lakes of Central Park to provide storage to mitigate flooding against the 100 year flood storm event. The HMGP grant will provide for 75% of the project cost.

- Continuing to locate, scan, examine, archive, and prepare for storage non-digitized plans.
- Reviewed daily Engineering permit applications through the ProjectDOX system.
- Reviewed plans and created approved work-in-the-right-of-way permits for Coquina Drive, Thornhill Chase and Briargate directional bores, per Brighthouse request.
- Assisted homeowner at 1527 Oak Forest Drive with their dock replacement process
- Modified Granada median landscape plan.
- Prepared cost estimate for CDBG – Ames Park concrete parking.
- Created drawing for North Beach Street detour for Public Works.
- Continued working on the school markings & signs project.
- Created exhibit drawing of proposed Ormond Beach water tower logo, per Utilities Division request.
- Researched old files to determine ownership and maintenance responsibilities for Mainsail Circle lift station and retention area, per Neighborhood Improvement Division request.
- Researched and supplied as-built drawing files for Indian Trail, per Utilities Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour (between the rain) on Ashton Look; pull forms and mix; pulled cones
- Asphalt patch on Ponce De Leon
- Cleaned basins citywide
- Sandbags prep at PW
- Prepped concrete pads/form for Tomoka Ave/Seminole Ave;
- Grinded sidewalk on Trina St
- Pulled cones & form on Saddle Creek Trl

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/transfer station
- Ground stumps citywide
- Trimmed street lights & ROW in Spring Meadows subdivision; over ROW on Red Maple Cir
- Trimming & palm removal at Casements & Riverside Dr; Ormond Lakes
- Cut and removed trees leaning over road on Pineland Trl

Maintenance

- Rotated special event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Basins cleaned out on beachside

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightened & replaced signs citywide
- Road striping inventory

Stormwater Maintenance

- Mow pond & ditches on Arroyo Pkwy; pond delitter
- Locates citywide
- Sand bag set up at PW
- Basin cleaning citywide
- Transport sweeper for repairs
- Mow ditches on Division Ave; US1
- Respond to storm concerns

Street Sweeping/Streetsweeper (2 days)

- 60 miles of road cleaned
- 12 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,412
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,836 gallons unleaded, 2,416 gallons diesel
 - Fuel used in one week: 10,503 gallons of unleaded and 822 gallons of diesel.
 - Fleet completed 22 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Yard Electrical and Pump Upgrades – The 100% plans and specifications were received.
 - Leeway Tank – Work authorization to consultant is being processed.
 - Lift Station Improvements 2018 – Obtained site plan information showing utilities for the three lift stations under design and forwarded to consultant as requested.
 - Lift Station 8M1 – Awaiting receipt of executed easement documents from the property owner.
 - Lift Station 10M & 12M Improvements – Walk through was scheduled 5/23/18.
 - OB US 1 NW Corridor Water Main Additions – Reviewed 30% plans and provided comments.
 - Security First Off-Site Water Main Improvements – A meeting is scheduled next week to discuss the water main extension design comments.
 - WTP LPRO Membrane Replacement – Commission memo recommending work authorization to McKim & Creed for design services for June 5 meeting is being reviewed.
 - WWTP Sodium Bisulfite Tank Replacement – As-built drawings are being prepared.
 - Utility Location Services – Low bidder was GEM Stone Contractors, Inc. An award recommendation memo is being prepared.
 - Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – A work authorization for lead testing of the paint is approved for all tanks. The testing is being scheduled. OM Engineering preparing plans & specifications for the Water Plant elevated tank.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Software selection and award recommendation to City Commission pending review of vendor provided agreement language. In-house team meeting held to review draft RFP documents for integrator services.
 - 1926 Ocean Shore Blvd. – Plans and permit application were submitted to FDOT and repairs were completed.
 - 15 Sunset Drive – Volusia County Use Permit was received from the county.
 - 1289 John Anderson - Volusia County Use Permit application under review by the County.
 - SPRC Projects (Utilities Review)

- YMCA Dog Park – Reviewed revised shop drawing for the meter vault cover. Utilities Division has no objections.
- 85 South Tymber Creek Road – Oasis Church: Reviewed revised plans. Utility Division comments were addressed.
- 1245 W Granada – Centracare: Reviewed as-built drawings and provided comments.
- Granada Plaza Sewer Rehabilitation – Discussed the conceptual plans. Location of the existing private sewer is unknown.
- 1425 Ocean Shore Blvd.-Regency Condominiums: Force main pressures were measured and sent to ECS for design purposes.
- 1535 N US 1 – Sent force main pressure and as-built drawings to the design engineer

Water Treatment

- Delivered 35.53 million gallons for the week ending May 18, 2018 (5.08 MGD).
- Backwashed 12 filters for a total of 647,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 30, 2018 @ 6.057 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 67.5 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 37.24 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.32 MGD.
- Produced 19.29 Million Gallons of Reuse.
- Produced 17.95 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (May 01, 2017 – April 30, 2018 (MGD)): Influent 4.65 MGD (Permit 8 MGD); Surface Water Discharge 1.90 MGD (Permit 6 MGD); Reuse 3.19 MGD (Permit 10 MGD)
- Hauled 159.43 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 18 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Installed 2 residential water services for new residential construction.
- Responded to and/or repaired 18 water service leaks.
- Performed pressure testing on 5 city owned backflow preventers.
- Replaced 11 broken meter boxes.
- Performed large meter testing on a 3 - 3" and 1 - 2" commercial water meters, repaired the low flow side of a 3" commercial meter. Scheduled 3 more for testing.
- Replaced 9 water services due to low volume concerns or broken valves.
- Annual Volusia County fire hydrant maintenance program, 35 FH's completed this week.
- Installed a 2" fire hydrant flushing device and meter on the dead end of Destination Daytona.
- Repaired a 2" GSP water main leak on Bosarvey Dr.
- Assisted the city's contractor with repairs of the 6" WM on E. River Oak Dr.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 182 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area. Responded to 3 reuse trouble calls.
- Received low pressure concern at 74 Lucky Dr., discovered closed valve on Bosarvey Dr.
- Removed obstruction from 10" force main at 1926 Ocean Shore Blvd.
- A1A force main pressures north of the crossover getting in the high 20's pulled about 6 loads from various locations.
- Performed simultaneous force main reading at Ocean Mist Hotel and Capriana at 13:20 on May 21. Ocean mist reading 24 psi, Capriana reading 11 psi.
- Verified ARV, blow off locations on 8" force main north of Spanish Waters.

- Removed broken green lens on panel box at 25 Grey Dapple Way.
- Restored ground at 7 Stallion Way. No PEP tank issue.
- Ground restoration at 3 Tropic Lake. Awaiting sod delivery - fields too wet to cut
- Lateral camera / wand to pinpoint C/O location at 225 Ocean Shore Blvd. Raised C/O to grade.
- Responded to low pressure complaint at 1025 John Anderson Dr. Tested pressure at point of service - OK. Left tag.
- Responded to follow up PEP calls from the weekend.
- Interviewed potential employees for WW/Reuse Division.
- Met with customer at 104 Fairway Dr. and explained point of service and shut off for reuse.
- Televised lateral at soccer field restrooms at OBSC. Line is clear of obstruction, however is surcharged. Coordinating follow-up activities.
- Replaced broken C/O at 501 N. Orchard St. appears to have been hit by mower.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 27 psi, Ocean Mist Hotel 24 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 19 psi, Westland Run 23 psi & Shadow Crossing Blvd. (4 inch) 5 psi.

Wastewater Plant – Lift Stations

- 10M & 12M, refurbishment completed by vender to include start up and programming at lift station server and Water Treatment Plant potable water pressures.
- 5M & 6M, replace RTU batteries, 5M also replace power supply, ok.
- Influent Pump Station, currently partially bypassed until all pump assembly VFD's are installed and operational.
- Influent VFD #1, installed new power module, completed programming and start up, placed into service.
- Il Villagio, checked force main pressures, Static/1pump/2pumps=10/10/10.
- Halifax Medical Center, checked force main pressures, Static/1pump/2pumps=14/14/16.
- Spanish Waters, check force main pressures, Static/1pump/2pumps=28/30/36.
- Ormond Mall, checked force main pressures, Static/1pump/2pumps=0/2/4.
- 4P, #1 pump not moving water and noisy operations - cleaned impeller and volute, ok.
- Centrifuge Feed Pump #2, noisy operations, found water in gear box, drained & changed oil, ok.
- Breakaway Trails – Odor control blower assembly, scheduled breaker replacement.
- Effluent Transfer Pump #2, phase loss fault code, replaced blown fuse, ok.
- Recycle Room – Shop – Discharge Plug Valve #1, finished repairs and reassembled mechanical components, will schedule valve installation.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: None to report.
- SCADA monitor/response: 5M, no starts #1, reset motor starter, found burnt wiring, wiring scheduled for replacement; Towne Square, high starts, cleaned probe, ok; Il Villagio, high run hours, confirmed force main pressure issue, will monitor until resolved; 1P,7P, Shadow Crossings, Arroyo Parkway high starts, cleaned probe, ok; 6P, no starts #1, reset motor starter, will monitor.
- SCADA technician activities: LS4M generator running status landed on “Drywell High DIN” changed to proper point on RTU; opened lift station server and dusted internals of computer; created backup of Win-911 server database.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Effluent Transfer Pumps, #1, #2, #3; Carrousel Surface Aerators, #2N; Sand Filters, #1, #2, #3; Carousel Surface Aerator, #2S.
- Lift Station PM's: 18 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Hypochlorite pump #1 & #5, repair leaks, ok.
- Hypochlorite pump #6, replace gear box with spare unit and replace feed tube, ok.

- Breakaway Trails reuse pump station, begin removal of non-operational 25 HP pump and install of check valve on 50 HP pump.
- Lime sludge north pit, submersible pump failed, replaced with spare stock, prepared for shipment to vendor for repairs, ok.
- Operational checks: Riverview, Shadow Crossing, Williamson Interconnect; BT2, BT3, BT4.
- Well PM's: SR18, SR19, SR21; Hudson wells 22, 23, 24, 25, 26, 27, 28.

Water & Wastewater Treatment/ Supply/ Distribution/ Collection Systems Regulatory Activities

- VCHD Sanitary Survey - Staff coordinating a response to the Health Department outlining the schedule for necessary corrective actions for identified deficiencies for potable water system.
- Annual Water Quality Report – Staff is reviewing the 2nd draft of the report, also known as the Consumer Confidence Report. The report will be made available to the City's potable water customers through the City's website and notice provided on monthly utility bills. Also, a hard copy is made available upon request. The report highlights the laboratory data from potable water samples collected throughout the 2017 calendar year.
- Reuse Groundwater Monitoring Report – Staff is uploading the analytical data from the sampling event to the FDEP EzDMR website. The data is then reviewed by the Department.
- Filter Dumpster Special Waste Application – Staff is submitting an application to the Volusia County solid waste for approval of the filter dumpster at the WWTF to be disposed of at the Tomoka Landfill. The analytical data from the City's contract laboratory were within the limits put forth by the VCSW.
- EPA UCMR 4 – Staff is coordinating with City's contract laboratory the UCMR 4 sampling event. The sampling will be performed by City staff. The UCMR is conducted by the EPA to determine new contaminants of concern to potable water utilities.
- EPA DMRQA 38 – Staff is notifying the contract laboratories utilized in the 2017 calendar year which produced results for the City's NPDES permit for the WWTF. The labs will report the results of the study to the EPA on behalf of the City. The DMRQA tests the accuracy of the laboratory results against a known quantity.
- Cross Connection Control Program – Staff visited a commercial potable water customer to assist in locating and verifying the backflow device for their business and received confirmation from the customer that the device repair will be accomplished.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- Agenda packet preparation and creation, and distribution for May 30, 2018, Budget Advisory Board Meeting
- Agenda packet preparation for June 5, 2018, Capital Improvement Program Workshop and City Commission Meeting