

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: June 1, 2018

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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:

- General discussion meetings with various members of senior staff

Spoke to, attended and/or met with:

- General discussion meetings with Mayor Partington and Commissioner Boehm
- Attended FCCMA annual conference and was a presenter for one session
- Attended PACE Center for Girls Annual Believing in Girls Breakfast

**Community Development**

**Planning**

- The Board of Adjustment and Appeals meeting is on June 6, 2018 at 7pm. The agenda and staff reports are available at <https://www.ormondbeach.org/Archive.aspx?AMID=45>.
- There are no applications or items for the June 14, 2018 Planning Board meeting and this meeting has been canceled.
- There is a neighborhood meeting regarding the Minto Communities, LLC (contract purchaser) of 1,614+ acres of property **located South of Granada Boulevard in Daytona Beach** on Tuesday, June 5, 2018 at 6:00 pm in the meeting room of the Holiday Inn Daytona Beach LPGA, located at 137 AutoMall Circle, Daytona Beach. The neighborhood meeting is to discuss the rezoning of the land in association with Large Scale Comprehensive Plan text amendments, annexation, and rezoning the property. The rezoning seeks to allow an upscale, gated age restricted community with amenities for residents, per the neighborhood meeting letter. **It is anticipated that the project would be reviewed at the Daytona Beach Planning Board in June.**

**Building Inspections, Permitting & Licensing**

- 7 new business tax receipts issued.
- 311 inspections issued within the City (1 by private provider).
- 123 permits issued within the City, with a valuation of \$2,376,931.

**Development Services**

- The Site Plan Review Committee (SPRC) reviewed the concept of a lot split at 53 and 55 Old Kings Road. The concept was for a subdivision only and no modifications to the existing site were proposed.
- The Zaxby's site construction has started. The project proposes to construct a 3,847 square foot drive thru with 90 seats and associated site improvements.

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	5%
Plantation Oaks, utility connection	88%
Cypress Trails subdivision	10%

**Economic Development/Airport**

**Economic Development**

- Ormond Crossings
  - Security First Managers 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 Managers 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 met with Security First Manager's engineering consultant to discuss their plans to address the necessary improvements along North US 1 in a timely schedule to allow the City to issue the Certificate of Occupancy for the office building. LTG is undertaking a design for the traffic light at Broadway Avenue that will be presented to FDOT in August. A funding source(s) will be required for the traffic light and the various owners of development projects impacting the Broadway Avenue and US 1 intersections are working together to try and raise the necessary funding.
  - 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 the construction of their 40,000sf 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 a City Commission meeting upon receipt of the applicant's submittal information.

#### Airport Operation and Development

- Final cleanup and equipment disposition work for the Airport Obstruction Mitigation project was completed this week. Some of the equipment used for this project will remain at the airport for a short time, until the contractor's transports are available to retrieve it.
- Work continues 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.
- Staff attended an Aviation and Seaports Update Meeting conducted by the Florida Department of Transportation (FDOT). The meeting was held at the FDOT District 5 Urban Office in Orlando. Topics of the meeting included funding agreements, invoicing and Joint Automated Capital Improvement Program (JACIP) updates in anticipation of the new Public Transportation Grant Agreement (PTGA) that will become effective on July 1, 2018.

#### 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 20 Journal Entry Batches.
  - Approved 19 Purchase Requisitions totaling \$55,685.05.
  - Issued 24 Purchase Orders totaling \$453,565.09.
  - Prepared 119 Accounts Payable checks totaling \$130,943.20 and 31 Accounts Payable EFT payments totaling \$70,535.20.
  - Issued 296 past due notices on utility accounts.
  - Auto-called 96 utility customers regarding receipt of a past due notice.
  - Processed 335 payments through Interactive Voice Response System totaling \$32,964.97.
  - Grant money fiscal year-to-date total received, \$6,465,777.54 dollars.

Grants/PIO

- Press Releases
  - Open Gym (June 8, 15, and 22)
  - Crimestoppers Awards
  - Phone Spoofing
  - VLOC Annual Awards
- 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 June 4-8.
  - Completed weekly events calendar ad for Ormond Observer.
  - Completed Employee Newsletter for June 2018.
  - 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: 4
  - Hazardous: 2
  - EMS: 81
  - Motor Vehicle Accidents: 6
  - Public Assists: 54
  - TOTAL CALLS: 147
- Aid provided to other agencies: 7 Calls – Daytona Beach (3), Volusia County (4)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 62
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 34
- Training Hours
  - NFPA 1001: Firefighting 11
  - NFPA 1002: Driver 2
  - NFPA 1021: Officer 2
  - NFPA 1500: Safety/Equipment 7
  - NFPA 1620: Preplanning 5
  - TOTAL TRAINING HOURS: 27
- Station Activities
  - Serviced 68 fire hydrants
  - Updated 12 pre-fire plans
  - Conducted 6 fire inspections

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.
- Treatment Plant Operator C – Water Treatment Plant (Water Distribution/Public Works) open 5-25-18 until 6-1-18. Advertised 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)
  
- Interviews Scheduled
  - Fire Chief (Fire)
  - City Clerk (Support Services)
  - Evidence/Crime Scene Custodian (Police)
  - 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)
  - Economic Development Director
  - Maintenance Worker II (Streets/Public Works)
  - (Part Time Recreation Leader (Gymnastics/Leisure Services)
  - Summer Camp Counselors (Leisure Services)
  
- Separations
  - Fire Chief (Fire)
  - Neighborhood Improvement Officer (Police)
  - Police Officer (Police)
  - Police Sergeant (Police)
  
- 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) time being introduced to various departments
  - J.D. Williams' training for supervisors to be held 6-6-18
  
- Risk Management Projects
  - Attend Claims Committee meeting
  - Attend Tyler meeting for Airport contracts
  - Attend PACE Center for Girls annual fundraising meeting
  - Conference call for all open WC claims
  - Work on subrogation claims

#### **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 thru 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: 23
  - Completed: 68
  - In progress: 37
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 31,974
  - Inbound E-Mails Blocked: 9,870
  - Delivered Inbound E-Mails: 22,104
  - Quarantined Messages: 196
  - Percentage Good Email: 69.1%
  - Virus E-Mails Blocked: 0
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 1
    - Changes: 0
    - Corrections: 1
  - Map/Information Requests: 14
  - Information Requests from External Organizations: 3
  - 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: 0: Total in system = 23,678; 22,891 potable, 776 Irrigation, 11 Effluent

## **Leisure Services**

### **Administration**

- Public Works meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Communication Planning meeting
- Departmental Emergency Preparedness meeting
- Parks meeting

### **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
- Conducted 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.
- Artist Holly Esch hosted a Nature Watercolor Painting program on Saturday from 10 am to 12 pm.
- The Casements and EDC staff held a planning week for Enviro Camp counselors at the EDC Tuesday through Friday from 9 am to 3 pm.

- Joan Tague started her Summer Nature Strolls series on Wednesday from 8 am to 10 am. Participants met at Fleming Avenue Central Park and took a guided walk along the trails.
- EDC Coordinator attended a Lakewatch meeting at the Volusia County Extension Office on Wednesday at 5:30pm.
- EDC Coordinator and Casements Cultural Center Coordinator gave a Project WILD workshop to staff and volunteers at the EDC on Friday from 8 am to 4 pm.

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play was at 1pm daily, 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, weather permitting.
- Staff prepared for the Lady Renegades Tournament scheduled for Saturday and Sunday at the Quad at the Sports Complex as well as Nova Fields 2 and 3, 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
- Greased and cleaned equipment
- Blew out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Staff prepared for the Lady Renegades Tournaments scheduled for the weekend.

#### 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/rentals 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:
  - Dancing with Ms. Debby Recital, Sunday, 1:30 pm to 3:30 pm

#### South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Pavilion rental Saturday
- Jazzercise on Monday
- PAL basketball practice Monday/Wednesday
- Sports Club basketball Tuesday/Thursday
- Planning for summer camp
- Ormond Beach Elementary Field Trip Tuesday

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted with Patriots' Day Concert
- Attended Leisure Services Emergency Preparedness meeting
- Planning of 2018 events through July:

- Reel in the Fun Fishing Tournament, June 16
- Recognition of 1998 Wildfires Reception, June 26
- 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
- Attend Leisure Services Emergency Preparedness meeting

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continued to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Lunch Bunch Club continued on Wednesday.
- Preparations for Camp T-Rec continue.
- A private activity room rental was held on Saturday from 4 pm to 7 pm.

#### The Casements

- Guild tours were given on the hour Tuesday through Friday with the first tour at 10 am and the last tour at 3 pm. The house was closed Saturday-Monday in observance of the Memorial Day holiday.
- Church of the Holy Child Women's Group met at Bailey Riverbridge on Saturday from 10 am to 2 pm.
- The Tomoka Triathlon on Sunday was canceled due to inclement weather.
- Enviro Camp Counselors met at the EDC this week to begin preparations for camp next week!
- A rehearsal was held at Bailey Riverbridge on Friday from 4 pm-5 pm.
- Karlene McConnell's opening reception for her exhibit entitled "A Summer Selection of Paintings and Drawings" was held on Friday evening from 6 pm-8 pm.
- Movies on the Halifax feature film "Wonder Woman," rated PG-13, will be shown this evening from 8:30 pm-11 pm.
- The Ormond Beach Police Department will hold their annual "Badges & Boardshorts" event at Fortunato Park on Saturday from 9 am-2:30 pm.
- A wedding ceremony and reception will be held at Bailey Riverbridge on Saturday from 12 pm-6 pm.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday and Thursday from 10:00 am-11:30 am.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- All Parks: Lowered flags
- Environmental Discovery Center: Installed bee signs
- Ormond Memorial Gardens: Removed old window plant boxes and install new PVC boxes
- Bailey Riverbridge: Installed surveillance camera and sign on building
- Raised Boardwalk Trail: Replaced deteriorated wooden boards
- Riverbend Fishing Pier: Installed new top board and three side boards
- Riviera Park: Removed graffiti from picnic table

#### 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**

- Staff attended the weekly Staff Meeting
- Staff attended the DARE Graduation at Osceola Elementary and at Ormond Beach Elementary
- Staff attended the funeral for Officer Thomas Coulter
- Staff participated in the Back the Blue Dodgeball game at OBMS
- Staff attended the Crime View Meeting

#### **Community Outreach**

- Members of the YDC continue to prepare their lip sync for the upcoming State of Florida Association of Police Athletic League's Annual Youth Director Conference. The conference will be held on July 19 – 22, 2018 at Disney's Coronado Springs Resort.
- Twenty-four (24) members of the OBPAL basketball program participated in practice last week. Summer participation in tournaments will continue through July 2018.
- OBPAL is partnering with the Department of Leisure Services during the Summer Connections Program. OBPAL tutors be instructing skills enhancement classes in reading and math, computer lab, science and art. In addition to educational programs, OBPAL will partner to provide field trips to area attractions including SeaWorld, Kennedy Space Center and Daytona Lagoon.

#### **Community Services & Animal Control**

- Animal Calls responded to: 48
- Animal Reports: 2
- Trap Neuter Release: 0
- Animal Bites: 1

#### **Criminal Investigations**

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 4
- Inactive: 4
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 12
- Grand Theft: 8
- Auto Theft: 2
- Recovered Missing Persons: 1
- Robbery: 0
- Assaults: 0
- Police Information: 2

#### **Records**

- Walk - Ins / Window: 30
- Phone Calls: 40
- Arrest / NTA'S: 21
- Citations Issued: 96
- Citations Entered: 480
- Reports Generated: 144
- Reports Entered: 120

- Mail/Faxes/Requests: 8

#### Patrol

- Total Calls: 1,383
- Total Traffic Stops: 213

#### Operations

##### Crime Opportunity Report Forms 27

- 05/23/2018
  - Sex Offense, 1474 West Granada Boulevard. Received two separate calls about a male driving around the parking lot exposing his private parts to women. One female victim reported a black male in a gray Nissan Altima pulled up next to her and asked for directions. When she got closer to the car, she saw the male had exposed himself and was fondling himself. The second female victim provided the same suspect and vehicle description as the first.
- 05/24/2018
  - Carbreak, 135 Ormwood Drive. Unlocked vehicle entered overnight and a wallet was taken.
  - Battery- Domestic Violence Arrest, 84 Horseshoe Falls Drive. The suspect called 911 after arguing with her husband over past due bills. Both parties had been drinking. The victim had an abrasion on his head.
  - Warrant Arrest, 222 Seminole Avenue. Subject was located in regards to an attempt to contact.
  - Warrant Arrest, 530 Harbour Lights Drive. Subject was contacted after a traffic stop was completed. The warrant was for trespassing.
  - Warrant Arrest, 420 Lakebridge Plaza Drive. Contact was made with a subject who was found to have an open warrant.
  - Traffic/ Warrant Arrest, Bosarvey Drive and South Atlantic Drive. Subject was contacted during a traffic stop and found to have an open warrant for his arrest and was also found to be driving while license revoked.
- 05/25/2018
  - Carbreak, 151 Sage Brush Trail (Kindercare Daycare). Victim parked vehicle to escort child into daycare and came back to discover the vehicle window smashed out and purse taken from vehicle.
  - Carbreak, 38 East Granada Boulevard, (Ormond Beach Tennis Center). Victim was playing tennis and came back to her vehicle to discover that the driver side window was smashed out. Purse tucked under driver seat was stolen.
  - Carbreak, 1 North Beach Street (Bailey Riverbridge Gardens). The victim was using the park and came back to discover that the rear driver side window was smashed out. Purse with contents were taken. Victim's credit card was used shortly after at Walmart in Daytona Beach.
  - Carbreak, 333 West Granada Boulevard (Golds Gym). The victim returned to her vehicle to find the rear driver's side window smashed out and a purse taken.
  - Grand Theft, 1298 West Granada Boulevard, (AT&T Store). Unknown male stole a display Samsung Galaxy 9-Plus cell phone valued at nearly \$900.
  - Battery- Domestic Violence Arrest, 1250 Scottsdale Drive. Officers responded to the address in reference to a reported disturbance. The suspect pushed the victim during a physical altercation over a memorial urn with a relatives ashes.
  - Trespassing Arrest, 1521 North United States Highway One, (Racetrac Gas Station). Business called in about a transient, possibly intoxicated, on the property.
  - Narcotics Arrest, 40 Hummingbird Lane. Officers had contact with a vehicle occupied by three subjects. A K9 sniff resulted in an alert and a search of the vehicle resulted in the recovery of marijuana, paraphernalia and plastic bags with residue that tested positive for methamphetamines.

- 05/26/2018
  - Stolen Vehicle, 2 Arbor Lake Park. Victim discovered his 2014 white Honda Accord missing from the parking lot. Victim advised he was in possession of the keys and unknown how the vehicle was taken.
  - Shoplifting/Narcotics Arrest, 1521 West Granada Boulevard (Walmart). The suspect was observed by loss prevention concealing an electric hair razor and electric toothbrush in his pants. The suspect was also charged with possession of Xanax pills.
  - Burglary Business, (Academy of Martial Arts), 615 South Yonge Street. Entry made through east emergency door. A black Katana, Nintendo game cube, Play Station 2, Xbox 360 and video games taken.
  - Narcotics Arrest, 800 block South Nova Road. An officer stopped a vehicle for a traffic violation. A K9 sniff resulted in an alert and a vehicle search was conducted. Marijuana was recovered in the vehicle.
  - Violation of Injunction Arrest, East Granada Boulevard/South Halifax Drive. A subject was contacted who was found to be in violation of an injunction.
- 05/27/2018
  - Carbreak, 78 East Granada Boulevard (Memorial Gardens). Victim was walking in the park and came back to discover the driver side window smashed out. Purse taken from inside vehicle. Victims' credit card was used a short time later at a Shell gas station.
  - Grand Theft, 75 North Nova Road (T-Mobile Store). Unknown white male stole a display iPhone X valued at approximately \$1,000. Suspect description matches similar recent thefts from other phone stores and Office Depot.
  - Driving Under the Influence Arrest, North Beach Street/West Granada Boulevard. Witnesses followed a silver Jeep Grand Cherokee from the interstate to North Beach Street and were calling in a possible drunk driver. The vehicle was located and stopped. The driver was found to have taken prescription medication during the day in the form of 50mg of morphine, two 5 mg doses of tramadol and had two fentanyl patches on.
  - Driving Under the Influence Arrest, 16000 Carolines Cove. Officers responded to a report of an intoxicated person who kept getting into and out of her vehicle. Upon arrival, officers determined that the female who had been involved in two hit and runs in the parking lot prior to officer's arrival and witnesses placed her as the operator of the vehicle.
  - Carbreak, 1 North Beach Street, (Bailey Riverbridge Gardens). Broken driver's side window to gain entry. Blue backpack containing wallet, medication and gift cards taken.
- 05/28/2018
  - Shoplifting Arrest, 1521 West Granada Boulevard. Subject scanned some but not all of the items in the self-checkout.
  - Carbreak, 235 Ormwood Drive. Unlocked vehicle was entered overnight. A set of keys and the garage door opener were taken.
  - Carbreak, 490 North Halifax Drive. Unlocked vehicle entered overnight, garage door opener taken.
  - Battery- Domestic Violence Arrest, 61 Division Avenue. Two adults, residing as a family, were in a physical altercation after which one of the parties fired a paint ball gun at the victim who was struck several times.
  - Trespassing Arrest, 485 South Atlantic Avenue. The witness who is a construction worker staying on site, called and reported there was a male running around the motel causing a disturbance. Officers contacted the suspect within the fenced in area of the motel. (The entire property is fenced in and the motel is not open for business). The suspect was found to have kicked in a front door to a room and stole the towel rack off of the wall.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was contacted for stealing a shirt from the business.
- 05/29/2018
  - Stolen Vehicle, 65 Seton Trail. Spare keys left inside the vehicle, it was taken sometime overnight.
  - Stolen Tag, 49 S Yonge Street, (Sparkle and Shine.) Motorcycle tag taken from a vehicle sometime since Sunday.

- Carbreak, 13 Fisherman's Circle #4. Victim stated that their vehicle was entered twice over the past two days. Each time nothing has been taken but items were moved around inside the car. Victim is sure that the vehicle was locked on the second night but found the vehicle unlocked.
- Stolen Vehicle, 365 West Granada Boulevard (Winn-Dixie). The victim advised he parked in the parking lot in front the liquor store and briefly went inside the store. The keys were left in the ignition and the doors were unlocked. When he came back outside he discovered his vehicle was gone.
- Battery- Domestic Violence Arrest, 1657 North United States Highway 1. The victim called and reported that his wife struck him in the face.
- Grand Theft, 374 West Granada Boulevard, (AT&T Store). Store employee reported that a male wearing a black ball cap, a black Hard Rock t-shirt, and unknown pants stole an iPhone 7 plus from a display counter valued at \$669. The male fled the store and was last seen running west behind the Arby's, unknown if he entered a vehicle.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 36
  - Number of Uniform Traffic Citations Issued: 27
  - Number of Written Warnings Issued: 32
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 5
  - Number of Crashes with Injuries: 2

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 6 Cases initiated
- 16 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and seventy-three (73) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - South Peninsula Reclaimed Expansion – The contractor has returned to complete some additional service replacements requested by Utilities as well as their final restoration activities. As-builts are nearing completion; GIS is finalizing their update to include this work in the City database.
    - Ph III 2-Inch Water Main Replacement – Peninsula – A final inspection was held and the contractor is completing punchlist items and finishing as-built drawings. Notices have been mailed to residents where reclaimed service was extended, detailing the City's incentive program to encourage 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 and will be repairing two other upland sections of outfall before they proceed with repairing the subaqueous section.
- 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 installed the bore and jack for the utility crossings at the railroad crossing.
- Downtown Light Replacement – Shop drawings have been approved. Materials are on order and have an 8-10 week fabrication timeframe.
- CDBG – Cassen Park Fire Hydrant – A pre-construction meeting was held on May 15. Project construction began on 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 micro surface the roads.
- CDBG – Streetlight Replacement – A pre-construction meeting was held on May 15. The light fixtures are on order and have an estimated lead time of 8-10 weeks.
- Fortunato Park Pier – A purchase order was issued to repair the pier.
- Rockefeller Gardens Stage Shade Cover – GMP award to Hall Construction was approved at the May 15 City Commission meeting. Structural drawings are being prepared.
- Bidding
  - 2018 Road Rehabilitation-Resurfacing – Bids 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.
- 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 ECHO grant funding. Construction manager has submitted an Opinion of Cost which is under review.
- 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 – City staff met with construction manager to discuss the scope of project.
- 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; ranking information has been transmitted to FDOT for concurrence and authorization to negotiate with the selected firm.
- Departmental Activities
  - Continuing to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily engineering permit applications through the ProjectDOX system.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 7-9 Larisa Terrace directional bore, per Brighthouse request.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Indian Trail directional bore, per FPL request.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 75 North Halifax Drive and 264 South Atlantic Avenue utility pole installation, per AT&T request.
  - Modified Granada Median Landscape Plan, per project manager's comments.
  - Located irrigation valves, water meters & backflow preventers for Granada Median Landscape plans.
  - Modified Cost Estimate for CDBG – Ames Park Concrete Parking project.
  - Researched facility and/or fixture addresses and quantities for the City's property insurance renewal.
  - Created as-built plans for the Sodium Bisulfate Storage Tank Replacement project, per Utilities Division request.
  - Created sketch and legal description for 116 Coquina Key Drive annexation, per Planning Department request.

- Researched old files and provided PDF copies of Fleet Maintenance area electrical plans, to contractor.
- Began researching old files to determine maintenance responsibilities for landscape islands on Tidewater Drive.
- Researched and provided PDF copies of as-builts for utilities along Wilmette Avenue and North Beach Street, per FPL request.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Grinded sidewalks in Spring Meadows
- Asphalt work at Fairview and Washington
- Formed and prepped for generator pads at Seminole Lift Station

##### 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
- Trimming ROW & streetlights in Spring Meadows; around building at Nova Community Center; limbs from building at Nova Gym
- Removed dead holly tree and grinded 5 stumps on SR40 E/O Main Trl; small dead holly tree & grinded at CP1 (Fleming); removal at Nova Community Center

##### 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
- Trimmed around stop sign and speed limit sign on Seton Trl; sign at PW yard; view of stop sign at Nova & Sterthaus

##### 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

##### Stormwater Maintenance

- Sandbag assembly at PW
- Locates citywide
- Mow ditches US1 North
- Set up 3" and 6" pumps on Fleming Ave
- Hotspots citywide
- Reachout on Tomoka Ave
- System inspection on Holly Fern Chase

##### Vactor

- Pipe cleaning in Fortunato Park

Street Sweeping/Streetsweeper (Sweeper is in the shop)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 20,247
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 11
  - Non-Emergency Vehicles and Equipment: 10
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 6,893 gallons unleaded, 9,994 gallons diesel
  - Fuel used in one week: 1,943 gallons of unleaded and 509 gallons of diesel.
  - Fleet completed 50 work orders this week.

Utilities

- Projects Summary
  - Breakaway Trails Yard Electrical and Pump Upgrades – Specifications were revised to use a transducer for the wet well water level. Bid documents and agenda item prepared for June 5 CC meeting prior to project advertisement.
  - Lift Station Improvements 2018 – Information on SCADA and pumps was requested from the consultant.
  - Lift Station 8M1 – Executed easement documents were received from the property owner.
  - Lift Station 10M & 12M Improvements – Walk through was performed 5/23/18. A certificate of substantial completion was issued.
  - Ormond Beach Force Main Upgrades – Received preliminary plans for review for various segments of the project.
  - Security First Off-Site Water Main Improvements – A meeting was held to discuss the water main extension design comments. A decision was made to install the directional drilled portion of the water mains underneath the future drainage structures proposed.
  - WTP LPRO Membrane Replacement – Commission memo recommending work authorization to McKim & Creed for design services scheduled for June 5 meeting.
  - WWTP Sodium Bisulfite Tank Replacement – Preliminary record drawings were received. Vented hatches were ordered to replace the previously installed non-vented hatches.
  - Utility Location Services – An award recommendation memo was prepared and uploaded to MinuteTraq for consideration at the June 26 CC Meeting.
  - 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. The work order for engineering design services for the Leeway tank project is executed. Reviewed plans and specifications for the water plant elevated tank and provided comments. 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. Continued coordination of draft RFP documents with consultant for integrator services.
  - 1289 John Anderson - Volusia County Use Permit application under review by the County.
  - SPRC Projects (Utilities Review)
    - Granada Plaza – Discussed sewer rehabilitation project and coordination with owner.
    - Grenier Subdivision – Received preliminary plat for review – City utilities not available.
    - Iris Subdivision – Receive plans for review.



- 8 Coolidge Ave – Discussed plans for a proposed office/warehouse complex. Utilities are available.
- 33 Cardinal Drive – Received a lot split request. The lot contains a duplex.
- 53-55 Old Kings Road lot split: Discussed lot split proposal. Each lot has water and sewer service.
- 275 Interchange Boulevard – Extended Stay America: Met with architect's representative to discuss site plan requirements for constructing a 124 unit hotel. The main issue is the private lift station that serves the gravity sanitary sewer line along the corridor.
- 1001 Broadway Avenue – Security First: Received revised plans for review.
- 1245 W Granada – FDEP clearance was received.

#### Water Treatment

- Delivered 36.5 million gallons for the week ending May 18, 2018 (5.22 MGD).
- Backwashed 11 filters for a total of 577,000 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 81 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 46.45 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 6.64 MGD.
- Produced 15.87 Million Gallons of Reuse.
- Produced 30.58 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 87.85 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 12 water service leaks.
- Performed pressure testing on 4 city owned backflow preventers.
- Replaced 9 broken meter boxes.
- Performed large meter testing on a 2 - 3" and 1 - 4" commercial water meters.
- Replaced 5 water services due to low volume concerns or broken valves.
- Continued annual Volusia County fire hydrant maintenance - 15 FH's completed this week.
- Disconnected a residential water service due to a demolition at 251 Tomoka Ave.
- Performed a scheduled water main shut down to replace a fire hydrant located at 1716 Atlantic Ave in Ormond-by-the-Sea.
- Performed scheduled water main shut down to replace a broken 6" valve at 76 S. Halifax Dr.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 97 regular and 3 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area. Responded to 1 reuse trouble calls.
- Checked depression at cleanout at 108 Deer Lake Cir. Line is good could have been a compaction issue from repair.
- Two Streets Division employees received commercial driver's licenses with training assistance of Marty Hayes. This brings Marty's total to 54 successful trainees.
- Replaced broken cleanout adaptor at 61 Sycamore Cir.
- Repaired broken lateral at 252 S. Beach St.
- Assisted Contractor with by-pass on 20" Melrose force main.

- Demolished sewer service for 251 Tomoka Ave.
- Replaced panel and J-box, rewired PEP system at 23 Pine Hollow Way
- Replaced broken back lid at 6 Pine Hollow Way
- Replaced panel and J-box, rewired PEP system at 35 Cambridge Trace
- Checked possible leak at 400 N. Halifax Dr. No leak found - appears result of excess irrigation.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 28/26 psi, Ocean Mist Hotel 25/22 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 12 psi, Westland Run 17 psi & Shadow Crossing Blvd. (4 inch) 2 psi.

#### Wastewater Plant – Lift Stations

- Influent Pump Station, partial bypass in force, Thompson 12" portable lift station, checked diesel engine fluid levels and general check of unit, ok.
- Sand Filter #2, crane & winch assembly at influent gate not operational, repaired with used inventory, ok.
- Transfer Station lift station, high level, found grates plugged and not allowing water to enter wet well for pumping, turned over to transfer station operator to have grates cleaned as needed, ok.
- Post Anoxic Basin – Shop-bench test spare submersible mixer for use in upcoming task, ok.
- Scum Well #2, not working, found electrical problem at control cabinet, rebuilt motor starter with used inventory, ok.
- Sand Filter #1, skimmer pump not working, freed up rusted impeller at volute, cleared blockage at discharge line, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 1M, high level, both pumps running, impact from continuing rain; Towne Square, Huntington Woods, Shadow Crossings; high level alarm, intermittent power on/off – normal upon arrival, will monitor, OK: 6P, high level, replaced controller, cleaned up wiring and cabinet during regular working hours, ok.
- SCADA monitor/response: Halifax Medical Center, no starts #2, reset motor starter, ok; Sandy Oaks, no starts #2, reboot VFD, ok; 6P, no starts #1, Motor Starter worn, scheduled for rebuild, ok at this time; San Marco, high run hours at #2, pulled pump to clear blockage at volute, ok; 2P, no starts #1, found #1 check valve ragged causing priming system vacuum leak, ok; 8M, no starts #2, reset motor starter, reverse pump to clear blockage at volute, ok; 1P, high starts, cleaned probe, ok; Breakaway Trails, no starts #2, pump breaker not operational replaced with temporary shop stock, new breakers on order.
- SCADA technician activities: LS4M Generator running status - changed to proper point on RTU; Created backup of Win-911 server database. Lift station server hard drive failure, replaced drive; Made adjustments to Influent PLC to allow for proper communications to VFD #3 commissioned. Awaiting completion of drive installation prior to PLC download to minimize unnecessary down time of other drives.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Annual Plant PM's: Post Anoxic Submersible Mixer #1.
- Lift Station PM's: 15 monthly performed and 0 annual.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Clear Well Transfer pumps, warranty work scheduled for Rocha controls to be on site for to correct clear well transfer pump rotation and control problem on June 5.
- Well 27H did not turn on remotely, cycled power to reset controls, tested with operator and checked well to ensure well was running, ok.
- Well 29H, does not provide proper run signal back to SCADA, communication wire failed, corrected with spare pair, tested with operators.
- Assisted with water quality sampling at offsite monitoring wells.
- Fluoride Containment, set up pump to remove rain water from containment area.

- Operational checks: Riverview, Granada, Tomoka State Park, and Nova Booster stations: Williamson Interconnect.
- PM's: Hudson Wells 29, 30, 31, 32; Rima Wells 39, 40, 41; WTP High Service Pumps 1 - 8; Aerator pumps 1, 2, 3; Sludge Thickener and LobePro pumps.

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

- VCHD Sanitary Survey - Staff coordinating a response to the Health Department outlining corrective actions for items contained on the inspection report.
- Annual Water Quality Report – Staff is reviewing the 3<sup>rd</sup> 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. Also, a hard copy is made available upon request for any customer requesting same. The report highlights the laboratory data from potable water samples collected throughout the 2017 calendar year along with other significant system improvements.
- Filter Dumpster Special Waste Application – Staff submitted 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.
- Industrial Pretreatment Program – Staff attended the semi-annual Florida Industrial Pretreatment Association (FIPA) conference. The conference highlighted upcoming regulations that will affect the IPP program, including monitoring dental offices for their compliance in the handling of their dental amalgam separators. The EPA and FDEP are adopting a rule to monitor the programs.
- Consumptive Use Permit (CUP) – Staff is coordinating a request from the SJRWMD to revise the City's CUP to change the standards for the wetlands monitoring performed and reported by the City.

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