

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 31, 2019

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

Spoke to, attended and/or met with:

- Memorial Day Remembrance Service
- Cassen Park pier ribbon cutting/dedication
- Individual meetings with commissioners to review the draft CIP
- FCCMA annual conference, participated on a panel for a strategic planning session and conducted a presentation at a cyber security session.

Community Development

Planning

- The following items are scheduled for the June Planning Board meeting:
 1. 1246 West Granada Boulevard (Shoppes on Granada, Phase 2) drive-thru restaurant. The Special Exception seeks to allow drive thru restaurant (end user has not been identified) and associated site improvements.
 2. 48 West Granada Boulevard, wall signage. The site is the Ormond Garage and is under renovations for a restaurant with a brewery. The Special Exception is needed based on the number and sizes of the existing and proposed signage.
 3. 2260 Airport Road, land use map amendment. The administrative amendment seeks a land use change from "Public/Institutional" (P/I) to "Suburban Low Density Residential" (SLDR).
 4. 220 East Granada Boulevard, outdoor activity. This is a request to allow outdoor activity, the display of two surfboards) in front of the building at 220 East Granada Boulevard.
- The next Downtown Steering Committee shall be on June 26, 2019 at 6 p.m. at the Anderson-Price building at 42 North Beach Street. The Steering Committee shall review the final components of an updated master plan.

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued.
- 381 inspections performed within the City (62 by Private Provider).
- 145 permits issued within the City, with a valuation of \$1,651,436.

Development Services

- The Site Plan Review Committee met with:
 1. 802 Sterthaus Drive. Concept plan to convert office building into a restaurant pick-up area.
 2. 762 South Atlantic Avenue. Concept plan for the GoJuice business. GoJuice proposes a small building, around 100 square feet within the property at 762 South Atlantic Avenue. The business makes juices, smoothies, acai and smoothie bowls.

- SPRC projects approved:
 1. 1170 Ocean Shore Boulevard, B-Tran Enterprises and Upscale Nails. Construct specialty retail/salon - City review is for water and sewer connection.
 2. 1190 North US Highway 1, Edgewell Personal Care Loading Dock Addition. Construct a loading dock expansion area of 1,764 SF to serve the south side of the Playtex manufacturing plant.
 3. 75 North Halifax Drive, Oceanside Country Club outside seating. Revision of an approved site plan to modify the location of the proposed fire pit and outdoor seating locations.
- Projects under SPRC review include:
 1. 1246 West Granada Boulevard Drive-thru Restaurant Special Exception. 3rd review. The project proposes two unit building (1,400 SF and 2,400SF) with one unit having a drive-thru restaurant window and associated site improvements. A Special Exception for the project is scheduled for the June 13, 2109 Planning Board meeting.
 2. 88 South Atlantic Avenue, Ocean Club Ormond Beach. 2nd Review. Demolition of existing building and construction of a new retail shop and related site improvements.
 3. 27 Broadriver Road, Broadwater bridge work. 3rd review. Bridge repair of decking for the Broadwater subdivision bridge
- Below is the construction status of projects under construction:

Project	% Complete
8 Coolidge Avenue Warehouse	10%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	0%
Breakaway Trails Ground Storage tank	5%
Cardinal Drive Beach parking	85%
Chase Bank	45%
Cypress Trails subdivision	72%
Granada Pointe	98%
Huntington Green	15%
Huntington Villas	25%
Independence Recycling of Volusia	95%
Love's Travel Store	0%
Lucky's Market	99%
Ormond Beach Surf Style	25%
Ormond RC, Building 1C	55%
Pineland residential subdivision	60%

Security First	85%
Shoppes on Granada, Phase 2	85%
Starbucks @ Granada Plaza	85%
Thomas & Betts parking improvements (Phase 1)	90%
Volusia Memorial Mausoleum	80%
WaWa	20%

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 sf 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.
- Airport Business Park
 - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is currently moving into the facility.
 - 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.
 - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
 - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff continues participation in the Downtown CRA Master Plan update process.
 - Staff released the 2nd Quarterly Economic Development E-Mail Update.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 28 companies have been visited.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.

- The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the State to obtain reimbursement.
- FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 98% of expenses have been submitted to FEMA for obligation review.
- The City was obligated by FEMA for fourteen (14) hurricane Irma projects.
- Preparations for the Munis Phase 3, Utility Billing system are underway.
- 2019-20 budget preparations are underway.
- Completed Projects - Weekly
 - Processed 18 Journal Entry Batches.
 - Approved 42 Purchase Requisitions totaling \$42,656.30.
 - Issued 25 Purchase Orders totaling \$224,068.37.
 - Prepared 174 Accounts Payable checks totaling \$194,565.57 and 32 Accounts Payable EFT payments totaling \$156,772.96.
 - Issued 354 past due notices on utility accounts.
 - Auto-called 65 utility customers regarding receipt of a past due notice.
 - Processed 303 payments through Interactive Voice Response System totaling \$29,142.88.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.33 million dollars.

Grants/PIO

- Press Releases
 - Reuse Water Currently Unavailable
 - Youth Summer Volleyball League
 - Reuse Water Updates (5/23, 5/24 and 5/29)
 - Environmental Discovery Center Summer Hours
 - Ecosystems of Volusia County (6/1, 10 AM)
 - Elementary Explorers: Habitats (6/1, 2 PM)
 - Edible Natives in Your Garden (6/8, 10 AM)
 - Little Learners: Habitats (6/14, 4 PM)
 - Father's Day Crafts (6/15, 2 PM)
 - Movies on the Halifax (Ralph Breaks the Internet, 8:30 PM)
 - Puppet Shows at the EDC! (June 26, July 24, and August 28, 3 PM)
 - Independence Day Crafts (6/29, 2 PM)
 - Notice of Construction Activity at Cassen Park (Beginning June 3)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in Latest News, Notices, Activities/Events, and events to the City Calendar on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed Employee Newsletter for June.
 - Completed annual conference ad for Florida League of Cities magazine.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement requests to date for FY 18-19: \$2.4 million

Risk Management Projects

- Finalize Mayor's Health & Fitness Challenge program
- Updated property schedule
- Managed subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 5
 - Hazardous: 3
 - EMS: 66
 - Motor Vehicle Accidents: 6
 - Public Assists: 36
 - TOTAL CALLS: 119

- Aid provided to other agencies: 8 Calls – Daytona Beach (5), Volusia County (3)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 10
- Total EMS patients treated: 57
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 416

- Training Hours
 - NFPA 1001: Firefighting 104
 - NFPA 1002: Driver 4
 - NFPA 1021: Officer 49
 - NFPA 1500: Safety/Equipment 38
 - NFPA 1620: Preplanning 3
 - EMT/Paramedic 34
 - TOTAL TRAINING HOURS: 232

- Station Activities
 - Updated 7 pre-fire plans
 - Conducted 4 fire inspections
 - Visited 60 children at Reign Academy for Vehicle Day

- Significant Incidents
 - 5/24/19, 8:56 AM: 1466 W. Granada Blvd. – Public Assist – Responded to child locked in hot vehicle – crews used a door pop-a-lock and safely removed child.
 - 5/24/19, 9:51 PM: N. I-95/Mile Marker 277 – Motor Vehicle Accident – Assisted Volusia County Fire Rescue with multi-car accident – crews cut driver’s door to extricate one patient.
 - 5/25/19, 4:50 PM: 2828 N. Atlantic Ave. – Motor Vehicle Accident – Responded to a motorcycle down and trapped under a truck – one patient found in roadway – a firefighter assisted with patient care during transport to hospital.
 - 5/27/19, 3:41 PM: Seminole Dr./W. Granada Blvd. – Motor Vehicle Accident – Two pedestrians struck by motor vehicle – two firefighters assisted with patient care during transport to hospital – one fatality.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection & Reuse/Public Works)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Police Officer (Police)

- Applications Under Review
 - Tradesworker (Building Maintenance/Leisure Services)

- Interviews Scheduled
 - Administrative Assistant (HR)
 - Firefighter/EMT (Fire)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Public Information Officer (City Manager)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Summer Camp Counselors (Leisure Services)
 - Utilities Engineer (Public Works)
- Employee Events
 - Wellness Plan HSA contribution opportunities:
 - Non-tobacco use affidavits accepted through 12-31-19
 - Skin cancer screenings offered through 12-31-19
 - Wellness Action Team activities offered through 12-31-19
 - Blood Drive at City Hall 6-24-19

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project on schedule: working on mapping and configuring the new system conversion.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 17
 - Completed: 38
 - In progress: 28
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 58,794
 - Inbound E-Mails Blocked: 40,567
 - Delivered Inbound E-Mails: 18,227
 - Quarantined Messages: 1,666
 - Percentage Good Email: 31.0%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0

- Reclaim Connections Located this week: 24 : Total in system = 2,613
- Meters GPS Located this week: 2 : Total in system = 23,736; 22,926 potable, 799 Irrigation, 11 Effluent

Leisure Services

Administration

- Public Works meeting
- Park visits
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Memorial Day Service
- Cassen Pier Ribbon Cutting
- Downtown Transportation Special Events meeting
- Riverbend Trail Appreciation Luncheon planning 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
- 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
- Cora Berchem from Save the Manatee Club held a program on Saturday from 10 am to 11 am
- The Casements staff and Enviro Camp staff met at the EDC Tuesday through Friday to prepare for Enviro Camp.
- Sami McCorkle of Volusia County Environmental Management held a Sea Turtles program on Friday from 10 am to 11 am.
- Girl Scout Troop 1251 are scheduled to weed the EDC's Butterfly Garden on Friday from 5 pm to 6 pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- Golden Spikes and Lady Renegades continued practicing this week Tuesday through Thursday at 6 pm on the Nova Fields and the Softball Quad at the Sports Complex.
- OBYBSA Baseball this week, Monday through Friday, at both the Nova Fields and the Softball Quad at the Sports Complex, 6 pm.
- Adult Coed Softball continued this week at the Sports Complex with games Tuesday, Wednesday and Thursday, at 6:20 pm, 7:30 pm and 8:40 pm.

Athletics 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 daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Continued to remove soccer goals, toters, nets, goals, corner flags, etc.

- Dragged Osceola Elementary & South Ormond Softball Field
- Removed bases, toters, etc. from closed fields

Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm
- Ormond Church was held on Sunday from 8:30 am to 12:30 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats held regular classes. CMT held on stage rehearsal and regular classes.
 - Tuesday: CMT held on stage rehearsal and regular classes.
 - Wednesday: Kopy Kats held regular classes. CMT held on stage rehearsal and regular classes.
 - Thursday: Kopy Kats held regular classes. CMT held on stage rehearsal and regular classes.
 - Friday: CMT held in-school performances, on stage rehearsal and regular classes
- The Performing Arts Center hosted the following events:
 - Daytona Beach Concert Band Patriotic Concert on Sunday at 2 pm
- The Performing Arts Center is preparing to host the following event:
 - Ms. Debby's Dance and Acting Class presents "The Night Circus" Sunday at 1:30 pm

South Ormond Neighborhood Center

- Splash pad open until November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise on Monday evening from 5:45 pm to 7 pm
- Youth basketball practice, Wednesday and Friday, 6 pm to 8 pm; Saturday, 11 am to 12:30 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Planning of 2019 events in the months of May through July:
 - Fred Costello Amphitheater dedication ceremony
 - Rick Boehm Girls Softball Field groundbreaking
 - Reel in the Fun fishing tournament
 - Independence Day celebration
 - Summer Sounds concert series

Gymnastics

- May session in progress
- June registration is open

Nova Community Center and Special Populations

- FitGyms conducted their personal 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
- Pickleball continued Monday through Thursday from 9 am to 12:30 pm
- Adult Jazzercise Monday through Friday from 9 am to 10 am; Wednesday and Thursday from 5:45 pm to 6:45 pm; Saturday from 9 am to 10 am
- Ms. Debby's Dance and Acting Classes met Monday, Tuesday and Friday at various times
- Lunch Bunch met on Wednesday from 10 am to 1 pm
- Adult Volleyball continued on Monday

The Casements

- The Casements was closed on Saturday for a Memorial Day rehearsal, which took place from 7 am to 11 am
- The Tomoka Triathlon took place in Fortunato Park on Sunday from 6 am to 11 am
- A graduation party took place at Bailey Riverbridge on Sunday from 1 pm to 3 pm
- Jacquelyn Rivers Art Exhibit "May Flowers" remains on displays at The Casements through the month of May
- A Memorial Day Service was held on Monday, 9 am at The Casements
- Missing Peace met at Bailey Riverbridge on Tuesday from 4 pm to 5:00 pm
- Dedication of Fred Costello Amphitheater will take place on Friday at 5:00 pm
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am

Parks Maintenance

- Performed inspections of pavilions and posted reservations
- Performed city wide park inspections
- Removed graffiti at Ebbets Pier and off Granada Bridge
- Removed bench swing from Fortunato Park
- Replaced damaged trash cans in Rockefeller Gardens
- Cut out location on tower at Rockefeller Gardens for plaque
- Located and carved 2 coquina rocks for plaques
- Fenced playground at Andy Romano Beachfront Park for new ground coating

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
- Repaired ramp to dock at Cassen Park
- Installed new hand dryers in outside bathrooms at South Ormond Neighborhood Center
- Repaired all lights outside the bathrooms at Cassen Park
- Replaced soap dispenser at Performing Arts Center
- Repaired toilet at Senior Center
- Repaired and floated docks at Cassen Park
- Repaired ice machine at South Ormond Neighborhood Center
- Replaced grate at City Hall downspout
- Installed A/C replacement valve at WWTP
- Repaired Gate 13 at Airport
- Adjusted A/C at Fire Station 92, verified working properly
- Removed post from car accident at Fire Station 91
- Repaired A/C at the Museum
- Repaired men's room toilet at Performing Arts Center
- Repaired swing at Nova Park

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended Osceola Elementary Oscars and Field Day event
- Staff attended Ormond Beach Middle School Dodge Ball game
- Staff attended the CLEAB meeting
- Staff attended a Police Explorer meeting
- Staff attended an Awards Ceremony after action meeting
- Staff read to children at Care Bear Cottage

Community Outreach

- Youth Leadership Council (YLC) members will meet the second week of June to review requirements and goals for the YLC conference July 11 – 14, 2019.
- OBPAL Basketball
Practice was held for the boys' basketball teams on Monday and Friday last week. Twenty-three (23) boys attended practice at the South Ormond Neighborhood Center. On Wednesday eight (8) girls attended practice at the South Ormond Neighborhood Center. Twenty-two (22) members of the boys' basketball teams participated in the Sunshine State Games/Gainesville Stampede May 24 – May 26, 2019. Both the 6th grade team and the 8th grade teams participated in the semifinals on Sunday.
- Reading with a Cop
Eighteen parents and children attended *Reading with a Cop* at the Ormond Beach Library on May 22. The children, in preschool through 5th grade, enjoyed a book on bike safety with Capt. Roos. After the story, Lead CSO Joanne Owen and CSO Officers Shannon Champion, Justin Soard, and Cris Stephens offered helmet fittings for children who needed bike helmets for a safe summer. The summer *Reading with a Cop* will be held in at the Ormond Beach Library on Wednesdays at 10:30 a.m. on the following dates: June 12, June 26, July 10 and July 24, 2019.
- Summer Programs
OBPAL is partnering with the Department of Leisure Services Summer Connections program to provide summer science, summer art, summer computer lab and summer tutoring at the South Ormond Neighborhood Center. Statistics reveal that students who participate in summer learning programs maintain academic achievement levels for the upcoming school year. Field trips will be provided to attractions including the Jacksonville Zoo, SeaWorld, Wonderworks and Daytona Lagoon.

Community Services & Animal Control

- Animal Calls responded to: 35
- Animal Reports: 3
- Animal Bites: 1
- Animals to Halifax: 4
- Wildlife Calls: 1
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 5
- Inactive: 7
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 13
- Grand Theft: 1
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 2
- Police Information: 2
- Suspicious Incident: 1

- Vandalism:1

Records

- Walk - Ins / Window: 88
- Phone Calls: 109
- Arrest / NTA'S: 32
- Reports Generated: 142
- Reports Entered: 82
- Citations Issued: 54
- Citations Entered: 20
- Warnings Entered: 20
- Trespass Warnings: 11
- CORF Entered: 30
- Mail / Faxes / Request: 23

Patrol

- Total Calls: 1,117
- Total Traffic Stops: 172

Operations

- Crime Opportunity Report Forms: 30

05/22/2019

- Stolen Vehicle, 772 Lucerne Circle. Vehicle was stolen from the home overnight.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to pay for items and attempted to leave the store but was stopped by loss prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan items in the self-checkout line and was stopped by loss prevention.
- Trespassing Arrest, 20 South Nova Road (Verizon Wireless). Subject was arrested for being on the property after warning.

05/23/2019

- Battery/Domestic Violence Arrest, 4 Choctaw Trail. Two (2) subjects were in a physical fight. The aggressor was arrested.
- Battery Arrest, 175 South Nova Road. Two (2) juveniles were in a physical fight on the school bus. The aggressor was arrested.
- Traffic Arrest, 50 Block Riverside Drive. A single vehicle crash occurred. The driver was arrested for driving under the influence.
- Battery Arrest, 241 North United States Highway One (Pirana Grill). An intoxicated subject battered three (3) other patrons and was arrested.
- Battery/Domestic Violence Arrest, 1224 Draycott Street. Subject battered the victim during an argument.
- Warrant Arrest, 241 Yonge Street. Subject with a warrant was contacted at this residence.

05/24/2019

- Child Abuse, 54 South Ridgewood Avenue (Dream City Academy). Subject was caught on camera abusing a child. Case is being investigated.
- Assault, 999 Old Tomoka Avenue (Tomoka Elementary). Subject made threats to a teacher at the parent pickup loop. Case is being investigated.
- Burglary Residence, 464 Triton Road. Unsecure residence was entered sometime during the day. Jewelry and other items were stolen.
- Larceny, 151 Domicilio Avenue (Ormond Beach Middle School). A juvenile stole another juvenile's property and was returned by the suspect's parents. Victim did not want to press charges.
- Carbreak, 1 Tomoka Oaks Boulevard Unit 109. Subject attempted to enter a locked vehicle. Incident was caught on camera.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in a backpack and attempted to leave the store.
- Carbreak, 324 Timberline Trail. Entry was made by breaking a window. Nothing was stolen.
- Carbreak, 161 Pine Cone Trail. Entry was made by breaking a window. Sunglasses and cash were stolen.
- Carbreak, 315 Timberline Trail. Entry was made by breaking a window. A wallet was stolen.
- Carbreak, 129 Pine Cone Trail. Entry was made by breaking a window. Nothing was stolen.
- Carbreak, 133 Pine Cone Trail. Entry was made by breaking a window. Nothing was stolen.
- Carbreak, 134 Pine Cone Trail. Entry was made by breaking a window. Nothing was stolen.
- Carbreak, 1 Tomoka Oaks Boulevard Unit 111. Subject attempted to enter a locked vehicle. Incident was caught on camera.
- Carbreak, 1 Tomoka Oaks Boulevard Unit 128. Unlocked vehicle was entered. Nothing was stolen.
- Carbreak, 1 Tomoka Oaks Boulevard Unit 127. Unlocked vehicle was entered. Nothing was stolen.
- Carbreak, 135 Pine Cone Trail. Unlocked vehicle was entered. Nothing was stolen.
- Carbreak, 1 Tomoka Oaks Boulevard Unit 110. Unlocked vehicle was entered. A GPS was stolen.
- Trespass Arrest, 921 Buena Vista Avenue. Subject was arrested for returning to the property after warning.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave without paying for items.
- Assault Arrest, 151 Domicilio Avenue (Ormond Beach Middle School). Subject made a false report of a destruction device and was arrested.
- Battery/Domestic Violence, 1548 West Granada Boulevard (Sunoco Gas). Subject battered the victim and left prior to police arrival. Charging affidavit was completed.
- Narcotics Arrest, 120 Williamson Boulevard (Steak N Shake). Subject was stopped for a traffic violation. Marijuana and hash oil was found on the driver.
- Narcotics Arrest, 274 West Granada Boulevard (Dollar General). Officers arrived for a trespass call and found three (3) subjects with narcotics to include methamphetamine, heroin, and paraphernalia. All three (3) subjects were arrested.
- Traffic Arrest, 700 Block South Nova Road. Subject was stopped for a traffic violation and the driver was found to be intoxicated.
- Warrant Arrest, 200 Block West Granada Boulevard. Subject with a warrant was contacted in this location.

05/25/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Larceny, 329 Sanchez Avenue (Sanchez Park). Victim left a wallet on a bench and it went missing.
- Larceny, 867 South Atlantic Avenue (Beach Bucket). Victim left a cell phone in the bathroom and it went missing.
- Battery Arrest, 7 Fox Run Trail. Subject battered the victim and was arrested.
- Narcotics Arrest, 548 Bryant Street. A traffic stop found marijuana, cocaine, and paraphernalia on the driver.
- Narcotics Arrest, 785 West Granada Boulevard. A traffic stop found hash oil and prescribed narcotics on the driver.

05/26/2019

- Child Abuse Arrest, 432 Idlewood Drive. Subject battered a child by locking the child outside and shoving the child down. When officers went to make an arrest, the subject battered a police officer.
- Narcotics Arrest, 600 South Nova Road (Prince of Peach Church). A vehicle was found at this location and the driver had cocaine in the car.

05/27/2019

- Stolen Vehicle, 36 Highland Avenue. A vehicle was stolen from the driveway overnight.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects attempted to leave the store without paying for items and were both stopped by loss prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Carbreak, 125 Hidden Hills Drive. Unlocked vehicle was entered overnight. Nothing was stolen.
- Crash, 1300 Block West Granada Boulevard. Two pedestrians were struck by a vehicle, one did not survive the crash.
- Narcotics Arrest, 800 Block Riverside Drive. A traffic stop found methamphetamine and Xanax on the driver.
- Battery/Domestic Violence Arrest, 170 Williamson Boulevard (Sleep Inn). The subject battered the victim and was arrested.

05/28/2019

- Burglary Business, 321 Hand Avenue (Public Storage). Two (2) units were entered by forced entry to a storage unit. Jewelry, cash, and miscellaneous items were stolen.
- Burglary Residence, 176 Bear Foot Trail. An open carport was entered and a bicycle was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject hid items in a child seat and attempted to leave without paying.
- Larceny, 1366 North United States Highway One. An A/C handler was stolen from this location overnight.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Carbreak, 8 Creeksbridge Court. Subject entered an unlocked vehicle. Nothing was stolen.
- Carbreak, 10 Kingsgate Court. Subject entered an unlocked vehicle. \$400 in cash was stolen.
- Carbreak, 121 Willow Bend Lane. Subject attempted to enter a locked vehicle. Incident was caught on camera.

Traffic Unit

Traffic Enforcement Stats:

- Number of Traffic Stops: 22
 - Number of Uniform Traffic Citations Issued: 35
 - Number of Written Warnings Issued: 10
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 9
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 11 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 1 Case initiated
- 26 signs have either been removed or sign cases created.
- 13 tree removal permit requests
- Administrative staff assisted with four (4) walk-ins and eighty-two (82) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff completed work to request quotes and engage services required for an independent fee assessment (IFE) needed for the Runway 9/27 and Taxiway Alpha Extension project. An IFE for

construction engineering services is required as part of the federal grant application process for the project.

- Staff is in receipt of an updated Memorandum of Agreement (MOA) from the Federal Aviation Administration (FAA) regarding operation and maintenance of the Automated Weather Observing Station (AWOS) at the airport. The MOA and an updated operations and maintenance manual were provided following the required annual FAA inspection of the AWOS that was completed last week.
- Staff has been advised that the FAA's planned Mission Support Upgrade project for the air traffic control tower may be delayed somewhat due to scheduling issues with AT&T.
- The airport's bi-annual herbicide application was completed this week.

Engineering

- Projects Summaries
 - Construction Projects:
 - Ormond Crossings Utility Extensions – Hydrant testing was performed and all four fire hydrants along the property line exceeded the minimum fire flow demand. The water main loop project that is completing construction will further increase flows such that all fire hydrants at Security First should meet minimum flows once that construction is complete.
 - MacDonald House – Staff is finalizing a presentation showing the work completed and the projected work to complete repairs of the outside.
 - Fishing Pier Repair – This project is complete.
 - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Water main installation is complete, final clearance for water main to be submitted this week. Contractor working on final punch list items.
 - Storm and Sewer Lining – Phase 2 – The contractor is expected to begin work next month.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Lighting installation is complete. Contractor working on site restoration.
 - Water Plant Upgrades – Construction contracts are being finalized for signatures by Contractor.
 - 2019 Roadway Resurfacing – A Notice to Proceed was issued for May 27. Work is anticipated to begin soon.
 - Force Main Repairs – Work has begun in the area of Spanish Waters and A1A.
 - Breakaway Trails Storage and Pumping Improvements – The tank sub-base has been placed and compacted; yard piping work has begun, the contractor is making preparations to pour the tank base in early June.
 - Cassen Park Public Dock and Breakwater – A preconstruction meeting is scheduled for May 23.
 - WWTP Sludge Dewatering Improvements – A preconstruction meeting was held on May 16.
 - Bidding:
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Bid was awarded at the May 7 CC meeting, contracts have been sent to the contractor for execution.
 - HVAC Replacements – City Hall, SONC, The Casements – The bid was awarded at the May 21 CC meeting, contracts are being prepared for execution.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – The bids were received on May 21. Staff will review prior to making a recommendation to award.
 - Memorial Gardens Retaining Wall Improvements – The project was approved for bidding at the May 7 CC meeting, and advertised on May 12. Bids are due on June 11.
 - Nova Community Park Underground Electric Utilities – The project was approved for bidding at the May 7 CC meeting, and advertised on May 12. Bids are due on June 12.
 - Downtown Landscape Renovations – Design is complete, project will be placed as a disposition item for approval to bid at the July 30 CC meeting.
 - Landscape Renovations - Design is complete, project will be placed as a disposition item for approval to bid at the July 30 CC meeting.

- WTP Sludge Residuals Facility Improvements – The project was advertised on May 26, bids are due on June 26. A pre bid meeting is scheduled for June 6.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – A Work Authorization has been approved and survey work has begun for the project. The Water Main project will be combined with the FM improvements project along US1 and bid together as one project.
 - Fleming Ave Stormdrain Improvements – The consultant has submitted 60% design plans. Additional survey work was required and is being performed.
 - Wilmette Avenue Pumping – Provided information to FEMA for project review RFI's. Awaiting FEMA approval and issuance of construction contract agreement.
 - OBSC Improvements – Championship Field 7 – An ECHO grant application was approved by Volusia County. Grant contract documentation is in process. A groundbreaking ceremony is scheduled for June 1.
 - Secondary Raw Water Main – The consultant continues to work on the design plans.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – the consultant is reviewing survey for Tomoka Avenue, and scheduling survey work for Williamson Blvd.
 - The Casements North Side Improvements and Carriage House – Design is in process for the drainage improvements and the Carriage House expansion.
 - Stormwater Master Plan Update - 2019 – Staff received a revised scope of work and cost after sending the consultant comments from their initial draft scope of work.
 - 2019 Communication Infrastructure – Engineering staff has prepared 60% drawings for the extension of fiber optic facilities from Division Avenue to Fire Station 92.
 - Fleming Avenue Stormwater Pump Station – Preliminary modeling, design and survey are underway.
 - 56 North Beach Street – The consultant's architect and interior designer have taken measurements for the preparation of the 3D model for renovations and space planning of the existing sanctuary building.
 - Police Station/EOC Relocation Study – The kickoff meeting for the study was held and the consultant is preparing the background information and investigating potential sites.
- Departmental Activities
 - Continued 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 116 Briargate Look directional bore, per Brighthouse/Spectrum request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 8 Hamlet Circle directional bore, per AT&T request.
 - Completed multiple sketch and legal descriptions for 251 North Tymber Creek Road annexation, and 101 Town and Country Lane and 128 Capri Circle annexation agreements, per Planning Department requests.
 - Researched and provided documents for the easement located on the beachside ABC Liquor property to address parking complaints per Neighborhood Improvement Division/OBPD request.
 - Retrieved Olive Grove apartment as-built for public information request.
 - Researched Right-of-Way information for the proposed Old Tomoka Avenue sidewalk project.
 - Researched and provided deed ownership for Ormond Yacht Club, per Planning Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Ripped out and replaced asphalt patches at Cassen Park
- Stripped forms and backfilled on Tomoka Ave

- Filled potholes on Waterfront Ct
- Asphalt patches on Woodhaven Cir, Country Club & Fairview, Windward Cir
- Ripped out and replaced two 5x5 slabs at S Beach St & Reynolds

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
- Removed 4 stumps on Stratford Pl
- Picked up debris piles for Stormwater at Division ponds
- Trimming on Division Ave., and in Tomoka Oaks
- Removed deceased palm on Seville St

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
- Build up low areas with shell & grade at Cassen Park
- Assisted Tree Crew (traffic control) on John Anderson Dr

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
- Installed dedication sign at Cassen Park
- Picked up reserved parking signs at City Hall

Stormwater Maintenance

- Reachout, ditch mowing on SR40
- FDOT pond delimiting citywide
- Locates citywide
- FDOT pond maintenance on Division Ave
- Gates & pumps citywide
- Depressions on Crossings Trl
- Ditch maintenance on Wilmette Ave, Division, Hand
- Pond mowing at WW Plant, Tomoka, Knollwood

Street Sweeping/Streetsweeper (4 days)

- 106 miles of road cleaned
- 24 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,114
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1

- Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 12,661 gallons unleaded, 7,393 gallons diesel
 - Fuel used in one week: 2,193 gallons of unleaded and 679 gallons of diesel.
 - Fleet completed 44 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Site clearing and staking for 2MG new tank is completed.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Transformer 480 volt wiring scheduled for this week. Emerson is confirming RTU delivery date.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Ashford Lakes control panel delivery scheduled for mid-June.
 - SCADA Integration Services – VTScada alarm text messaging interface module is on order. Star Controls is confirming production well IO tag names.
 - Shadow Crossings Reuse Pump Facility Upgrades – VE meeting to be scheduled with staff.
 - WTP Elevated Water Tank Rehabilitation – Structural repairs scheduled to be completed mid-June. Paint drawdown samples from Tnemec Paints are on order.
 - WTP LPRO Membrane Replacement – Membrane delivery re-scheduled for June 24.
 - WTP Lime Slaker and Sodium Hypo Upgrades – Construction contracts are being finalized for signatures by contractor.
 - WTP Sludge Residuals Facility Improvements – Bids are due June 26.
 - WWTP Influent Pumps VFD Replacement – Contractor to provide schedule for Emerson Controls PLC programming.
 - WWTP Sludge Dewatering Improvements – A preconstruction meeting was held on May 16.
 - WWTP Operating Permit Renewal – City staff has signed permit, engineer of record to provide signatures on May 28.
 - Force Main Repairs – Work has begun in the area of Spanish Waters and A1A.
 - North US1 Water Main and Force Main Improvements – A Work Authorization has been approved and survey work has begun for the project. The Water Main project will be combined with the FM improvements project along US1 and is on hold until the FM project is designed and the combined bid package can be prepared.
 - WTP Chemical Feed System Upgrades – Justification form for sole source procurement of the static mixer is being revised based on comments from Purchasing.
- SPRC Projects (Utilities Review)
 - 1170 Ocean Shore Boulevard, B-Tran Enterprises and Upscale Nails – Reviewed and approved plans.
 - 1190 North US Highway 1, Edgewell Personal Care Loading Dock Addition – Reviewed and approved plans.
 - 1246 West Granada Boulevard Drive-thru Restaurant Special Exception – Reviewed and approved plans.
 - 1190 Ocean Shore Boulevard, Dunkin' Donuts Utilities Renewal – Reviewed plans and provided comments.

Water Treatment

- Delivered 45.89 million gallons for the week ending May 24, 2019 (6.56 MGD).
- Backwashed 12 filters for a total of 743,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 30, 2019 @ 6.608 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled 81 wet tons of dewatered sludge (65 - 70% solids).

- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Contractor working on plant elevated tank.
- Contractor working on filter pipe supports.

Wastewater Treatment

- Domestic and Industrial Wastewater flow was 30.62 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.37 MGD.
- Produced 30.59 Million Gallons of Reuse.
- Produced 0.03 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (May 01, 2018 – April 30, 2019) (MGD):
 - Influent 4.89 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.31 MGD (Permit 6 MGD);
 - Reuse 3.94 MGD (Permit 10 MGD)
- Hauled 124.60 tons of dewatered residual solids (14%-18% Solids).
 - Current weekly sludge hauling ending 5-24-2019
 - 6 trailer loads of treated sludge were sent to contractor.

Water Distribution

- Responded to 11 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 10 calls for water service leaks.
- Installed 2 new residential water services.
- Replaced 8 broken meter boxes.
- Replaced 2 water services due to low pressure or leaks.
- Performed maintenance activities on 9 fire hydrants on the beachside.
- Performed pressure testing on 3 and repaired 2 City owned BFP devices.
- Performed maintenance activities on 9 main line valves.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 162 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 1 reuse trouble call.
- Continuing to make adjustments to reclaimed distribution system due to heavy demand.
- Replaced leaking 1½” pvc ball valve and reset reclaimed box at 608 John Anderson Dr.
- Flushed reclaimed lines on side streets off of Ann Rustin Dr. due to low pressure complaints.
- Located PEP systems and reclaimed connections at 6 Little Tomoka Way and 18-22 Tomoka Ridge Way.
- Investigated low reclaimed pressure complaint at 222 Seminole Ave. Discovered 4 valves had never been opened after installation of reclaimed system.
- Located reclaimed connections at 61 Carriage Creek Way and 3 Foxcroft Run per customer request.
- Installed new C/O adaptor and cap at 52 Black Hickory Way.
- Follow up TV at 117 Driftwood Ave. Line is clear and clean. Need to repair C/O stack
- Replaced C/O at 117 Driftwood Ave.
- Responded to low pressure complaint at 99 Royal Dunes Blvd. House is at end of 3” run and customer has 1½” system served by a 1” service. Pressure is adequate.
- Demolished 8 Coolidge Ave.
- Replaced and rewired PEP pump at 48 Canterbury Woods
- Rewired PEP pump at 31 Black Pine Way
- Replaced PEP control box at 159 Black Hickory Way.

- Located PEP systems and reclaimed line for contractors at 33 Winding Creek Way and 195 Black Hickory Way.
- Responded to low pressure complaints at 87, 89, 91 Carriage Creek Way. City side good. Assisted homeowners with checking their systems to get them working.
- Moving material at BAT to assist contractor.
- Located reclaimed service for customer at 160 and 168 Ocean Terrace.
- Cleaned and TV'd 5 PM work orders for sanitary laterals.
- Assisted Stormwater with TVing line section in The Crossings.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 2 psi, Ocean Mist Hotel 0 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 12 psi, Westland Run 15 psi Shadow Crossing Blvd. (4 inch) 10 psi.

Wastewater Plant – Lift Stations

- Cypress Place, follow up from call out, finish repair of broken riser stack #1, back online in automatic/alternate, ok.
- PEP Tank 159 Black Hickory, replaced control panel, ok.
- 8M3, high run hours at local time clocks, deragged both check valves, ok.
- Aberdeen #5, found bad batteries at RTU, replaced with new inventory, ok.
- R.A.S. Pump #3, replaced gate valve at priming water line, ok.
- Citywide, lift station general, assisted SCADA contractors as needed with testing RTUs and signal tags.
- 7M1, Sandy Oaks, cleaned panel and sealed conduit openings, ok.
- Chlorine contact, installed control wire, equipment connection scheduled.
- SCADA, assisted Star Controls as needed with field testing of lift stations.
- Breakaway Trails - rental Thompson portable lift station pump, fueled as needed, and tested float start system to confirm pump operation.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: None to report.
- SCADA monitor/response: 7M, Laurel Oaks, McDonalds, high starts, cleaned probe, ok; 4P, no starts #1, reset motor starter, performed further troubleshooting, found to be bad motor #2, began disassembly of pump/motor for replacement using repaired inventory, station ok at this time using #1 & #2 pumps, completion scheduled.
- Weekly Plant PM's: Poly Blends #1, #2; Clarifiers #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Influent Bypass pump; Final Tanks Bypass pump; deragged Submersible Aerator #1 South.
- Quarterly Plant PM's: decant pump, scum well #1.
- Annual Plant PM's: fermentation submersible mixer #2;
- Lift Station PM's: 16 monthly performed and 1 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Polymer building, removed abandoned electrical wires and conduit, cleaned electrical panels, replaced bad polymer transfer pump, repaired pump base plate.
- Assist Streets Div. with asphalt repair of storm drain next to maintenance building, ok.
- South Sludge Pit, shut down water supply and replaced leaking 2" valve assembly, ok.
- Shadow Crossings Reuse, made operational changes as instructed.
- Lime Slurry pumps #3, lubricated.
- Operational check: Shadow Crossing Reuse, Hudson Wells.
- Monthly PM's: 36, 37, 38.

Utilities Regulatory Activities

- Consumer Confidence Report (CCR) – Volusia County Health Department reviewed and approved the analytical data for the CCR, also known as the Water Quality Report. The data was delivered to Tymber Creek Utilities as required since they are a consecutive water

system. A consecutive system receives its potable water from the parent system and thus the analytical data for their CCR transfers also.

- The brochure is being revised and updated by the City's contract printer for delivery in June. The report is produced in both electronic and hardcopy forms to ensure thorough distribution to the City's potable water customers.
- Public Outreach Coordination – Utilities and the Environmental Discovery Center staff are meeting next week to discuss partnership opportunities to deliver water conservation and protection information efficiently to the public. Utilities and the EDC have unique opportunities to ask the public to assist in conserving water, protecting the sewer system and waterways.
- Backflow Device Testing Compliance – Staff fielded questions from several customers concerning their BF device and compliance with the program. Commercial customers and their testers often have need guidance such as last test date and tester on record.

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 Assistant City Manager
- Staff attended and provided support for May 29, 2019, Budget Advisory Board Meeting
- Staff attended and provided support for May 30, 2019, Quality of Life Advisory Board Meeting
- Agenda packet preparation and distribution for June 4, 2019, City Commissioner Capital Improvement Program Workshop and City Commission Meeting