

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: September 17, 2021

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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 senior staff
- Community engagement planning

Spoke to, attended and/or met with:

- 9/11 Memorial Walk
- FLCU Webinar on ethics
- City Managers conference call
- Team Volusia Finance Committee meeting
- Leisure Services Advisory Board meeting
- Claims Committee meeting
- Team Volusia Executive Committee meeting

**PIO – Public Information**

- Press Releases/Media
  - Reel in the Fun
  - General citizen inquiries
  - General media requests and talking point prep
- Social Media
  - Monoclonal Antibody
  - Reel in the Fun
  - Gloria Max memorial
- Attended
  - Engineering/Planning meeting
  - Volusia PIN meeting
  - Employee Appreciation Day (City Hall/Legal)
  - Community engagement planning meetings
- Developing
  - State of the City brochure and program
  - First Responder Appreciation Day
  - Community engagement series planning and collateral

**Community Development**

**Planning**

- The Historic Landmark Preservation Board (<https://www.ormondbeach.org/219/Historic-Landmark-Preservation-Board>) will review a Certificate of Appropriateness to add a new stairway on the north side of the building located at 11 West Granada Boulevard on September 20, 2021. The Historic

Landmark Preservation Board will also review the porch railings for the MacDonald House at 38 East Granada Boulevard.

- An application for the property at 520 John Anderson Drive for a waterfront rear yard variance. The application would be reviewed by the Board of Adjustment and Appeals on October 6, 2021.
- City staff met with the Ormond MainStreet Design Committee to review the Granada Boulevard streetscape sidewalk banding repair.
- The Park and Recreation Master Plan update will conduct a workshop with the Leisure Service Advisory Board and Quality of Life Board on October 6, 2021 to discuss the long range vision for parks and recreation. Also, on October 6, 2021, a public meeting will be held at 6 pm at the South Ormond Neighborhood Center to discuss the master plan findings and discuss the long range vision for parks and recreation.

Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued.
- 267 inspections performed within the city (79 by private providers).
- 170 permits issued within the city, with a valuation of \$4,192,543 (58 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
  1. Ridge Haven residential development. The property of approximately 100 acres is located south of Plantation Oaks Boulevard, east of Addison Drive, and north of the Village of Pine Run. The concept plan showed a mixture of residential uses. The property is located within the Interlocal Service Boundary Agreement (ISBA) and unincorporated Volusia County. The project would require an amendment to the Interlocal Service Boundary Agreement.
  2. 1845 North U.S. Highway 1. SPRC staff discussed the property with contract purchasers who are seeking a mixture of retail and residential uses. The property is within the Interlocal Service Boundary Agreement and annexation would be required based on a planned connection to utilities.
  3. 1506 North U.S. Highway 1. SPRC staff were presented a concept of a convenience store with a car wash. The property is at the southwest corner of Broadway and North U.S. Highway 1. Items discussed included site access, required roadway improvements, landscaping, utilities and building architecture.
- The following engineering permits were submitted for the completion of site work:
  1. Plantation Oaks, Phase 1A;
  2. Plantation Oaks, Unit 2C; and
  3. Plantation Oaks, Unit 2D.
- The Air One project at 390 Andalusia Avenue for a 2,500 square foot warehouse was approved by the SPRC.
- The following projects under SPRC review:
  1. 295 Interchange Boulevard, All Aboard Storage, Interchange Depot. 2<sup>nd</sup> review. Three story storage facility of 111,825 square feet on a 2.94 acre parcel and associated site improvements.
  2. 105 Runway Drive, GPR1. 2<sup>nd</sup> review. One story industrial building of 30,000 square feet on 3.35 acres within the Airport Business Park.
  3. 86 Orchard Lane, lot split. 2<sup>nd</sup> review. One lot into two lots.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	25%

Dunkin Donuts, 1535 North US Hwy 1	30%
Edgewell Loading Dock	95%
Germfree driveway addition	95%
KOMN Condominium Association	25%
McNamara Warehouse	0%
Nova Road Controlled Storage Climate	85%
Ormond Museum	55%
Paradise Pointe ALF	20%
Publix, 101 East Granada Boulevard	95%
Starbucks	100%
The Pumphouse	60%
Total Comfort	60%
US 1 Business Park amendment	45%
Waffle House	60%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Forcemain -Huntington Green	0%
Verona Oceanside	35%
<b>Residential</b>	
Cupola at Oceanside	0%
Pineland, Phases 4 & 5	85%
Ormond Grande	90%
Plantation Oaks, Phase 1A	0%
Plantation Oaks, Unit 2B	2%
Plantation Oaks, Unit 2C	0%
Plantation Oaks, Unit 2D	0%

**Economic Development/Airport**

Economic Development

- Ormond Crossings
  - The permanent traffic signal at the intersection of Broadway and N. US 1 is installed.
- Airport Business Park
  - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
  - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Trail creating a secondary ingress and egress to the business park.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
  - Ormond Beach Kauffman FastTRAC program will kick-off its virtual led program starting on September 18.
  - Staff participated in the VMA FAME Board Meeting.
  - Startup Grind Ormond Beach hosted a Fireside Chat on Thursday, September 16, featuring Kyle White, Co-Founder of Yaupon Brothers American Tea located in Volusia County. More information about the event can be located here: <https://www.startupgrind.com/ormond-beach/>
- Prospective Business Attraction/Retention/Expansion
  - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
  - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.

#### Airport Operation and Development

- Work continues on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- Staff attended a virtual meeting of the Florida Airports Council's Legal Affairs Committee this week. Information about federal and state legislative topics was presented.
- Staff is working with Hoyle, Tanner and Associates to prepare cost estimates and pre-application materials to request state and federal funding assistance to replace the Automated Weather Observing System at the airport.
- Staff is working with FDOT District 5 to process final invoices related to the design phase of the southwest quad airport access road project.

#### Finance/Budget/Utility Billing Services/Grants/Risk Management

##### Finance

- On-going Projects
  - City staff working on annual budget
  - City staff working on annual CIP
  - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
  - City received \$62,734 in reimbursement for Hurricane Michael. In 2018, the Fire Department sent staff to assist the efforts during the catastrophic event that impacted the Florida panhandle.
- Completed Projects - Weekly
  - Processed 134 Journal Entry Batches.
  - Utility Billing Meter Readers completed 412 work orders.
  - Approved 10 Purchase Requisitions totaling \$46,308.89
  - Issued 14 Purchase Orders totaling \$58,548.21.
  - Issued 535 past due notices on utility accounts.
  - Auto-called 322 utility customers regarding receipt of a past due notice.
  - Processed 509 payments through Interactive Voice Response System totaling \$37,424.41.
  - Processed 1,305 payments through City online payment portal totaling \$151,398.80.
  - Prepared 101 Accounts Payable checks totaling \$426,976.86 and 30 Accounts Payable EFT payments totaling \$147,403.44.

### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Continued preparing closed grant files for storage and records retention.
  - Grant reimbursement requests to date FY 20-21: \$3,370,530.21
- Other
  - Attended quarterly Mitigate Florida virtual meeting.
  - Attended Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC) webinar.

### Risk Management Projects

- Completed several subrogation claims
- Attended Claims Committee meeting
- Finalized agenda item for property & liability insurance purchase

### Fire Department

- Weekly Statistics
    - Fires: 1
    - Fire Alarms: 11
    - Hazardous: 3
    - EMS: 82
    - Motor Vehicle Accidents: 6
    - Public Assists: 48
    - TOTAL CALLS: 151
  - Aid provided to other agencies: 3 Calls to Volusia County
  - Total staff hours provided to other agencies: 3
  - # of overlapping calls: 23
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
  - Total EMS patients treated: 52
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 140
- Training Hours
    - NFPA 1001: Firefighting 28
    - NFPA 1002: Driver 12
    - NFPA 1500: Safety/Equipment 88
    - NFPA 1620: Preplanning 6
    - EMT/Paramedic 9
    - TOTAL TRAINING HOURS: 143
  - Station Activities
    - Held a traditional fire service Push In/Wet Down Ceremony for the two new fire trucks.
    - Conducted 2 fire inspections
    - Updated 4 pre-fire plans

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Administrative Assistant (Support Services)
    - Building Inspector (Planning)
    - Civil Engineer (Engineering)
    - Environmental Improvement Officer (Arborist)
    - Maintenance Worker II (Stormwater)

- Maintenance Worker II (Streets)
- Maintenance Worker II (Wastewater Collection/Reuse Distribution)
- Part Time Events Tech (The Casements)
- Part Time Evidence Custodian
- Part Time Maintenance Worker II (Athletic Fields)
- Part Time Maintenance Worker II (Parks)
- Police Officer
- Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park)
- Treatment Plant Operator C (Water Production)
- Treatment Plant Operator B (Water Reclamation Facility)
- Treatment Plant Operator Trainee (Water Reclamation Facility)
- Utilities Engineer
  
- Interviews Scheduled
  - Community Service Officer
  - Information Systems Specialist (Information Technology)
  - Part Time Rec Leader (South Ormond Neighborhood Center)
  
- Background/Reference Checks/Job Offers
  - City Clerk
  - Information Systems Specialist (Information Technology)
  - Part Time Events Tech (The Casements)
  - Part Time Maintenance Worker II (Parks)
  - Part Time Recreation Leader (South Ormond Neighborhood Center)
  - Plant/Pump Mechanic
  - Police Officer
  
- Separations
  - Community Service Officer
  - Information Systems Specialist
  - Part Time Recreation Leader (South Ormond Neighborhood Center)
  - Utilities Engineer
  - Treatment Plant Operator A (Water Reclamation Facility)

**Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation in process.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
  
- Work Orders
  - New: 24
  - Completed: 47
  - In progress: 29
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 34,313
  - Inbound E-Mails Blocked: 9,673
  - Delivered Inbound E-Mails: 22,800
  - Quarantined Messages: 298
  - Percentage Good Email: 66.44%
  - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 6
    - Changes: 14
    - Corrections: 1
  - Map/Information Requests: 17
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 3,139
  - Meters GPS Located this week: 0 : Total in system = 24,070; 23,237 potable, 822 Irrigation, 11 Effluent
  - Notable Events: attended CFGIS Conference

### **Leisure Services**

#### Administration

- Staff meeting
- Leisure Services Advisory Board meeting
- Master Plan meeting
- Website/City calendar/social media updates

#### Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance Account Manager
- Operations meeting with Athletic Maintenance Account Manager
- 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 with concerns, issues and questions within scope of work, weekly administrative assignments and activities

#### Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager
- Weekly site visits to evaluate janitorial services
- Completed painting of the admin hallways and conference room at the Performing Arts Center.
- Completed carpet replacement in individual offices at the police station.

#### Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Coordinated with beekeepers to conduct maintenance of beehive this week.
- Met with staff and volunteers to confirm plans of upcoming September field trip.
- Assigned available Community Garden plots to individuals on the wait list.
- Coordinated soil delivery to Hammock Community Garden.
- Routine Maintenance of Butterfly and Wildflower gardens

#### Athletics

- Shuffleboard held practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- Pride Football held practices this week on Monday, Tuesday, and Thursday at 5:30 pm at Multi-Purpose Fields 11 and 12.
- Coed Softball held games this week on Tuesday, Wednesday, and Thursday nights at 6:30 pm, 7:30 pm, 8:40 pm on Quad 4 at Sports Complex.
- Spikes 9/10/11/12/13/14's held practices this week at Nova Fields 2-5, and Wendelstedt 2 & 3.
- OBSC Soccer competitive practices at the Sports Complex on fields 2/4/5/6/8, Monday through Thursday, at 5:30 pm.
- Seabreeze High School JV Football hosted their fourth home game of the season on Thursday night at 6 pm, Sports Complex, Championship Field #7.

- Halifax Academy Football will host their second home game of the season on Friday night at 7 pm, Sports Complex, Championship Field #7.
- SHS Baseball hosted Fall practices on Monday, Wednesday, and Thursday night this week at 5 pm on Wendelstedt Fields #2 and #3.
- Youth Flag Football practices started this week, Tuesday through Friday, Sports Complex, 5:30 pm & 7pm
- OBYBSA Recreational practices continued this week at Nova and Quad Fields, 6 pm, Tuesday through Friday.
- Pride Football is hosting home games on Saturday, 9 am to 5 pm at the Sports Complex, Championship Field #7

#### 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 Sport Complex/Nova Fields
- Continued edging infields (18) weekly at Sport Complex/Nova Fields
- Dragged and edged South Ormond and Osceola (2) Softball Fields
- Corners painted on flag football and soccer fields, as well as soccer parking lot
- Prepped Wendelstedt fields for Spikes baseball training
- Prepped Quad 4 for Coed Softball games
- Put out soccer goals on 1/9/10
- Painted soccer fields 1/2/6/8/9/10 and Flag Football fields
- Prepped Championship Field #7 for SHS JV/HA/Pride Football games
- Removed temporary mounds and put home plate mats back on at Quad

#### Performing Arts Center

- Coordinated janitorial inventory and supplies with Infusion Treatment Center at Senior Center.
- Continued software training for new PAC Box Office Attendant
- Responded to email correspondence and telephone inquiries about PAC and Senior Center rentals.
- Updated information on OBPAC Facebook page and Internet ticketing site.

#### South Ormond Neighborhood Center

- Splash pad is open through November 30
- Park is open dawn to dusk daily
- Gym and weight room are open during normal Center hours
- YMCA soccer 5:30 pm thru 7:30 pm (weekdays except Wednesday)
- Jazzercise 5:30 pm until 6:45 pm (Monday evenings only)

#### Community Events

- Weekly administrative tasks, office work, and activities.
- Clean up of items and supplies from the September 11 Memorial Walk.
- Assisting with plans for the 2021 Senior Games, October 23-30.
- Planning for Halloween Highway - Trunk or Treat event, October 23.
- Continued evaluation and preliminary planning of fall and winter events.

#### Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am-10 am, and 5:45 pm-6:45 pm on Monday, Wednesday and Thursday in the Activity Room.
- Pickleball was held Monday-Friday from 9 am-12:30 pm and Saturday from 9 am to 3 pm.
- Open Play Basketball was offered Monday from Saturday from 3 pm to 9 pm and on Sunday from 1 pm to 5:30 pm.
- Ms. Debby Dance and Acting classes Monday, Tuesday, and Friday from 3 pm to 7:30 pm



- Coed Volleyball begins Monday.

#### The Casements

- The Casements was open on Saturday for self-guided tours from 8 am to noon, and Monday through Friday from 8 am to 5 pm.
- Ormond MainStreet held their annual Celtic Festival on Saturday, 10 am to 7 pm and Sunday, 11 am to 5 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm with 35 attending.
- Ora Yoga classes met this week in The Casements Dance Room on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.
- The Casements Camera Club's 41<sup>st</sup> annual show is on exhibit in the Gallery through this month.
- The Casements Guild Executive Board met on Monday at 10 am.
- The Casements Guild held a Gala meeting on Tuesday at 10 am.
- The Casements Decorating Committee began Gala decorations on Tuesday 12 pm to 4 pm.

#### Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Skatepark concrete inspected and repaired
- Boardwalk Trail wildlife signs inspected
- Replaced grills at Andy Romano Beachfront Park
- Maintenance of parking lots at Cassen Park, Central Park I and Fortunato Park

#### Building Maintenance

- Toilet unclogged at Cassen Park
- Replaced sign at Ted Porter Park
- Replaced restroom aerators at City Hall
- Repaired CID door at the Police Department
- Installed four signs at Sports Complex
- A/C maintenance/repair at various City facilities
- Cleared downspouts at City Hall
- Move furniture in the IT Department
- Repair flush handle billiards at the Senior Center
- FS91 bay door cable replaced
- Lab sink repaired at WTP
- Front and back gates repaired at WTP
- Repair lights at WWTP
- Airport gate codes reset

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended 9/11 Memorial Bridge Walk
- Staff met with Fleet about FY 2022 replacement vehicle purchases
- Staff conducted interviews for Community Service Officer opening
- Staff attended funeral for Daytona Beach Police Department Officer Adam Webb

#### Community Outreach

- Youth Leadership Council (YLC) – Five members attended a meeting and tutoring session on Sunday, September 12. Afterwards, the members went skating for a fun team building activity. Four members attended an Atlantic High School football game last week to support a member of YLC on the team.
- OBPAL Basketball – Open gym practice was held for the Bruins teams on Tuesday and Thursday last week. Practices are held from 6:00 – 8:00 pm at the South Ormond Neighborhood Center.
- PAL Educational Programs
  - *Tutors R Us* is scheduled to begin the first week in October and will be offered Monday – Thursday from 3:30 pm to 6:30 pm.
  - *Do the Right Thing* will resume in January 2022. The program is offered in partnership with Ormond Beach Middle School. Students who make positive choices in their school community are nominated by teachers and administrators to be honored by the Ormond Beach Police Department. Programs will be held on January 27, February 24 and March 24, 2022.
- Special Events
  - The Annual OBPAL Golf Tournament is scheduled for Sunday, November 7 at the Halifax Plantation Golf Club. For additional information please call the PAL House (386) 676-3505 for additional information.

#### Community Services & Animal Control

- Animal Calls responded to: 33
- Animal Reports: 2
- Returned to Field: 2
- Animal Bites: 0
- Animals to Halifax: 2
- Injured Wildlife Calls: 2
- Found Property Reports: 2

#### Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 10
- Inactive: 11
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 3
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 2
- Police Information: 2
- Suspicious Incident: 1

#### Records

- Walk - Ins / Window: 101
- Phone Calls: 140
- Arrest / NTA'S: 20

- Reports Generated: 133
- Reports Entered: 124
- Citations Issued: 36
- Citations Entered: 80
- Warnings Entered: 47
- Trespass Warnings: 13
- CORF Entered: 30
- Mail / Faxes / Request: 39

#### Patrol

- Total Calls: 1,237
- Total Traffic Stops: 97

#### Operations

- Crime Opportunity Report Forms: 77

##### 09/08/21

- Shoplifting, 460 South Atlantic Avenue (7-11) A male suspect stole merchandise which was witnessed by a store employee. The store declined to pursue charges for the theft. The male was trespassed.
- Shoplifting, 1340 West Granada Boulevard (Lowes). Subject stole merchandise, which was witnessed by loss prevention for the store.
- Robbery Arrest, 1567 North United States Highway One (Econo Inn). Female suspect was located in Holly Hill and arrested on her prior charges.
- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). A female was inhaling harmful chemicals.
- Domestic Violence Battery Arrest, 295 South Atlantic Avenue #416 (Quality Inn & Suites). A male headbutted his wife and pulled her hair during an argument.

##### 09/09/21

- Theft, 703 Montana Terrace. An unidentified suspect stole the water meter.
- Warrant Arrest, Jefferson Street/Railroad Tracks. Subject was contacted and found to have an open warrant.
- Domestic Violence Battery Arrest, 57 Orchard Lane. A female suspect threw an object and struck her boyfriend on his head during an argument.
- Warrant Arrest, Granada Street/Cordova Avenue. Subject was contacted and found to have an open warrant.
- Warrant Arrest, North Halifax Drive/Bellewood Circle. Subject was contacted and found to have an open warrant during a crash investigation. The subject was also found with and charged for trafficking fentanyl, possession of methamphetamine and possession of narcotic paraphernalia.

##### 09/10/21

- Business Burglary, 1635 North US Highway 1 #1232 (Clarion Inn). An unidentified suspect forced entry to the motel room door. Nothing appeared to be missing from the room.
- Warrant Arrest, 45 Kenilworth Avenue. Subject was contacted and found to have an open warrant.

##### 09/11/21

- Theft, 25 Cypress Circle #B. A possibly known suspect stole the victim's small safe from the closet.
- Loitering and Prowling Arrest, 2001 West Granada Boulevard (Walgreens). A male suspect was observed trying car door handles in the parking lot of Walgreens.
- Child Neglect Arrest, 1608 North United States Highway One (Extended Stay). Officers responded to in reference to a possible overdose. An adult female was transported to Halifax Hospital for medical assistance for the overdose. The adult male in the room was placed into custody for an open warrant out of Volusia County. The male was also found to be in possession of narcotics. Three juveniles were located at this location and both subjects taken were their parents.

09/12/21

- No Part One Crimes Reported or Arrests

09/13/21

- Stolen Vehicle, 84 South Beach Street. An unidentified suspect stole the victim's vehicle.
- Theft, 21 Oakwood Park. The victim suspects that while getting work done at her home, one of the contractor's employees stole her firearm, cash and jewelry.
- DUI Arrest, Airport Road/Creek Forest Lane. A traffic stop was conducted, the driver was intoxicated.

09/14/21

- Residential Burglary, 518 Riverside Drive. A male suspect was observed stealing electrical wire. The suspect has been positively identified and a charging affidavit has been completed.
- Theft, 1425 West Granada Boulevard (Metro PCS). A male suspect stole over \$9,000 in cell phones.
- Theft, 394 South Yonge Street (Metro PCS). A male suspect stole over \$9,000 in cell phones from this location as well.
- Residential Burglary, 303 Ocean Shore Blvd. A male suspect stole a black wicker lounge chair from the rear patio. The incident was captured on video surveillance camera.
- Warrant Arrest, 815 Ocean Shore Boulevard. Subject was contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 15
  - Number of Citations issued: 12
  - Number of Written Warnings Issued: 2
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 7
  - Number of Crashes with Injuries: 6
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 0 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 1 Case initiated
- 8 signs have either been removed or sign cases created.
- 2 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and forty-two (42) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
  - Construction Projects:
    - Fiber Optic Connectivity – A Work Authorization for the Wilmette fiber optic cable installation is on the September 22 agenda for City Commission approval.
    - North US1 Water Main and Force Main Improvements – Construction is approximately 90% complete.
    - MacDonald House Improvements – Progress meeting #15 was held on September 16.

- Granada Mid-Block Lighting Improvements – Crossing poles have been delivered, awaiting additional materials.
- Riviera Park Pedestrian Signals – Construction is in process.
- Wilmette Stormwater Pump Station – Shop drawings are under review.
- Downtown Banner Pole Replacement Re-Bid – Project is complete.
- WRF Chlorine Contact Improvements – Notice to Proceed issued for September 27.
- Nova Community Park Tennis Court Lighting Improvements – Construction is approximately 90% complete.
- SONC Gym – The metal building has a six month manufacturing lead time, and therefore will not be delivered until Spring 2022.
- 2021 Roadway Resurfacing – A Notice to Proceed was issued for September 13.
- CDBG Fleming Playground – Long lead time materials are being ordered.
- Bidding
  - 385 South Old Kings Road: An RFP for Phase 2 Site Remediation and Debris Removal of the property was advertised on August 22, a Pre-Submittal meeting was held on September 10, and proposals are due on September 21.
  - Facility Hardening Re-Bid – Approval to advertise for bidding is scheduled for the September 22 City Commission meeting.
  - Wilmette Pump Station Fiber Optic Improvements – A Work Authorization is scheduled for approval at the September 22 City Commission meeting.
  - Gazebo Replacement 2 CP II – Approval to advertise for bidding is scheduled for the October 5 City Commission meeting.
- Design Projects:
  - Stormwater Master Plan Update - 2019 – The Consultant continues working on the master plan update.
  - Downtown: Cassen Park Improvements – Design is in process.
  - Update Parks & Recreational Master Plan – The Consultant continues working on the master plan update.
  - Business Park Drive Phase II – Design is in process.
  - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in in process.
  - Water Main Replacement Ph IV – Mainland – Design is in process.
  - Water Main Replacement Ph IV – Peninsula – Design is in process.
  - Doug Thomas Way Extension Design – Design is in process.
  - WRF Upgrades – Design is in process.
  - Downtown Sidewalk Renovations – A Disposition Item to confirm color selection of the sidewalk banding for the project is scheduled for the October 5 City Commission meeting.
- Departmental Activities
  - Reviewed 27 Engineering Permit applications through the ProjectDOX system, and created and approved 4 Franchise Utility Work-in-the-Right-of-Way permits.

### Environmental Management

#### Street Maintenance - Asphalt/Concrete

- Lay asphalt in various locations citywide
- Strip forms/backfill/cleanup on Havenwood Trl
- Ground sidewalk on Interchange Blvd, Southern Pines
- Removed lime rock and laid asphalt on Lucky Dr
- Poured sidewalk on Interchange

#### 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 on N Ridgewood Ave, Melrose Ave

#### 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
- Picked up barricades and cones at The Casements

#### Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Various projects

#### Stormwater Maintenance

- Reachout – FDOT ponds, ditches citywide, Wilmette
- Inlets inspected & cleaned citywide
- TV truck for WW – S Halifax, Pineland
- Gates & pumps citywide
- Ditch mowing at airport
- Locates & Zone 1 inlets
- Gradall at WW plant
- Inspected & cleaned inlets Zone 2, beachside
- Sweeper training citywide
- Ditch maintenance SR40

#### Vactor

- Line cleaning on Laurel Oaks Cir

#### Fleet

- Mileage traveled by all departments for the week: 22,214
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 7,976 gallons unleaded, 4,837 gallons diesel
  - Fuel used in one week: 2,371 gallons of unleaded and 668 gallons of diesel.
  - Fleet completed 53 work orders this week.

#### Utilities

- Projects Summary
  - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.

#### Water Treatment

- Delivered 37.72 million gallons for the week ending September 11, 2021(5.39 MGD).
- Backwashed 7 filters for a total of 392,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 11, 2021 @ 6.76 MGD 86.7% SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 81.0 wet tons of sludge (80% solids).

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 36.52 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.22 MGD
- Produced 23.94 Million Gallons of Reclaim water.
- Produced 12.58 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2020 – August 31, 2021) (MGD):
  - Influent 4.75 MGD (Permit 8 MGD);
  - Surface Water Discharge 1.60 (Permit 6 MGD);
  - Reuse 3.36 (Permit 10 MGD)

#### Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 11 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Installed remote antennas on the 6" meter serving Fisherman's Landing Apartment complex.
- Performed pressure testing on 7 City owned backflow prevention devices.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 6 broken water meter boxes.
- Located 2 water services for customers performing plumbing repairs.
- Completed 1 residential disconnect due to a demolition permit.
- Performed valve maintenance on 7 main line valves.
- Repaired a fire hydrant at 900 N US1 Hwy due to M/V accident.
- Repaired a temporary flushing device at 926 S. Beach St.
- Repaired the permanent flushing device on Santa Fe Dr.
- Disconnected and removed a destroyed flushing device in Aberdeen subdivision.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 120 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way.
- Removed 6,000 gallons of effluent off of Hunter's Ridge force main.
- Replaced PEP pump at 27 Peruvian Ln., 7 Slow Stream Way, 61 Circle Creek Way, 10 Holly Fern Chase, 39 Huntmaster Ct.
- Rehabilitated PEP tank at 52 Winding Creek Way.
- Repaired C/O at 593 McIntosh Rd
- Repaired broken sanitary service at 15 Huntmaster Ct.
- Cleaned 80' of sanitary main on S Halifax Dr at River Beach Dr.
- Responded to back up at 340 Grove St. Issue was on City side, cleared line.
- Responded to possible depression at 676 Riverside. No issue with any City facility.
- Demolished 267 Laws Ln.
- TV'ed 6 sanitary laterals on the PM list.

#### Reuse

- Responded to 4 reuse trouble calls.
- Responded to reported leak at 31 Carriage Creek Way. No issue on City side.
- Located reclaimed and sewer at 6 Foxhunter Flat, 29 & 33 Grey Dapple Way, 71 Shadow Creek Way, 84 Shadow Creek Way.
- Located and turned off reclaimed at 126 Ocean Ter., 50 Coquina Ridge Way.
- Located 4" reclaimed valve and verified it as point of service for 1009 Ocean Shore Blvd.

#### Wastewater Plant – Lift Stations

- 2P – no starts #2, high starts #1, pulled both pumps to clear blockages, replaced check valve #1 with new inventory, continuing to troubleshoot high starts on pump 1.
- Poly Blend Unit #1 – repaired leak at pump, replaced wet end pump metering block.
- 6M – staged portable generator as backup power while awaiting repairs of stationary stand by generator.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Lime Slurry pumps – lubricate as needed.
- Well 11D – replaced low voltage power supply at RTU.
- HSP 5 – removed top pump cover to inspect rotating assembly.
- Shadow Crossing Reuse – met contractor to prep for install of high service pump.
- Performed operational checks at various locations.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as coordinating the City Commission agenda packet process, managing official documents, processing public records requests, managing elections, records management, website administration, drafting proclamations, providing advisory board administration, administrative support and research services, and assisting citizens and directing calls at City Hall, the following occurred this week:

- Agenda packet preparation and distribution for September 22, 2021 City Commission Meeting.