

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: February 14, 2014

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Fire Chief, Utilities Manager, and Police Chief
- Staff meeting with directors
- Discussion on Observer weekly display ad with Assistant City Manager and Public Information Officer
- Discussion with Assistant City Manager and Leisure Services Director regarding Tomoka Marathon
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- United Way Allocation Committee meeting
- Rotary board meeting
- Finance Director, Accounting Manager and auditor Mike Sibley of James Moore and Company on the LEAN 6 Sigma update, and annual financial audit.
- DuvaSawko ribbon cutting
- City of Port Orange fluoridation workshop
- Chamber of Commerce Economic Development Prosperity Hour
- Discussion with Assistant City Manager, City Attorney and representatives from Community Legal Services regarding setting up legal aid services in City Hall for residents who qualify for free legal services
- General discussion with Milissa Holland Southern Strategy Group regarding their services
- Discussion with Teresa Rogers of YMCA regarding gymnastics facility
- Florida Business Watch committee conference call
- Weekly call with Wayne Grant, Observer, on various topics
- Worked on speaking engagement for Florida Government Coalition

2. Community Development: **Page 1**

- The Department received all four letters from 815, 855, 915, 935 Ocean Shore Boulevard. All but 915 Ocean Shore Boulevard has agreed to a land use and zoning change to permit transient lodging. The Shoreham Beach Club association members do not want transient lodging. This item has been scheduled for a discussion item on March 4<sup>th</sup> requesting the City Commission authorization for the City to initiate a land use and zoning change for 815, 855, and 935 Ocean Shore Boulevard only. **Page 2**

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**
  - Completed the Annual Audit and issued the Comprehensive Annual Financial Report (CAFR). The City has received an unmodified opinion from James Moore and Company for the CAFR, which is **the highest level audit opinion a government can receive**.
  - RFP 2014-06, Central Park Canoe, Kayak, and Paddleboard Rental Concession, advertised in the NJ and posted to demandstar on 2/9/2014. **Page 4**
  
6. Fire: **Page 4**  
Significant Incidents **Page 5**
  - 2/5/14, 11:58 PM: Carolina Ave. – Structure Fire – Provided aid to Volusia County – upon arrival found heavy smoke and flames – fire was attacked from front door and garage side – Florida Power and Light called to disconnect power due to heavy damage to electrical box – fire damage approximately \$20,000 – Daytona Beach Fire Department also assisted.
  - 2/8/14, 1:03 AM: Greenwood Ave. – Medical Call – Responded to a gunshot wound – two firefighters assisted EVAC during transport to hospital.
  
7. Human Resources **Page 5**
  
8. Information Technology: **Page 6**
  - Notable Events:
    - Email mailbox migration has begun to the new Exchange server. Main issue is coordinating with individual users that have mobile devices configured because once the mailbox has been moved, the user needs to delete and re-add the mail account to their mobile device(s) to re-establish the link to the new email server. **Page 7**
  
9. Leisure Services: **Page 7**
  - Athletics Maintenance. **Page 8**
  - Performing Arts Center. **Page 8**
  - Building Maintenance. **Page 10**
  - Parks Maintenance. **Page 11**
  
10. Police: **Page 11**
  - Community Service/Animal Control. **Page 11**
  - Criminal Investigations. **Page 11**  
Comments: **Page 12**
    - Carbreaks: Investigators identified the subjects responsible for several car burglaries on the beachside. The two juveniles were captured on home surveillance video and investigators were able to identify one of the subjects. Further investigation led to the identification of the second subject. Both subjects were taken into custody.
    - Strong Arm Robbery: Investigators have identified the subject involved in a strong armed robbery at the Pizza Hut that occurred in December of 2013. Investigation continues.
    - Shooting: A female was shot (non fatal) on Greenwood Ave. by the homeowner after a brief altercation at the residence. The subject was arrested for aggravated battery with a firearm.
    - Burglary: Investigators identified stolen property at a local pawn shop from a residential burglary on Quail Run. An arrest warrant for the suspect has been obtained.
    - Carbreaks: Numerous unlocked vehicles were entered in the Aberdeen Subdivision and property (mainly loose change) was taken. Crime Scene Tech. responded and processed the vehicles for evidence.
  - Operations – Summary of specific crimes. **Page 13**
  - Neighborhood Improvement. **Page 15**

11. Public Works **Page 16**

- Engineering: **Page 16**
  - 2-inch Water Main Replacement – Mainland – Clearances for Lucerne Circle North and South were received. The new watermain on Greenwood Ave was chlorinated and is being tested. The new watermain on Cumberland Ave was pressure tested. Water meter installation was completed on Buena Vista Ave, Cordova Ave, and S. Beach Street. Staff is investigating plumbing options for relocating water services to the front of the right-of-way for properties which currently have water meters located at the back of the property lots.
  - 2-Inch Waterline Replacement – North Peninsula - The water main has been pressure tested, disinfected and successfully sampled on Fairway Drive, clearance for this street will be submitted this week. Oak Drive and Sundance Drive are schedule for pressure testing and disinfection this week.
  - 2-inch Water Main Replacement - South Peninsula – The contractor has installed all new service connections on Ivanhoe Drive Cardinal Drive, Marvin Drive, Jamestown Drive, Stanford Road, Riverside Drive, Magnolia Street, Pine Road and Princeton Avenue. Work continues on water main and reuse main installation on Magnolia Drive and Seton Trail and Carib Drive.
- Environmental Management Division: **Page 19**
  - Street Maintenance/Asphalt/Concrete. **Page 19**
  - Tree Crew. **Page 19**
  - Stormwater Maintenance. **Page 20**
  - Street Sweeping. **Page 20**
- Fleet Operations: **Page 20**
- Utilities: **Page 20**
  - WWTP Biosolids Treatment and Disposal – Existing contract expires in March 2014. A request for Commission consideration to extend the existing contract until bids are received and evaluated is scheduled at the March 4, 2014 City Commission meeting. Bid advertisement packet for biosolids transport and treatment services prepared for City Commission review on February 18, 2014. **Page 21**

12. Support Services/City Clerk **Page 24**