

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: June 13, 2014

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- Reviewed materials with staff regarding sanitation collection
- Finished budget meetings with departments
- General discussion with Utilities Manager and IT Manager
- Prep work with staff for the County's water quality workshop on June 26
- Radio read water meters discussion with staff and City Attorney's office

Spoke to, attended and/or met with:

- LEAPS training - Performance Appraisal System
- Rotary board meeting
- Held Meeting with the Manager
- Held Walk with the Manager
- Finance Director and I met with Darren Parker of American Fidelity regarding management tools for benefits enrollment
- Commissioner Stowers general discussion
- Individual meetings held with the commissioners on sanitation collection
- PACE board meeting
- Rotary Leadership Retreat

2. Community Development: **Page 1**

- The Planning Director met with the Brownfield Advisory Committee to discuss the Brownfield Initiative Program RFP and the status of the RFP. Six respondents were received and the Committee made up of representatives from Engineering, Planning, and Economic Development/Airport will meet on June 19th to select the best qualified respondent.
- The Department will be contacting Tomoka Christian Church that the grass parking is permitted but according to the LDC must have paved aisles. The two conex storage containers which look a lot like the picture below, but painted in the same color as the church, are not permitted in a residential zoning district. A 60 day period of time is being provided by the Department to the Church to remove the illegal storage containers.



3. Economic Development: **Page 2**
Ormond Crossings
 - Tomoka Holdings met with FDOT officials to discuss transportation mitigation studies that are required in the Ormond Crossings Development Agreement.
4. Airport: **Page 3**
5. Finance: **Page 3**
6. Fire: **Page 4**
7. Human Resources **Page 5**
8. Information Technology: **Page 6**
 - Notable Events:
 - Networking switch module failure at Data Center, system redundancy prevented connectivity outage. Vendor replaced parts within 24 hours, network path redundancy restored. Good to know the system redundancies work as designed.
9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 7**
 - Performing Arts Center. **Page 8**
 - Building Maintenance. **Page 9**
 - Parks Maintenance. **Page 10**
10. Police: **Page 10**
 - Community Service/Animal Control. **Page 10**
 - Criminal Investigations. **Page 11**
Comments:
 - Fraud, Bermuda Estates, someone called our victim and claimed to be from the Internal Revenue Service. The caller told the victim they would be arrested if they did not pay their tax bill of close to \$4,000. The victim was told they could pay an installment with a 'green dot' card. They paid a \$500 installment and then realized that it was a scam. Case assigned for investigation, suspect had not been identified as of yet.
 - Burglary, 19 Carriage Creek way, approximately \$3,000 taken out of boxes. Credit cards also missing. Case assigned but victims have not called the detective back yet and they have not been at home.
 - Burglary, 493 Bryant Street, suspect arrested for going into a relative's home, stealing a check, and cashing it fraudulently. He was also arrested for dealing in stolen property.
 - Operations – Summary of specific crimes. **Page 11**
 - Neighborhood Improvement. **Page 15**
11. Public Works **Page 15**
 - Engineering: **Page 15**
 - 2 Inch Water Main Replacement – Mainland – All customers within the project limits are now being served off of the new water mains. Restoration is being performed.
 - 2-Inch Water Main Replacement – North Peninsula - A letter of substantial completion has been issued, final as-builts have been found to be satisfactory; the contractor is preparing final pay request.
 - Downtown Underground Utilities Conversion – AT&T is continuing removal of overhead lines and poles. Carter electric is completing restoration activities.
 - OBSC Multi-Purpose Building – The double door frame has been installed, the privacy walls were built, the roofing has been completed and the stucco is 50% complete.

- Environmental Management Division: **Page 17**
 - Street Maintenance/Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 18**
 - Stormwater Maintenance. **Page 18**
 - Street Sweeping. **Page 19**
- Fleet Operations: **Page 19**
- Utilities: **Page 19**
 - Anchor Drive Water Main Improvements – Awaiting results of bacteriological sampling activities for clearance. As-built drawings and clearance applications were prepared.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Evaluation of pump #3 is being expanded to 24 hours per day. Settings were changed to minimize cycling frequency during the midnight shift. Daytime and evening shift testing of the pump indicated that the Pump continues to operate within evaluation criteria limits. The pump impeller has been found free of debris during the evaluation period. **Page 20**

12. Support Services/City Clerk **Page 22**