

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: July 24, 2015

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Police Chief
- Staff meeting with senior staff
- Discussion with senior staff on A1A force main draft Memorandum of Understanding with County
- Employee of the Quarter selection committee meeting

Spoke to, attended and/or met with:

- Rotary meeting
- Senior staff and Dr. Chuck Burkett regarding community service projects
- United Way Board of Directors annual meeting
- Individual budget overview meetings with commission members
- Assistant City Manager, HR Director, Finance Director, Jessica Scott of Brown and Brown and FHCP representatives, Blue Cross and Blue Shield discussed health insurance proposals
- City/County Managers meetings
- United Way policy development on allocations
- VLOC dinner, hosted by Edgewater
- PACE Board retreat
- Assistant City Manager attended the Safe Harbor meeting.

2. Community Development: **Page 1**

- ProjectDox is up and running in a soft launch sequence. All applicants have been notified to submit both electronic and paper copies until SPRC, Planning, Building and Engineering are comfortable enough to go 100% electronic. The ProjectDox web page has gone live...

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**

**Significant Incidents**

- 7/17/15, 4:24 AM: Live Oak Ave. – Structure Fire – Upon arrival found detached garage fully involved – no extension to residence 4' away – occupant had been cooking in toaster oven where fire appeared to have started – fire out at 6:06 AM.
- 7/19/15, 12:51 PM: S. Orchard St. – Structure Fire – Responded to a two-story residential apartment complex with light smoke showing – fire was contained to bedroom of one

apartment – significant heat and smoke damage throughout unit – apartment uninhabitable – scene cleared at 4:33 PM.

- 7/19/15, 6:42 PM: Waterfluff Dr. / Wild Fern Ln. – Brush Fire – Responded to smoke in the area – fire located on Tomoka State Park property 200-300 yards east of Ormond Lakes subdivision homes – fire approximately 2 acres – Florida Forest Service (FFS) and Volusia County Air One assisted in assessing fire – most of perimeter around fire in swamp area – fire crew checked area throughout night – FFS returned in morning to monitor fire – a fair amount of smoke was generated in the area.

7. Human Resources **Page 5**

8. Information Technology: **Page 6**

- Notable Events:
  - Police Department – The MobileCOM application, used by police units for dispatch related activities, has been updated on all notebooks and desktops at PD.

9. Leisure Services: **Page 6**

- Athletics Maintenance. **Page 7**
- Performing Arts Center. **Page 7**
- Parks Maintenance. **Page 8**
- Building Maintenance. **Page 8**

10. Police: **Page 9**

- Community Service/Animal Control. **Page 9**
- Criminal Investigations. **Page 9**
- Operations – Summary of specific crimes. **Page 10**
- Neighborhood Improvement. **Page 12**

11. Public Works **Page 12**

- Engineering: **Page 12**
  - South Peninsula Reclaimed Water Extension – Notices have been mailed informing residents of their ability to connect to reuse; the contractor is finalizing restoration with a final walkthrough scheduled for August 5.
  - OBSC ADA Parking and Sidewalks (CDBG) – All sidewalk work has been constructed and the contractor is working on restoration. The overall project is 95% complete.
  - 2015 Roadway Resurfacing - Work continues on the replacement of curb & gutter along Kent Drive. A driveway transition on River Beach Drive was repaired. Thermo-plastic striping is being installed on recently milled and resurfaced streets.
- Environmental Management Division: **Page 14**
  - Street Maintenance/Asphalt/Concrete. **Page 14**
  - Tree Crew. **Page 14**
  - Stormwater Maintenance. **Page 15**
  - Street Sweeping. **Page 15**
- Fleet Operations: **Page 15**
- Utilities: **Page 15**
  - Backflow Prevention Device Testing, Certification and Repair Services – American Backflow will begin notifying non-compliant customers that device testing and repair services will be scheduled for performance and billed to customer water accounts. Account billing procedures have been developed with the Finance Dept.

12. Support Services/City Clerk **Page 19**