

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: October 23, 2015

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- General discussions with HR Director, City Attorney, Utilities Manager, Economic Development Director, Planning Director, and Police Chief
- Staff meeting with senior staff
- Health benefits discussion with Assistant City Manager, HR Director and Finance Director
- Riverside church parking with Assistant City Manager, City Attorney, Planning Director and City Engineer

Spoke to, attended and/or met with:

- General discussion with Commissioner Partington
- As requested, agenda review with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- MainStreet 20th anniversary celebration
- City Commission meeting
- Employee Appreciation Luncheon
- Webinar on ICMA Collective Bargaining
- CFOB annual dinner
- Phone conversation with citizen regarding speeding on Riverside Drive
- Phone conversation with citizen various concerns on Bosarvey Drive
- Senior Games kickoff
- Meet and Greet new United Way President Dennis Burns

2. Community Development: **Page 1**

- The Department processed 16 host licenses involving 125 individual vendor permits. \$26,900 was collected for the event. NID conducted inspections on Saturday and reports that J Discount #2 and Boot Hill Saloon Outpost did not participate in Biketoberfest. No violations were reported.
- Demolition of 735 Garden Lane was accomplished and the Department noticed the lender for payment along with Legal to begin the steps for a lien should the lender fail to reimburse the City for the cost of demolition.

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**

Significant Incidents

- 10/15/15, 6:17 PM: Arabian Trail – Brush Fire – Large column of smoke reported in area – investigation found a five acre hayfield with several fires burning – cause of fire due to hay-

baler overheating while cutting hay – Department of Forestry assisted with their tractor – one acre total burned.

7. Human Resources **Page 5**
8. Information Technology: **Page 5**
9. Leisure Services: **Page 6**
 - Athletics Maintenance. **Page 7**
 - Performing Arts Center. **Page 7**
 - Parks Maintenance. **Page 9**
 - Building Maintenance. **Page 9**
10. Police: **Page 9**
 - Community Service/Animal Control. **Page 10**
 - Criminal Investigations. **Page 10**
 - Operations – Summary of specific crimes. **Page 11**
 - Neighborhood Improvement. **Page 14**
11. Public Works **Page 14**
 - Engineering: **Page 14**
 - Ph II 2-Inch Watermain Replacement - Mainland - Clearance packages have been prepared and are being processed, and site restoration continues on the new watermain along Granada Blvd., from 1200 Granada Blvd. to Mirror Lake Drive, Eagle Court, Magnolia Drive, Oak Avenue, and Creek Bend Way. Work continues on completing the watermain replacement on Parkwood Drive, Fairwood Circle, Knollwood Circle, and Horseshoe Trail.
 - Ph II 2-Inch Water Main Replacement – North Peninsula – The Contractor is continuing to install services on Pinta, LaPalma, and Linda. Ocean Aire Terrace North and South both successfully passed bacteriological testing, clearance paperwork is being prepared to submit to Volusia County Public Health Unit.
 - Ph II 2-Inch Water Main Replacement – South Peninsula – The Contractor began installation of main line on Lucky Drive, and has begun installation of service laterals on Ormond Parkway.
 - Environmental Discovery Center – The Contractor installed the concrete block walls of the building, creating door and window openings.
 - Environmental Management Division: **Page 16**
 - Street Maintenance/Asphalt/Concrete. **Page 16**
 - Tree Crew. **Page 16**
 - Stormwater Maintenance. **Page 16**
 - Street Sweeping. **Page 17**
 - Fleet Operations: **Page 17**
 - Utilities: **Page 17**
 - Division Avenue Well Field Raw Water Piping – Certification of Construction Completion and Clearance Request form for the raw water main was submitted to FDOH. Well 10D meter is being installed. Consultant is finalizing record drawings for the water main and force main.
12. Support Services/City Clerk **Page 20**