

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: August 22, 2014

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- Discussion with senior staff on US1
- General discussion meetings with Planning Director, IT Manager
- Discussion with City Clerk on the agenda process
- Discussion on citizen's water consumption concerns with Accounting Manager

Spoke to, attended and/or met with:

- As requested, individual meetings with Commissioner Boehm, Commissioner Stowers and Commissioner Kent, discussed the agenda and various topics
- Interviews conducted with three Human Resources Director candidates, held luncheon for the candidates to meet department directors
- United Way board meeting
- Shade meeting and City Commission meeting
- Budget presentation made at the Ormond Beach Chamber Lunch and Learn
- County Council meeting on August 21
- General discussion with Wayne Grant, Ormond Beach Observer
- Participated in the ALS Ice Bucket Challenge
- FPZA lunch discussion on beach parking and long term considerations

2. Community Development: **Page 1**

- It was reported in the May 30, 2014, Weekly Report that the Tomoka Christian Church completed the following projects on site without permits or proper approvals from the City:
 - a) An addition of parking that was not shown on the site plan and does not meet the standards for grass parking;
 - b) Two storage sheds one of which had electrical connections with no permits;
 - c) Two storage conex containers that have been added to the site;
 - d) Grading & filling of this area that was used to stabilize the surface for the container placements.

Staff attempted to work with the Church and on June 13, 2014, the Church was given 60 days to make the necessary corrections. As of this reporting period, compliance has not been obtained from the church. The Department requested the Neighborhood Improvement Division to proceed with the code enforcement process.

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**
Significant Incidents
 - 8/15/14, 2:32 AM: Ocean Shore Blvd. – Structure Fire – Upon arrival found two story vacant residential home with smoke showing from second story – crews attacked fire through front doorway – heat and smoke intensified and crews pulled out to attack from outside – aerial operations began once fire was through roof – fire was confined to building – no victims found – scene turned over to State Fire Marshall – cleared scene at 11:22 AM.
7. Human Resources **Page 5**
8. Information Technology: **Page 6**
 - Resolved the email delivery issue with accounts at Microsoft services such as outlook.com, and msn.com by moving the external ip address of our exchange server. A difficult coordinated task with our internet provider and external directory services known as DNS.
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:
 - Arson: Investigators assisted State Fire Marshals regarding the suspicious fire on Ocean Shore Boulevard.
 - Death Investigation: An elderly man was found in his garage with an apparent self inflicted gunshot wound.
 - Grand Theft: Two subjects entered the Bone Fish Grill to pick up an order to go. When the employee went to the kitchen to get their food the subjects stole a phone from the employee's purse. The subjects have been identified.
 - Fraud: Investigators have identified a subject who has been using forged doctor's notes to obtain prescription medication.
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 15**
11. Public Works **Page 16**
 - Engineering: **Page 16**
 - Downtown Underground Utilities Conversion – A deductive change order is being prepared based upon Carter Electric's final quantities; closeout of the project is being completed. The final contract cost was \$9,211 under contract amount after adjustment of final unit quantities.
 - Ormond Beach Sports Complex Roadway Improvements- Road subgrade continues to be worked for soil stabilization along the perimeter road. Parking lot area in front of the airport tower which interfaces with the new perimeter roadway was redesigned for adjustments in final grading to improve positive drainage away from low areas and correct survey control inconsistencies which were resolved by the land surveyor. Part of the existing parking lot pavement near the airport tower, was demolished and is being prepared for new pavement.
 - City Hall Chiller Replacement – On Saturday morning starting at 6:30 am, D.G Meyer will be replacing the chiller unit behind City Hall. This work should be completed within several hours and the new chiller will then be placed into service. Thus air conditioning will not be available to City Hall during this time. Service will be restored once the work is

completed Saturday morning. ***During this replacement a crane will be utilized which will require a lane closure on SR40 for several hours.*** The FDOT has been notified and once the chiller unit is installed the lane closure will be removed.

- Environmental Management Division: ***Page 18***
 - Street Maintenance/Asphalt/Concrete. ***Page 18***
 - Tree Crew. ***Page 18***
 - Stormwater Maintenance. ***Page 19***
 - Street Sweeping. ***Page 20***

- Fleet Operations: ***Page 20***

- Utilities: ***Page 20***
 - 2-inch Water Main Replacement Project (Priority 2 Areas) – Plans were received for review for the south peninsula portion of the project.
 - SR 40 (Tymber Creek Road to SR Perrot) Resurfacing – Utility Technicians, Inc. will be contacted for a schedule to line the manholes. Manhole top major rehabilitation activity completed. ***Page 21***

12. Support Services/City Clerk ***Page 23***