

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: September 19, 2014

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- General discussion meetings with Economic Development Director and Fire Chief
- Gateway signage discussion with staff
- Prepared VCOG/VLOC proposed funding scenarios for Commissioner Partington
- North Peninsula sewer discussion with staff

Spoke to, attended and/or met with:

- Agenda review meetings with Mayor, Commissioner Stowers and Commissioner Boehm
- United Way Executive Committee meeting
- Held Lunch with the City Manager
- Senior staff and I met with Irene Todora regarding flooding concerns on her property
- Attended the North East League of Cities dinner in Palatka on behalf of the Florida Business Watch group

2. Community Development: **Page 1**

- Due to short staffing of both an inspector and permit tech, a couple of temporary changes in the Building Division are being made. First, inspection request times have been set at 7:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m., instead of the two hour window formerly offered to contractors and homeowners. Given the workload we now encounter daily, it will not be possible to conduct the number of inspections in a two hour time frame. Secondly, the "Inspector of the Day" program which was initiated to provide over the counter permits from 2:30 p.m. to 3:30 p.m. daily will be suspended. Once the Chief Building Inspector and Permit Tech are hired, normal operations will resume.

3. Economic Development: **Page 2**

4. Airport: **Page 3**

- The Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) will host an open house at the airport on Saturday, October 4th, from 10:00 AM until 4:00 PM. This event is open to the public and will feature fun, food, games and information about the CAP Cadet Program.

5. Finance: **Page 3**

6. Fire: **Page 4**

Significant Incidents

- 9/13/14, 5:40 PM: Sugarberry Cir. – Structure Fire – Responded to a single story residential duplex structure with all occupants out of home – smoke and flames coming from screen porch area – LP gas grill tank blew flames out of valve and melted screen enclosure and part of soffit area – resident turned on grill and tank ignited – no injuries.

- 9/13/14, 9:29 PM: Riverside Dr. – Brush Fire – Found a small brush and grass fire – extinguished with 250 gallons of water – fire appeared to have started from a spot light shining on landscape.

7. Human Resources **Page 4**

8. Information Technology: **Page 6**

9. Leisure Services: **Page 6**

- 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 10**
- Operations – Summary of specific crimes. **Page 11**
- Neighborhood Improvement. **Page 14**

11. Public Works **Page 14**

- Engineering: **Page 14**
 - John Anderson Drive – The contractor completed final paving operations and has placed temporary striping. Final thermoplastic striping will be completed after pavement cures. The contractor has started the specialty pavement work at Neptune, Amsden, Standish, and Halifax Drive. After this, 3-way stop signs will be installed at these intersections. The final punchlist for the project was issued with the substantial completion notice.
 - 2-Inch Water Main Replacement – North Peninsula – **The project's final completion cost was \$234,409.60 below the approved contract amount.** A certain amount of utility relocation work was not required that was associated with the new turn lane constructed at Lynnhurst Drive and adjustment of final unit quantities resulted in additional savings.
 - Granada Blvd. Resurfacing – Tymber Creek to Perrott – Utility adjustments are nearing completion; FDOT has begun paving the friction course. Per last week's update meeting the contractors have until Mid December to complete work. **Page 15**
 - Beach Ramp Beautification – Cardinal Approach – Staff is preparing the Purchase Orders for the project. Construction is scheduled to begin in November. **Page 15**
 - Ph II 2-Inch Water Main Replacement – North Peninsula - 90% plans have been submitted for City review. A public meeting is scheduled for October 9, 6:30-7:30 p.m. at The Casements. Notices are being prepared for the affected residents. **Page 16**
 - Ph II 2-Inch Water Main Replacement – South Peninsula - 60% plans have been submitted for City review, a public meeting is scheduled for September 30, 6:30-7:30 p.m. at The Casements. Notices are being prepared for the affected residents. **Page 16**
- Environmental Management Division: **Page 17**
 - Street Maintenance/Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 17**
 - Stormwater Maintenance. **Page 18**
 - Street Sweeping. **Page 18**
- Fleet Operations: **Page 18**

- Utilities: **Page 18**
 - Cross Connection Control (CCC) Program Management Services – A City Commission agenda item recommending award to the low bidder was prepared for presentation at the October 7 City Commission Meeting. **Page 19**
 - Dual Check Valve Assembly Installation Services – Correspondence was prepared for providing meeting notice to affected customers to be held at Breakaway Trails Clubhouse on October 8 at 6:00 pm. Notice to proceed will be issued after meeting is held. Locations for backflow device installations were electronically sent to the contractor. **Page 19**
 - Ormond Beach Wastewater Plant Operating Permit Renewal – FDEP deemed the Request for Additional Information response to be complete. Staff awaiting receipt of a short form consent order for previous plant exceedances now corrected. **Page 19**

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