

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: February 5, 2016

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Fire Chief, Economic Development Director and HR Director
- Staff meeting with senior staff
- Preparation of letters to County regarding dock permitting on waterways and Bike Week traffic control

Spoke to, attended and/or met with:

- As requested, agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- Attended FCCMA Winter Institute

2. Community Development: **Page 1**

- State Bill Requiring Electronic Plan Submittal: In reviewing bills that are proceeding through the State Legislature, CS/HB 605 passed out of House Business and Professions Subcommittee and is now before the House Local Government Affairs Subcommittee. The Bill requires all cities and counties to have building permits submitted electronically. There is no companion bill in the Senate at this time. This bill signifies that in the next few years electronic submittal will be required statewide due to the cost advantages to both the public and local government.

3. Economic Development: **Page 2**

4. Airport: **Page 2**

5. Finance: **Page 3**

6. Fire: **Page 3**

Significant Incidents **Page 4**

- 1/28/16, 2:15 PM: I-95/Mile Marker 270 – Motor Vehicle Accident – Responded to single vehicle into woods – one occupant pronounced as a fatality on-scene – crews cleared fallen trees to make scene accessible for wrecker – also assisted medical examiner.
- 1/28/16, 11:53 PM: River Dr. – Structure Fire – Provided assistance to Volusia County – upon arrival found couch on fire and two additional small fires throughout home – one fatality due to suicide – arson probable cause of fire.
- 1/29/16, 12:34 PM: Hand Ave. – Structure Fire – Provided assistance to Volusia County for a mobile home fire – upon arrival found home 75% involved – all occupants were out of structure – crews cleared scene at 2:20 PM.

7. Human Resources **Page 4**

8. Information Technology: **Page 5**
9. Leisure Services: **Page 6**
 - Athletics Maintenance. **Page 6**
 - Performing Arts Center. **Page 6**
 - Parks Maintenance. **Page 8**
 - Building Maintenance. **Page 8**
10. Police: **Page 8**
 - Community Service/Animal Control. **Page 9**
 - Criminal Investigations. **Page 9**
 - Operations – Summary of specific crimes. **Page 9**
 - Neighborhood Improvement. **Page 11**
11. Public Works **Page 11**
 - Engineering: **Page 11**
 - Environmental Discovery Center – The Contractor is working to install the metal roofing, decking and wood ceilings on the porches, the sheet rock on inside walls, AC ducts, plumbing, and rough electrical.
 - Nova Community Park Trail – The contractor has completed the concrete trails and sidewalks. The thermo crosswalks have been completed. The contractor has to install over 50 pallets of bahia sod and the signage to complete the project. **Page 12**
 - North US1 Landscaping (Airport Road to I95) – The contractor started irrigation installation at Airport Road, working north. **Page 12**
 - Environmental Management Division: **Page 13**
 - Street Maintenance/Asphalt/Concrete. **Page 13**
 - Tree Crew. **Page 13**
 - Stormwater Maintenance. **Page 14**
 - Street Sweeping. **Page 14**
 - Fleet Operations: **Page 15**
 - Utilities: **Page 15**
 - Breakaway Utilities Yard Electrical and Pump Upgrades – A proposal prepared by the consulting engineer is being reviewed.
 - Lift Station Rehabilitation – A design proposal was received from McKim & Creed for rehabilitation of Lift Stations 10M and 12M.
 - Support Services/City Clerk **Page 18**