

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: November 8, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- One on one meetings with Planning Director, Economic Development Director and HR Director
- Staff meeting with directors
- North peninsula sewer services meeting with Assistant City Manager, Deputy City Attorney, Planning Director, Utilities Manager and Accounting Manager

Spoke to, attended and/or met with:

- Rotary meeting
- As requested, agenda review meetings with Commissioner Boehm and Commissioner Stowers
- One on one meetings with city managers throughout the county regarding this year's United Way campaign
- City staff and FPL representative Larry Volenec on FPL's Riverside Drive tree trimming project
- Speaking engagement for Daytona Beach Area Association of Realtors
- As chair of an ICMA Task Force, held first conference call to revise their job hunting handbook

2. Community Development: **Page 1**

- The Department was notified by FEMA that the new maps which take effect in February 2014 have been posted to assist in the completion of Elevation Certificates. The Maps are posted at:

https://msc.fema.gov/webapp/wcs/stores/servlet/CategoryDisplay?storeId=10001&catalogId=10001&langId=-1&categoryId=12001&parent_category_rn=12001&type=CAT_MAPPANEL&storeId=13016&countyId=13439&communityId=339656&stateName=FLORIDA&countyName=VOLUSIA+COUNTY&communityName=ORMOND+BEACH%2CCCTY%2FVOLUSIA+CO&dfirm_kit_id=&future=true&dfirmCatId=12009&isCountySelected=&isCommSelected=&userType=G&urlUserType=G&sfc=0&cat_state=13016&cat_county=13439&cat_community=339656

3. Economic Development: **Page 2**

Airport Business Park

- ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance agreement. Demolition of the interior of the building has begun.

4. Airport: **Page 3**

5. Finance: **Page 4**
6. Fire: **Page 4**
7. Human Resources **Page 5**
8. Information Technology: **Page 7**
 - Notable Events:
 - Email Archive – Major database corruption required vendor support to work through the issues taking several days on the phone with overseas tech support. The database that holds the 3 years worth of email archives is currently rebuilding the indexes and it is expected to take 4 – 5 days to complete.
 - Large number of Microsoft updates for both servers and workstations
9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 8**
 - Performing Arts Center. **Page 9**
 - Parks Maintenance. **Page 10**
 - Building Maintenance. **Page 11**
10. Police: **Page 11**
 - Community Service/Animal Control. **Page 12**
 - Criminal Investigations. **Page 12**
 - Comments:
 - Missing Person: Missing Juvenile from 376 Ocean Shore Blvd. was located in Daytona Beach safe and returned home.
 - Burglary: Subjects removed a glass portion to the Daytona Bike Store located at 376 West Granada Blvd. and removed several bicycles. Investigators have identified a possible suspect.
 - Fraud: Investigators are looking into a report that a caregiver stole money from a victim on Ocean Shore Blvd. The victim has since passed away.
 - Operations – Summary of specific crimes. **Page 13**
 - Neighborhood Improvement. **Page 14**
11. Public Works **Page 15**
 - Engineering: **Page 15**
 - Central Park Lake Interconnects – The contractor is completing the retaining walls and boardwalk across the canal. Roadwork restoration is underway and Hammock Lane is expected to be opened at the end of the month. Work will then commence on the Division Avenue interconnect.
 - Nova Recreation Park- Ongoing- Staff is working on preliminary plans for the pavement of the crushed shell roads and parking areas around the park. Staff has recognized the need to implement stormwater conveyance and impoundment facilities that will be needed to manage the additional stormwater runoff due to increase of impervious area due to paving these areas. This will be necessary regardless of exemptions expected from the SJRWMD, because the additional stormwater runoff will increase erosion and create inconvenient standing water otherwise. Staff is therefore investigating low impact drainage areas around the park for this purpose. **Page 17**
 - Environmental Management Division: **Page 18**
 - Street Maintenance/Asphalt/Concrete. **Page 18**
 - Tree Crew. **Page 18**

- Stormwater Maintenance. **Page 19**
- Street Sweeping. **Page 19**

- Fleet Operations: **Page 19**

- Utilities: **Page 20**
 - Mainland, North & South Peninsula 2-inch Water Main Replacement – North Peninsula: Work is progressing on Riverbreeze Drive and the contractor is beginning directional bores at Royal Dunes Circle and Royal Dunes Drive. South Peninsula: Water main and reuse main installation is occurring on Magnolia Street and Pine Road. Work has begun for main installation on Magnolia Drive and Seton Trail. Mainland – Watermains and service stubouts have been installed for the area of: Buena Vista Ave, Cordova Ave, Plaza Grande and S. Beach.
 - John Anderson Drive Project – John Anderson Drive road closures started and will be in effect at the intersection of John Anderson Drive and N. Halifax Drive and from Ocean Terrace to Amsden Drive. The force main tie in at Amsden Dr. is being performed. Costs associated with revisions to piping at Lift Station 6P are being evaluated.

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