

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: November 22, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- One on one meetings with Fire Chief and HR Director

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- Claims committee meeting
- FLC Legislative Conference

2. Community Development: **Page 1**

- Staff worked with the City Attorney, and Attorney Jim Morris representing the owners of Crowne at Ormond Beach regarding nonconforming concerns as a result of annexation. Several options were explored but the ultimate issue was a jurisdictional issue. First reading for the annexation of Crowne was approved at the November 19th commission meeting with second and final reading scheduled for December 3, 2013. Staff will have both the land use and zoning on the Planning Board agenda for December with final approval of the land use zoning by April 1, 2014. The April date is dictated by the time required for the Volusia Growth Management Commission (VGMC) and the State Expedited Review Process for land use plan amendments. Staff's intention has always been to ensure conformity since the Comprehensive Plan policy requires a similar land use and zoning that was provided in unincorporated Volusia County.

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**

Significant Incidents Page 5

- 11/16/13, 11:50 PM: Melrose Ave. / N. US-1, Motor Vehicle Accident – One vehicle roll-over accident – driver ran off roadway and flipped onto roof – two occupants with one trauma alert – a firefighter paramedic assisted with patient care during transport to hospital.

7. Human Resources **Page 5**

8. Information Technology: **Page 6**

- Notable Events: **Page 7**

- Noticeably lower volume of inbound email this week. Nearly 10,000 emails less than normal with the same volume of good email coming in to the system. Will keep watching for trends.
9. Leisure Services: **Page 7**
- Athletics Maintenance. **Page 8**
 - Performing Arts Center. **Page 8**
 - Parks Maintenance. **Page 10**
 - Building Maintenance. **Page 10**
10. Police: **Page 11**
- Community Service/Animal Control. **Page 11**
 - Criminal Investigations. **Page 11**
Comments: Page 11
 - Burglary: A residence on Benjamin Dr. was burglarized and a known suspect pawned some of the stolen property. The property has been recovered and charges have been filed.
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 14**
11. Public Works **Page 15**
- Engineering: **Page 15**
 - Hand Avenue – The final asphalt lift was installed and **the road is now open**. The contractor will be completing minor punchlist items and as-builts prior to project being completed.
 - 2-inch Water Main Replacement – Mainland – BACT sampling was taken for Buena Vista Ave, Cordova Ave, Plaza Grande and S. Beach St. and Forest Court. The directional drilling of the new watermain was completed along Mayfield Terrace. Met with contractor on Lucerne Circle to discuss modifications needed to install the new watermain. Work is anticipated to begin on Lucerne Cir and Mayfield Ter on November 21, but the contractor will clean up the work sites by the end of Tuesday before Thanksgiving and will not return until the following week to resume construction activities. Staff also met with residents on Carrington Lane to discuss their water quality issues and perform soft digs to verify the existing watermain pipe size and material as some field modification may be necessary to maximize the benefits to the residents and minimize the cost of the improvements in that area.
 - Central Park Lake Interconnects –Roadwork restoration is underway on Hammock Lane and the road is expected to be opened the week of Thanksgiving. Work offroad is underway for Division Avenue with clearing and excavation of the proposed channel interconnect. Work on Division Avenue will commence once Hammock Lane and Hand Avenue are opened to traffic.
 - Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 12/11/2013. The contractor is continuing work with the installation of conduit in Phase 2 and has progressed into Phase 3; Phase 2 as-builts have been submitted to FPL for review. FPL conducted a walk through with the City, contractor, and surveyor to discuss layout of the conduit, transformers, and other features in Phase 4 on Thursday, November 14, 2013; the contractor has currently moved into Phase 3 for installation of primary conduit. The final shut down of power for power switch over for Phase 1 of the project was completed on Tuesday, November 5, 2013. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4. Primary shutdown and switchover of power to Phase 2, including City Hall, is tentatively scheduled for Saturday, November 23, 2013.

- Downtown Median Landscaping – The palms are scheduled to be cut open and pruned during the evening of November 26th. The bulbouts will also be irrigated and planted on the same evening. The lights will be turned on November 27th, completing the project. **Page 16**

 - 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 – Priority 1 project under construction. Staff refining scope of work for Priority 2 project for receipt of proposals from selected design firms.
 - John Anderson Drive Project –The force main tie in at Amsden Dr. is completed. Evaluating costs for Lift Station 6P piping revisions.
12. Support Services/City Clerk **Page 24**
- Audience Polling System
 - Project Status: Currently testing system and preparing to schedule user training