

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: December 6, 2013

---

1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly staff meeting with directors
- One on one meetings with Economic Development Director, Planning Director, Fire Chief, IT Manager and HR Director
- Worked on state pension reform issue

Spoke to, attended and/or met with:

- As requested, agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary
- Memorial service for Betty Thomas
- D.A.R.E. graduation Pine Trail Elementary School
- City staff and I met with North Peninsula Utilities Corporation representatives, and County staff
- City staff and I met with John Wanamaker, incoming Team Volusia Board Chair, discussed Team Volusia 2014 goals and objectives
- Met with Mr. Kent their interest in setting up a display table with religious materials in the breezeway at City Hall. This is a free speech area and other folks regularly set up tables, no permission is required.
- Hosted the VLC Dinner
  - Discussed briefly with land use attorney Glen Storch, regarding a possible change in land use designation for property located on West Granada Boulevard.

2. Community Development: **Page 1**

- The Planning Director, along with the City Manager, Assistant City Manager, City Attorney and Utilities Manager met with representatives of the North Peninsula Utilities Corporation and Volusia County to discuss expansion of NPUC's sewer lines into the City's service area.

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. Renovations of the interior of the building are underway. The estimated completion date is in late March.

4. Airport: **Page 3**

5. Finance: **Page 4**

6. Fire: **Page 5**  
Significant Incidents
  - 11/27/13, 7:25 PM: 149 S. Atlantic Ave., Condominium Fire – Started when a book bag was placed on stove, accidentally turning on burner – sprinkler heads activated on floor of fire's origin – minor smoke damage with significant water damage – crews evacuated residents and controlled situation with no civilian injuries – condominium complex on fire watch until cleared by sprinkler company.
7. Human Resources **Page 5**
8. Information Technology: **Page 7**
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**
  - Operations – Summary of specific crimes. **Page 12**
  - Neighborhood Improvement. **Page 14**
11. Public Works **Page 15**
  - Engineering: **Page 15**
    - 2-inch Water Main Replacement – Mainland – Potable watermain clearance permits were prepared for Buena Vista Ave, Cordova Ave, Plaza Grande and S. Beach St. and Forest Court. The new watermain along Mayfield Terrace is being pressure tested. Wet tap connections were made on the existing watermain at the intersection of Audubon Drive for Lucerne Circle North and South.
    - 2-Inch Waterline Replacement – North Peninsula - Final walkthrough for the remainder of the streets outside City Limits is scheduled for this week. Riverbreeze Drive and Plaza Drive have been pressure tested, disinfected, and have successful bacteriological testing; clearance from the Department of Health is anticipated this week. The remainder of mainline work is anticipated to be completed by the end of the week of December 9, 2013.
    - 2-inch Water Main Replacement - South Peninsula – The contractor has installed all new service connections on Ivanhoe Drive, Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue. Water main and reuse main installation is occurring on Magnolia Street and Pine Road. Completion of testing prior to placing in service for Riverside Drive and Marvin Drive is underway. Work has begun on water main installation on Magnolia Drive and Seton Trail. A proposed schedule has been posted on the City's website and will be updated monthly.
    - Central Park Lake Interconnects –Hammock Lane was paved and the roadway is open to traffic. Off-road work is ongoing with sidewalk and restoration work. With both Hammock and Hand Avenue open, the contractor has closed Division Avenue to prepare for installation of the culvert crossing there.
  - 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 19**
    - John Anderson Drive Project – The contractor has started work on the drainage system improvements at Halifax & John Anderson. Force main tie in at Amsden Drive is nearing completion. **Page 20**
12. Support Services/City Clerk **Page 24**