

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: December 13, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, Police Chief,
- Quarterly staff meeting with directors and managers
- Itinerant vendor discussion with Assistant City Manager, City Attorney and Planning Director
- Monthly meeting with Public Works operations staff

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting
- Phone call to Jamie Seaman, County Attorney's office, regarding US1 corridor standards
- French Consulate presentation of French Legion of Honor medal to French war veterans
- Overview of audience polling system
- Worked on ICMA Job Hunting Task Force project, held conference call with ICMA Job Hunting Task Force
- Commissioner Stowers, various topics
- Meeting with Jeff Blass, on municipal leasing
- Team Volusia Board meeting

2. Community Development: **Page 1**

- The Department was **awarded from the Suncoast Chapter of the Florida Planning and Zoning Association an award for its Low Impact Development Ordinance and Manual**. The award won in the Outstanding Sustainability Initiative category. Laureen Kornell, Senior Planner and Shawn Finley, PE were in attendance to accept the award at the Sun coast Chapter's Annual Gala and Awards dinner at Venetian Bay.
- The Planning Director and staff met with Volusia County representatives regarding the quick take of property on Tymber Creek Road and the impacts such taking may have on the remainder. The Planning Director was alerted to depositions in January regarding the development of the land under the codes at the time of the taking which was November 24, 2010.

3. Economic Development: **Page 2**

Ormond Crossings

- Staff met with Tomoka Holdings engineering staff to discuss the design and construction process for Crossings Boulevard and related utilities. Further discussions are expected in the next several weeks to resolve cost and engineering related issues.

4. Airport: **Page 3**
5. Finance: **Page 4**
6. Fire: **Page 4**
7. Human Resources **Page 5**
8. Information Technology: **Page 6**
 - Notable Events:
 - Domain Controller project had a minor issue that prevented the PD Mobile Data Terminals from connecting to our services for a few hours. PD staff used the VCISO VPN as a backup. Changes were made to the Firewall for it to authenticate users to the new Domain Controllers successfully. Additional DNS entries were needed to resolve issues with accessing VCISO data from within the PD building. All issues resolved by 1pm on Saturday. A long evening, but much accomplished.
 - IT Manager attended the Cyber Security conference at Embry Riddle hosted by the Volusia Tech Council.
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 12**
 - Burglary, Fernway Drive, Investigators identified W/M suspect, Warrant obtained and suspect arrested.
 - Burglary, Military Blvd. Investigators identified W/M suspect, Warrant obtained and suspect arrested.
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 14**
11. Public Works **Page 15**
 - Engineering: **Page 15**
 - Tymber Creek Phase I – The southbound lane road base is being completed. Met with County inspector to determine forcemain shut down and relocation of existing valve which conflicts with new curbing at the intersection of SR40 and Tymber Creek Road widening. Staff is also working with the County to resolve minor damage done during construction to the traffic control light at the Tymber Creek-River Chase Way intersection.
 - John Anderson Drive – The new 16-inch force main from Dormont Drive to Amsden Drive has been installed. The contractor continues to work on the storm improvements at Halifax and John Anderson. Work has also commenced on the widening of Halifax Drive. A road closure notice has been issued for the intersection. While a second crew was installing the storm system at the south end they discovered a 12 foot wide asphalt road 3 feet below ground running parallel with the east side of the existing road. This will require the contractor to remove the road and dispose of the material which was not included in the contract. Staff will be working with the contractor on establishing a cost for this

additional work. Zev Cohen & Associates conducted a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12th at The Casements.

- Downtown Underground Utilities Conversion - The next bi-weekly progress was held on 12/11/2013. The contractor has completed the installation of conduit in Phase 3 and is working on the final phase of primary conduit; Phase 2 as-builts have been approved. The contractor has currently moved into Phase 4 for installation of primary conduit. Shut down of power for power switch over for portions of Phase 3 including the 5/3 Bank is scheduled for Sunday, December 15, 2013. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4. **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 19**
 - Mainland, North & South Peninsula 2-inch Water Main Replacement – Staff refined scope of work for Priority 2 project for receipt of proposals from selected design firms. Mainland: The new watermain along Mayfield Terrace passed the pressure test and is in the process of being cleared for service. North Peninsula: Final walk through for the remainder of the streets outside city limits is scheduled for the week of December 9, 2013. Clearance for Riverbreeze Drive & Plaza Drive has been received by Department of Health. South Peninsula: Testing of water mains installed on Riverside Drive and Marvin Drive is underway. **Page 20**

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