

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: January 17, 2014

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Discussion with Assistant City Manager, City Attorney, Finance Director, Planning Director and Utilities Manager regarding utilities on the north peninsula
- Discussion with Assistant City Manager, City Attorney, Deputy City Attorney, Planning Director and Neighborhood Improvement Manager on short term rentals

Spoke to, attended and/or met with:

- United Way Allocations Panel committee meeting
- City staff and I met with Waste Management staff to discuss their contract
- Rotary meeting
- Travelled to Tallahassee, Mayor and I met with various legislators and discussed pension bill issues and community services tax bill, attended the Subcommittee meeting on the communication services tax issue
- Lunch meeting with City staff and Tomoka Holdings staff on Ormond Crossings
- City Attorney and I met with Commissioner Kent on beach issues

2. Community Development: **Page 1**

- ***The Planning Department was recognized by the International Code Council for having 100% ICC Certified personnel at the joint permit counter for administration, plan review and field inspection. An ICC Certification and a badge will be prominently displayed on all future Planning Department correspondence when current supplies run out. A simile of the badge is below. For more information on the certifications, please see page 2 of this week's issue of the Weekly Review.***



3. Economic Development: **Page 3**

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. Staff will be contacting the Commission to tour the progress of the office renovation.

4. Airport: **Page 4**

- A new airport information sign has been placed near the main entrance of the airport. The sign will provide basic aeronautical information about the facility and will include staff contact

information. For more information and pictures, see pages 7 and 10 of this week's issue of the Weekly Review.

5. Finance: **Page 4**
6. Fire: **Page 5**
Significant Incidents
 - 1/8/14, 12:58AM: S. Ridgewood Ave. – Residential Structure Fire – Provided aid to Volusia County – upon arrival found smoke and flames showing – fire was accidentally started in bedroom – direct attack and fire was under control quickly – one resident with injury – cleared scene at 2:05 AM.
7. Human Resources **Page 6**
8. Information Technology: **Page 7**
9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 8**
 - Performing Arts Center. **Page 9**
 - Parks Maintenance. **Page 10**
 - Building Maintenance. **Page 10**
10. Police: **Page 11**
 - Community Outreach **Page 11**
 - **Marcus Edwards was awarded the State of Florida Police Athletic League Boy of the Year award.**
 - Community Service/Animal Control. **Page 11**
 - Criminal Investigations. **Page 11**
Comments: Page 12
 - Burglary Residential: Investigators have identified two suspects in a recent residential burglary on Wilmette Ave. Investigators served a search warrant at the suspect's residence and arrested two adult males for the burglary when the stolen property was recovered.
 - Grand Theft: Investigators located stolen property from Lowes on Craig's List. Investigation is ongoing and arrests are pending.
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 14**
11. Public Works **Page 14**
 - Engineering: **Page 14**
 - Downtown Underground Utilities Conversion - A meeting is scheduled between the contractor (Carter Electric), FPL, and the City to discuss the process and timing of switching over service to individual buildings on Thursday, June 16, 2014. The contractor has completed installation of all conduit; shut down for the switch over of properties located at New Britain and Beach is scheduled for Saturday, January 18, 2014. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4. **Page 15**
 - Environmental Management Division: **Page 17**
 - Street Maintenance/Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 17**
 - Stormwater Maintenance. **Page 18**
 - Street Sweeping. **Page 18**

- Fleet Operations: **Page 19**
- Utilities: **Page 19**
 - John Anderson Drive Project – Contractor located and tested the existing 10-inch valve on Lift Station 6P discharge line. Strategies for minimizing bypass pumping and reuse service disruptions discussed with engineer and contractor. Modified piping configuration proposed for future operational efficiencies determined acceptable by contractor and engineer **with no additional cost applied.**

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

Status of Department Projects

- Audience Polling System
 - Project Status: Web training completed; IT coordinating installation on user stations