

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: February 13, 2015

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- Agenda packet review
- General discussion meetings with Police Chief and Finance Director
- General budget discussion with Finance Director
- Conducted performance evaluations with senior staff

Spoke to, attended and/or met with:

- Individual meetings with commission members on gateway signage and ballfield maintenance
- Interviewed HR Director candidate
- Marilyn Crotty, VLC/John Scott Dailey Florida Institute of Government, community conversation/strategic planning
- James Moore representatives on the Comprehensive Annual Financial Report for 2014
- PACE Center for Girls board meeting
- Team Volusia Executive Committee meeting
- Lori Catron, Halifax Media Group, on United Way project
- Planning Board meeting
- Planning, NID and Legal staff on enforcement of codes in unincorporated area of US1

2. Community Development: **Page 1**

- A meeting with NID, Legal and City Administration was held to discuss City enforcement of City code provisions outside of the Land Development Code in the unincorporated area of US1 North. Now that the Land Use Plan amendments have been approved, the City officially has jurisdiction for land use, zoning, building and other non-development related codes.

3. Economic Development: **Page 2**

Prospective Business Attraction/Retention/Expansion

- Staff met with the new owners and management company for the Trails Shopping Center, which is Sabal Financial out of Newport Beach, California. Sabal's representatives are preparing proposals to make significant capital investment into the retail center over the next several years. Sabal is negotiating leases with several of the existing tenants.

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**

Significant Incidents

- 2/5/15, 12:18 PM: Sandpoint Cir. – Structure Fire – Upon arrival found smoke showing – fire located in closet – space heater and computer plugged into extension cord which melted and caused fire – fire was confined to closet.

- 2/7/15, 5:16 PM: Bent Stream Way – Animal Rescue – Assisted Animal Control with a small dog trapped in a couch – dog's tail was wrapped around the couch gear system – firefighters used tools to disassemble the gear system – dog was taken to vet by owner.

7. Human Resources **Page 4**

8. Information Technology: **Page 5**

- Notable Events: **Page 6**
 - Noticeable rise in number of Virus emails being blocked by our outside service. Normal range is between 150 and 500, this week over 2,400 virus laden emails were blocked from entry to our system.
 - Installed a laptop computer in the Human Resources lobby area. The internet connected laptop will be available for applicants to use with the new online Job Application system being implemented by HR.

9. Leisure Services: **Page 6**

- Athletics Maintenance. **Page 7**
- Performing Arts Center. **Page 7**
- Parks Maintenance. **Page 8**
- Building Maintenance. **Page 9**

10. Police: **Page 9**

- Community Service/Animal Control. **Page 10**
- Criminal Investigations. **Page 10**
 - Comments
 - Detectives were able to link a suspect to two different carbreaks that occurred in the Trails Subdivision. Suspect was placed under arrest and confessed to being involved.
- Operations – Summary of specific crimes. **Page 11**
- Neighborhood Improvement. **Page 13**

11. Public Works **Page 13**

- Engineering: **Page 13**
 - Nova Community Park Skate Park Expansion – Storm drainage construction is continuing, the Street Plaza Area (west side) is complete. Grading and shaping of the final area (east side – bowl) is occurring this week and next week. Interior work continues on the pro-shop building.
 - Nova Community Park Paving Improvements - The Phase 1 section of the project is underway with site grading activities to prepare the parking area and road section for asphalt.
 - Environmental Learning Center – a pre-submittal meeting was held with SJRWMD to discuss the permitting aspects and the consultant should be submitting for the permit in a couple of weeks. The construction manager is compiling some rough costs to confirm we remain within budget. The second volunteer meeting was held to further refine programs for the facility when it opens. **Page 14**
 - Granada Bridge Lighting Feasibility Report – an initial draft report was submitted that identified four lighting options and this will be presented to the Mainstreet Board on Monday February 16th. Upon their approval the Engineer will proceed with further development of the options and preparation of the final draft for presentation to the City Commission. **Page 15**
- Environmental Management Division: **Page 15**
 - Street Maintenance/Asphalt/Concrete. **Page 15**
 - Tree Crew. **Page 15**
 - Stormwater Maintenance. **Page 16**
 - Street Sweeping. **Page 16**

- Fleet Operations: **Page 17**
- Utilities: **Page 17**
 - A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
 - Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is recommended for longevity purposes. A work authorization is being prepared for Quentin L. Hampton & Associates to perform design services.

12. Support Services/City Clerk **Page 20**