

City of Ormond Beach Memorandum

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

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- General discussion meetings with Utilities Manager, IT Manager and Finance Director

Spoke to, attended and/or met with:

- United Way Volunteer Orientation Meeting
- Volusia County Elected Official Roundtable
- Meeting with the Manager, 6 p.m. at the Senior Center
- Maryam Ghyabi and Peggy Farmer on US1 Corridor issues
- United Way Panel Chair Meeting
- PACE Board Meeting
- City staff, Parker Mynchenberg, Ronnie Bledsoe and Jeff Brock, Plantation Oaks utilities discussion

2. Community Development: **Page 1**

- The Building Division participated in a series of inspections during the beginning stage of bike week and found many itinerant vendors without permits. These vendors were directed to get a permit from the City or the Master Vendor if the Master Vendor picked up a batch of permits for their vendors. It appears only Destination Daytona does the batch vendor permitting. All others are directed by the Master Vendor to go to the City for the permit. Failure to get a permit will cause the Master Vendor to receive a citation. It is clear from the work involved, the current permit fee charged by the City is inadequate to cover the cost of inspections, permit processing, and follow-up inspections. A new fee schedule will be recommended to the City Commission in the coming months.
- The Department received a site plan for the relocation of the CVS Drug Store located at The Trails. The planned relocation is at the corner of Granada and Nova. The site includes the vacant gas station and the Burger King restaurant.

3. Economic Development: **Page 2**

4. Airport: **Page 2**

5. Finance: **Page 3**

6. Fire: **Page 4**

7. Human Resources **Page 4**

8. Information Technology: **Page 5**

9. Leisure Services: **Page 6**

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

10. Police: **Page 10**

- Community Service/Animal Control. **Page 10**
- Criminal Investigations. **Page 10**
- Operations – Summary of specific crimes. **Page 11**
- Neighborhood Improvement. **Page 15**

11. Public Works **Page 15**

- Engineering: **Page 15**
 - Nova Community Park Skate Park Expansion – The final building inspection is scheduled, irrigation is being installed, sod is scheduled for installation. The sidewalk from the western (Gym) parking lot has been reopened to provide pedestrian access to the tennis courts and Magic Forest playground while the entrance at Main Trail is closed due to paving operations.
 - Nova Community Park Paving Improvements - Asphalt paving of Phase 1 was completed. Phase 2 site preparation has begun, and old asphalt in existing parking area has been removed. Phase 3 has been rough graded and crushed concrete base has been installed. An electronic message board has been posted along Main Trail, informing the public that the entrance to the park at that location is closed and to use the Nova Road entrance.
 - Downtown Streetscape Planting (Orchard to A1A) – Contracts are fully executed and the project is scheduled to begin on March 16th. A preconstruction meeting was held this week. **Page 16**
- Environmental Management Division: **Page 18**
 - Street Maintenance/Asphalt/Concrete. **Page 18**
 - Tree Crew. **Page 18**
 - Stormwater Maintenance. **Page 18**
 - Street Sweeping. **Page 19**
- Fleet Operations: **Page 19**
- Utilities: **Page 19**
 - Cross Connection Control Program: The City's new CCC data management contractor went live with the City's online data program. Staff is able to obtain reports of compliance in real time. **Page 22**

12. Support Services/City Clerk **Page 22**