

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: March 20, 2015

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- General discussion meetings with Planning Director, Risk Manager, and Fire Chief
- Airport Master Plan discussion with staff
- Reviewed Chapter 2, Administration, of the Code of Ordinances
- Code Enforcement discussion with Assistant City Manager and NID Manager

Spoke to, attended and/or met with:

- As requested, agenda review with Commissioner Boehm
- Rotary board meeting
- United Way Executive Committee Meeting
- Commission Meeting
- Suzanne Heddy and Diana Simmons of the Historical Society, discussed MacDonald House
- Tiger Bay Luncheon, speaker State Attorney R. J. Larizza, topic was “War on Drugs”
- Field Day with Neighborhood Improvement Division

2. Community Development: **Page 1**

- On March 24th, staff will be meeting with the Host License holders at Destination Daytona to discuss the final draft of the Itinerant Merchant License criteria. This item is scheduled for a public hearing before the Planning Board in April.

3. Economic Development: **Page 2**

4. Airport: **Page 3**

- Staff completed work this week with Hoyle, Tanner and Associates to prepare the draft forecast chapter of the airport master plan update document. The draft forecast has been submitted to the FAA for review and comment. The forecast and other aspects of the master plan update process will be presented at a public meeting tentatively scheduled for late April.

5. Finance: **Page 3**

6. Fire: **Page 4**

7. Human Resources **Page 4**

8. Information Technology: **Page 5**

- Notable Events: The initial water meter GPS location collection project has been completed. The GIS team located and recorded the GPS location of over 22,500 potable/irrigation water meters. The GIS team will now concentrate on collecting recent additions to keep the location database current and complete.

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 9**
  - Community Service/Animal Control. **Page 10**
  - Criminal Investigations. **Page 10**
  - 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 – Irrigation and sod have been installed. Final building items are being addressed, the fence will be installed March 19 – 23. As-built drawings are being finalized. An SPRC final inspection is anticipated the week of March 23.
    - Nova Community Park Paving Improvements - Phase 2 site preparation continues with removal of existing ground and replacement with compacted crushed concrete base for the parking areas. Phase 3 has been rough graded and crushed concrete base has been installed, and sidewalk section was constructed. 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.
    - Granada Bridge Lighting Feasibility Report – An initial draft report was submitted that identified four lighting options and was presented to the Mainstreet Board on Monday February 16<sup>th</sup>. 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 16**
    - Street Maintenance/Asphalt/Concrete. **Page 16**
    - Tree Crew. **Page 16**
    - Stormwater Maintenance. **Page 17**
    - Street Sweeping. **Page 17**
  
  - Fleet Operations: **Page 17**
  
  - Utilities: **Page 17**
    - 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. **Page 18**
    - Reuse Service Area Dual Check Valve Installation - Rebuild Project: The contractor accomplished installation of 10 new devices for recent weekly period. The project is 99% complete. Staff is preparing a letter for delivery to the North Peninsula Reuse Service Area informing the residents of the project beginning on their properties within the next month. The letter will also invite the residents to attend a meeting held by the Utility to field questions concerning the project. **Page 20**
  
12. Support Services/City Clerk **Page 21**