

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: January 29, 2016

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Finished preparing for speaking engagement for Tomoka Oaks HOA annual meeting
- Preparation for QLB February meeting
- Preparation of code enforcement/wetlands commission agenda item
- Staff meeting with senior staff
- General discussion meetings with IT Manager and HR Director
- Mediation preparation for APEC vs. City of Ormond Beach

Spoke to, attended and/or met with:

- Rotary meeting
- United Way meeting
- Speaking engagement at Tomoka Oaks HOA annual meeting
- Tiger Bay meeting, guest speaker was John Thrasher
- City/County Managers meeting
- APEC mediation
- PACE annual summit

2. Community Development: **Page 1**

- Preliminary Flood Maps: Staff participated in a conference call regarding the organization of the Flood Risk Open House to be held on February 25, 2016 from 4:00 to 7:00 p.m. at the Port Orange Library. Preliminary flood map shape-files will go out today to Volusia County GIS, Al Hill. The County will review the data and then send the appropriate files to the communities. IT/GIS will assist the Planning Department in doing analysis to see which properties will be impacted by the change. A mailing list will be created to send open house invitations to the affected property owners. The Department will use the same postcard format used for the last flood map update. While this is not a city meeting and does not require notice by the city, the Department is attempting to ensure city property owners affected by the change in flood maps are individually noticed of the event. Prior to the Open House, there will be a Community Official technical meeting from 10 am – noon at the same location (time is tentative and may change). Basically, this is the meeting when FEMA turns the control of the preliminary maps over to the communities. Technical information is discussed.

3. Economic Development: **Page 2**

4. Airport: **Page 3**

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 8**
 - Building Maintenance. **Page 8**
10. Police: **Page 9**
 - Community Service/Animal Control. **Page 9**
 - Criminal Investigations. **Page 9**
 - Operations – Summary of specific crimes. **Page 9**
 - Neighborhood Improvement. **Page 11**
11. Public Works **Page 12**
 - Engineering: **Page 12**
 - Environmental Discovery Center – The Contractor is working to install the metal roofing, decking and wood ceilings on the porches, the sheet rock on inside walls, AC ducts, plumbing, and rough electrical.
 - West Ormond Community Center – Staff has issued a work authorization to Zev Cohen & Associates for the feasibility study. A kick-off meeting was held and the consultant presented 2 conceptual plans for staff's review. Consultant is currently working on the due diligence task of the scope of work.
 - Environmental Management Division: **Page 13**
 - Street Maintenance/Asphalt/Concrete. **Page 13**
 - Tree Crew. **Page 14**
 - Stormwater Maintenance. **Page 14**
 - Street Sweeping. **Page 14**
 - Fleet Operations: **Page 15**
 - Utilities: **Page 15**
 - Rima Wells Auxiliary Power Generator – Resolution 2016-26 was approved at the 1-19-16 City Commission meeting awarding the project to Sawcross, Inc. An award letter and contracts were sent to the contractor for execution. A work authorization is being prepared for the design engineer to perform construction administration services.
12. Support Services/City Clerk **Page 18**