

City of Ormond Beach Memorandum

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: November 18, 2016

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Dog park meeting with senior staff and outside counsel

Spoke to, attended and/or met with:

- Jim Cameron (Daytona Chamber), and Tom Self (Senator Rubio's office) regarding FEMA and storm debris removal
- Reception for incoming commission
- City Commission swearing in/organizational meeting
- NLC City Summit

2. Community Development: **Page 1**

- MacDonald House: The consultant began their preliminary fieldwork and data collection on November 3, 2016. They also met with staff to explain to staff their processes and how the Historic Structures Report will be formulated. Staff provided all available electronic files to the consultant. Staff confirmed with the consultant that there will be three public meetings for all interested stakeholders from January through April of 2017. The tentative completion date for the Historic Structures Report is on or before May 1, 2016.

3. Economic Development: **Page 2**

4. Airport: **Page 2**

5. Finance: **Page 3**

6. Fire: **Page 4**

Significant Incidents

- 11/11/16, 5:59 PM: 23 Cambridge Trace – Brush Fire – Fire crews located 3/4 acre fire in drainage easement between two residential streets – Department of Forestry assisted with cutting line around fire – Engine 94, Brush Attack 94 and Volusia County Engine 18 extinguished fire – all crews cleared scene at 9:32 PM.

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 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**
 - WWTP Sludge Thickener Improvements – The project is substantially complete. Final contract closeout is in process. Final Contract closeout cost came in \$13,637.14 **under** contract value due to a final adjustment of unit quantities.
 - West Ormond Community Center – Staff has negotiated a scope of work and fee for the project and will be presenting to the CC for approval at the December 6 CC meeting. **Page 14**
- Environmental Management Division: **Page 15**
 - Street Maintenance/Asphalt/Concrete. **Page 15**
 - Forestry Crew. **Page 16**
 - Stormwater Maintenance. **Page 16**
 - Street Sweeping. **Page 17**
- Fleet Operations: **Page 17**
- Utilities: **Page 17**
 - Backflow Data Tracking – Staff corrected the device management database for multiple commercial properties having backflow devices. As properties change owners the database must be maintained to match the new ownership. Additionally, staff is notifying commercial properties which do not currently have a backflow device of their requirement to install one for the protection of the City public water supply. **Page 20**

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