

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: January 21, 2011

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly staff meeting with Directors
- Weekly meeting with HR Director
- Discussed citizen's idea of local development district with staff
- Bi-weekly meeting with Fire Chief

Spoke to, attended and/or met with:

- Attended Martin Luther King, Jr. event at S.O.N.C.
- Reviewed commission agenda individually with Mayor and Commissioner Boehm as requested.
- Attended breakfast meeting with Dr. Robert Parilla, Sr., and other local government officials, discussion centered on Daytona State College
- Attended Florida City/County Management Association (FCCMA) District VII training on Financial Forecasting for Florida Local Governments in Gainesville.
- Attended Claims Committee meeting.

2. Community Development: **Page 1**

- VC announced at the TCC meeting the status of Tymber Creek Road construction from SR40 to Peruvian Way. Final permitting issues should be resolved to complete the engineering phase in 1-3 months. Construction to be advertised in 4-6 months.
- DCA advertised on the 18th that the City's Comprehensive Plan and multimodal strategy was found in compliance.

3. Economic Development: **Page 2**

**Airport Business Park**

- Staff met with the CEO of Pace Analytical regarding their planned 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. Staff has prepared an application for ad valorem tax abatement, which will be presented to the Commission in February.

**Special Economic Development Projects**

- Staff met with economic development and airport managers from DeLand, New Smyrna Beach and Flagler to discuss economic development of general aviation airports. **Page 3**

4. Airport: **Page 3**

- The City Commission approved the execution of a work authorization under the current Continuing Contract for Engineering/Architectural Services for Airport Facilities between the City of Ormond Beach and Hoyle, Tanner & Associates, Inc. regarding design services for the relocation of Taxiway "E." This project is ancillary to an existing project to relocate Taxiway "A," and will afford more consistent use of

the full runway length for takeoff, which may lead to a decrease in aircraft noise as aircraft utilizing the full runway length for takeoff will tend to gain more altitude while still within the boundaries of the airport property.

- Staff organized and conducted an airport economic development summit attended by airport managers and economic development representatives from Ormond Beach, Deland, New Smyrna Beach, and Flagler County. The summit focused on challenges and opportunities shared by our respective agencies, and how we can better work together for the benefit of our entire region. Attendees agreed to meet on a quarterly basis to share ideas and insights.
  - Staff was contacted by the FAA this week and advised that General Aviation airports with over 100 based jets or over 75,000 annual operations must accomplish a wildlife hazard assessment by fiscal year 2015. The cost of such a study will be funded by FAA, FDOT, and the City at a 95%, 2.5%, and 2.5% share, respectively. Staff has tentatively scheduled an assessment for FY2015, following consultations with HTA.
5. Finance: **Page 4**
  6. Fire Service: **Page 5**
  7. Human Resources **Page 6**
    - LEAPS Academy (Leadership, Ethical Decision Making, Attitude & Accountability, Professionalism, and Superior Customer Service) courses for these learning programs will begin the first session on January 27, 2011. **Page 7**
  8. Information Technology: **Page 7**
    - Notable Events: Fire Dispatch move to VCSO technology required extensive reconfiguring of Firewall and VPN settings. All Fire MDTs have been programmed to use the new Dispatch system additionally, so that the cutover to the new system would be seamless. Go-Live was Wed 1/19 at 0000hrs. **Page 8**
  9. Leisure Services: **Page 8**
    - Athletics Maintenance. **Page 9**
    - Future Events at PAC. **Page 9**
    - Parks and Irrigation. **Page 11**
    - Building Maintenance. **Page 11**
  10. Police: **Page 11**
    - Community Services & Animal Control. **Page 12**
    - Criminal Investigations/Records. **Page 12**
      - Suspicious Death Investigation: A body of a white female was found by a citizen operating an ATV in a wooded area off of W. Tower Circle. The body was found in a drainage area partially buried. An investigation is underway to determine the victim's identity and cause of death.
      - Death Investigation: Ongoing investigation of an apparent suicide of adult male on Riverside Drive.
      - Death Investigation: Investigation of an undetermined death of an adult female found in her apartment at Fisherman's Landing. Cause of death pending results of autopsy however foul play is not suspected.
    - Operations – Summary of specific crimes. **Page 13**
    - Neighborhood Improvement. **Page 14**

11. Engineering: **Page 14**

- US1 Forcemain Extension Phase II - Contractor prepared to close the outside southbound lane on US1 Bridge over the Tomoka River to establish a staging area for the replacement of the watermain as a bridge attachment utility.
- City Hall Parking Lot Repairs - The contractor completed the second phase of three as planned. **Page 15**
- Coolidge Avenue Roadway and Drainage Improvements - Contractor has begun water main installation work. Division Avenue will be closed starting on January 24<sup>th</sup> for 4 weeks to allow for installation of the water main. **Page 15**

12. Environmental Management Division: **Page 16**

- Asphalt/Concrete. **Page 16**
- Tree Crew. **Page 16**
- Street/Stormwater Maintenance. **Page 17**
- Street Sweeping. **Page 17**

13. Fleet Operations: **Page 17**

14. Utilities: **Page 18**

- Airport Road Force Main Extension – plans nearing completion. Reviewing estimated cost proposal prepared by project design consultant for pipe upsize considerations for additional length along project to accommodate future irrigation configuration at Riverbend Golf Course.
- Fire Hydrant Replacement Program – Fire hydrants are being replaced on Beach Street Water distribution staff responding to all customer inquiries.