

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: June 10, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meeting with City Attorney
- Held budget meetings this week with Department Directors, Assistant City Manager and Finance Director
- Met with Employee of the Quarter committee, selected Officer Rob Pearson
- Met with Economic Development Director on business prospect
- Held weekly staff meeting with Directors
- Met with Assistant City Manager, Acting City Engineer, and Landscape Architect to review consultant's alternative analysis of John Anderson Drive

Spoke to, attended and/or met with:

- Met with staff from Volusia County, City of Daytona Beach and Consolidated Tomoka regarding Hand Avenue extension
- Attended Representative Costello's Town Hall Meeting
- Visited Sagebrush Drive to examine the landscaping
- Met with Police Chief and citizen regarding Symphony condos pool construction concerns
- Attended Budget Advisory Board meeting
- Attended viewing for former Fire Chief Ron Jacobs

2. Community Development: **Page 2**

- Planning
 - Staff attended an adhoc meeting composed of communities along the US1 corridor to learn about the TPO's concept of contracting with a consultant to perform a corridor study for the entire corridor. The goal is to develop a multi-jurisdictional study that the individual communities can use to support future planning and redevelopment. This will tie in very nicely with the City's Multimodal Plan which designates US1 as a multimodal corridor. The County's CRA representative was present.
 - The Department, along with the City Manager, attended a meeting with Volusia County, Daytona Beach and Consolidated Tomoka to discuss strategies to effectively address the EDTM comments provided by various Federal and State regulatory agencies regarding Hand Avenue Extension to Tymber Creek Road Extension.
- Building Inspections, Permitting & Licensing
 - Mike Holt, the author of the "illustrated Guide to Understanding the NEC Requirements for Grounding versus Bonding" will be coming to Ormond Beach to do a free seminar on Grounding and Bonding. He will be providing free copies of his book to participants of the workshop. Mr. Holt owns a condominium in Ormond Beach and was contacted by the Building Official to determine if he

would be willing to do a workshop for the fire chiefs, electrical contractors, engineers, and fire inspectors. He graciously accepted without remuneration.

- Development Services
 - The Department devoted much time to visiting the Miro Medical Office building site to ensure the landscape buffer meets the requirements placed upon them by the City Commission at the 5.18.10 CC meeting on the special exception which removed the wall requirement and substituted a 6 foot high landscape planting at time of planting. The Director met with Mrs. Peters and Mrs. Lowrey on several occasions while accompanying the City Manager and the Mayor in separate meetings at the site. Until the landscape buffer meets the 6 foot high requirement, this Office does not intend to release the Certificate of Occupancy.
3. Economic Development: **Page 2**
 - Airport Business Park
 - Staff is working with a business prospect interested in leasing 6 Aviator Way, 9,000 square foot industrial building that was recently vacated. **Page 3**
 4. Airport: **Page 3**
 - Staff continues to explore options to address the growth of certain trees into the approach path for Runway 26. Staff had planned to address this issue during the construction phase of the Taxiway Alpha project; however the trees have grown faster than anticipated, and to the extent that it may be necessary to address this issue earlier in order to maintain a safe landing corridor for the runway. A tree removal permit has been issued by the Neighborhood Improvement Division to allow for this work to commence when needed. Prior to the removal, staff will meet with the golf course lessee to discuss the project.
 5. Finance: **Page 4**
 6. Fire Service: **Page 5**
 7. Human Resources **Page 7**
 8. Information Technology: **Page 8**
 9. Leisure Services: **Page 9**
 - Athletics Maintenance. **Page 9**
 - Future Events at PAC. **Page 10**
 - Parks and Irrigation. **Page 11**
 - Building Maintenance. **Page 12**
 10. Police: **Page 12**
 - Community Services & Animal Control. **Page 12**
 - Criminal Investigations/Records. **Page 13**
 - Operations – Summary of specific crimes. **Page 14**
 - Neighborhood Improvement. **Page 16**
 11. Engineering: **Page 16**
 - US1 Forcemain Extension Phase II - Met contractor to go through punchlist items and other contract closeout requirements. Minor restoration and repair work remains, otherwise all repairs have been completed and the permanent watermain has been cleared and placed in use. The original scope of work is substantially complete.

- Facility Lighting Replacement - Currently, the contractor is installing the room occupancy sensors in bathrooms, kitchens, conference rooms or areas which do not require the lights to remain on when the room is empty. The DOE grant project is 98% complete and 100% funded under the ARRA
- Coolidge Avenue Roadway and Drainage Improvements - Construction is ongoing. Contractor is installing storm pipe on Hand Avenue. Contractor has been delayed due to conflict with FPL lines that were not indicated in the construction area during design by FPL. FPL is working to relocate their lines to allow Contractor to complete installation of stormwater collection system.

12. Environmental Management Division: **Page 18**

- Asphalt/Concrete. **Page 18**
- Tree Crew. **Page 18**
- Street/Stormwater Maintenance. **Page 19**
- Street Sweeping. **Page 20**

13. Fleet Operations: **Page 20**

14. Utilities: **Page 20**

- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Adjustments proposed to Operations Budget for next phase of program funding.
- Airport Road Force Main Extension – Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunter's Ridge areas. Contractor prequalification is presently advertised. A pre-conference meeting was held last week. Relocation of the River Oaks subdivision force main and moving a pigging vault to the west may be required when the existing force main is converted to reuse. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – A City Commission memo and packet is being reviewed by Legal for contract award to R&M Service Solutions for \$160,791.06 at the 6-21-11 CC meeting. A bid protest was received from DMD because the low bidder did not charge for Maintenance of Traffic or surface restoration. A response was prepared by the Purchasing Coordinator and forwarded to protesting company indicating the protest was not warranted. Bid award is continuing as requested by staff. **Page 21**