

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: June 24, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, and HR Director
- Bi-weekly meetings with IT Manager and Police Chief
- Weekly staff meeting with Directors
- Reviewed CIP and budget staffing needs with Assistant City Manager, HR Director and Finance Director

Spoke to, attended and/or met with:

- As requested, reviewed agenda individually with Commissioner Boehm and Commissioner Stowers
- Speaking engagement with Ormond Beach Republican Club, approximately 25 members attended
- United Way Board of Directors meetings
- City Commission Redistricting and CIP workshop
- Reception at Daytona State College to meet the candidates for the President position
- As requested, met with Commissioner Kent to discuss City issues
- City/County Managers meeting
- FCCMA Strategic Planning meeting in Orlando

2. Community Development: **Page 1**

- Planning staff attended the TCC meeting of the TPO. An amendment to the XU Traffic Ops/ITS Safety Projects was approved by the committee which permits the use of XU funds for one-time sign replacement since the Federal Government has issued a mandate on new reflective signs. Sign replacement is a maintenance activity. While DeLand is the city that submitted for the project, the real winner will be Volusia County. Volusia County will be replacing thousands of street signs to meet the federal mandate. If this change gets approved, TPO members will see Volusia County applying since they are responsible for all the street signs on Federal aid roads. Ormond Beach has a few roads on the Federal Aid Classification System which can take advantage of this money, but not many. Ormond Beach, along with other TCC members, did not vote for this change since it dilutes the XU funds available to do projects. This sets a bad precedent.
- FDOT has announced a SR40 PD&E Study public meeting for the road segment between Breakaway Trails and Williamson Boulevard to be held at the Faith Lutheran Church located on the southwestern corner of Tymber Creek Road and SR40 for 5:30 pm on July 21, 2011. **Page 2**
- The Department is pleased to report that it is getting a great response on the Customer Service Questionnaires prepared to gauge quality of service provision. Service cards are being filled out electronically, at the counter, and are being sent via mail without postage using the Department's First-Class Permit which was recently established. **Page 2**

3. Economic Development: **Page 2**
 - Ormond Crossings
 - Staff met with Tomoka Holdings regarding their revisions to the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff next week.
 - Ormond Beach Chamber and Main Street
 - The second annual Economic Prosperity Forum is scheduled for Monday, June 27, at 7:45 am at Halifax Plantation. **Page 3**
4. Airport: **Page 3**
5. Finance: **Page 4**
6. Fire Service: **Page 5**
 - Significant Incidents **Page 6**
 - 6/13/11, 8:11 PM: 750 W Granada Blvd – Brush Fire – off roadway 200' into woods – 100' x 100' area burning in heavy fuel – inaccessible by vehicle – hand tools and 1" hose used to bring fire under control and extinguish.
 - 6/15/11, 11:34 AM: Plantation Pines Subdivision – Brush Fire – provided automatic aid to Volusia County – 30' x 15' fire in heavy fuel burning 50' within brush line behind home – utilized 4,000 gallons of water and 2 gallons of foam to extinguish.
 - 6/15/11, 3:02 PM: SR-40 & CR-11 – Wildfire – provided automatic aid to Volusia County – performed structural protection to various homes endangered by fire – approximately 250 acre fire contained in swampy area NE of intersection.
7. Human Resources **Page 7**
 - Employee/City Benefits Program Update **Page 8**
 - The National League of Cities Prescription Discount Card Program **May 2011** monthly report reflects savings of \$39,872 for City residents during the year that the program has been in effect in Ormond Beach. Over 930 residents have utilized the program during that time.
8. Information Technology: **Page 8**
9. Leisure Services: **Page 9**
 - Athletics Maintenance. **Page 9**
 - Future Events at PAC. **Page 10**
 - Parks and Irrigation. **Page 12**
 - Building Maintenance. **Page 12**
10. Police: **Page 12**
 - Community Services & Animal Control. **Page 13**
 - Criminal Investigations/Records. **Page 13**
 - Operations – Summary of specific crimes. **Page 14**
 - Neighborhood Improvement. **Page 16** *Beginning next week, pending code enforcement issues by zone will be added to this report, similar to what was received several years ago.*
11. Engineering: **Page 16**
 - Downtown Parking (Vining Court) - The contractor began pouring the new concrete curbing and pedestrian sidewalks and driveway aprons. All the electrical conduits have been installed and inspected by the Building Division for the proposed lighting

system. The irrigation contractor has completed the installation of all sleeving under the proposed sidewalk, curbs and existing roadway. **Page 17**

- Andy Romano Beachfront Park – The first phase of public engagement process "Imagine" has been completed. This phase consisted of two public meetings, a meeting with the City's Quality of Life board and Leisure Services board, and was followed by a presentation to the City commission summarizing the results of the public meetings. Staff's consultants are now working on Phase 2 of the public engagement process "Choose" which includes the development of a conceptual site plan that will be delivered back to the public on July 12th at The Casements. The public will then have the opportunity to critique the site plan which the consultant will then adapt into the final site plan for the park site. **Page 17**

12. Environmental Management Division: **Page 19**

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

13. Fleet Operations: **Page 20**

14. Utilities: **Page 20**

- 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 and addendum was prepared for interested proposers. Easements forthcoming for CC consideration for a portion of the project corridor. **Page 21**
- Lift Station Repair and Replacement Project – Asphalt work is completed. Electrical work is completed at Lift Station OM and a pre-start up inspection performed. Lift station is scheduled for start up early next week. **Page 21**