

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: September 9, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Clerk, and Finance Director
- Bi-weekly meeting with Economic Development Director and Information Systems Manager
- Held staff meeting with Directors and Division Managers
- Met with Assistant City Manager, and Acting City Engineer on Beachfront Park budget

Spoke to, attended and/or met with:

- Attended Budget Advisory Board Meeting
- Attended United Way Fighting for the Campaign
- Attended Team Volusia monthly meeting and Executive Committee meeting
- Met with Mayor and Steve Brown regarding 23 Brookwood Court
- Attended Neighborhood Improvement Advisory Board Meeting
- Participated in conference call for FCCMA Conference Planning meeting

2. Community Development: **Page 2**

- There will be a public meeting conducted by the Florida Department of Transportation regarding the milling and resurfacing of SR40 from Beach Street to Washington Street, including the proposed medians, on September 15, 2011, at the City Commission Chambers beginning at 6 p.m.

3. Economic Development: **Page 2**

Ormond Crossings

- Tomoka Holdings is preparing the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff by mid-September.

Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in September.

Ormond Beach Chamber and Main Street

- Staff is working with the Chamber Economic Prosperity Committee to revise and update the joint business publication "Doing Business in Ormond Beach." The document is expected to be presented at the Chambers' annual State of the City address on September 29.

4. Airport: **Page 3**
 - Work began this week to replace the swing gate located in FBO Area 1 with a compatible slide gate. The swing gate will be retained and installed at the air traffic control tower, allowing tower staff to park within the secure perimeter fence. Staff received bids from AAA Fence Company of Daytona Beach, Inc., Certified Electronic Systems, Inc., and Riva Fence, Inc. The most competitive bid was submitted by Riva Fence, Inc. The cost of this project will be 100% funded under the existing FDOT airport security grant.
 - Staff received final bids to upgrade the pedestrian gate located next to the main vehicle gate at the airport. The new gate will feature an automatic closing mechanism and an electronic key pad for more effective controlled access to the airfield. The cost of this project will be 100% funded under the existing FDOT airport security grant.
5. Finance: **Page 4**
 - Preparation of interim and year-end audit.
6. Fire Service: **Page 5**
7. Human Resources **Page 6**
8. Information Technology: **Page 7**
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 12**
 - Community Services & Animal Control. **Page 12**
 - Criminal Investigations/Records. **Pages 12-13**
 - Operations – Summary of specific crimes. **Pages 13-14**
 - Neighborhood Improvement. **Page 15**
A summary of active code enforcement cases by zone is listed below.
11. Engineering: **Page 16**
12. Environmental Management Division: **Page 18**
 - Asphalt/Concrete. **Page 18**
 - Tree Crew. **Page 18**
 - Street/Stormwater Maintenance. **Page 19**
 - Street Sweeping. **Page 19**
13. Fleet Operations: **Page 19**
14. Utilities: **Page 19**
 - Received approval for City request for time extension to SJRWMD for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff continues pursuit of current 5 year report with preparation of responses to RAI #2.
 - 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 Hunters Ridge areas. Upon completion of final plans and specifications, documents will be distributed to pre-qualified contractors for solicitation of bids.

- Fire Hydrant Replacement Program – Construction is underway by contractor. The project is approximately 50% completed. Hydrants are scheduled to be replaced on Oak Forest Drive. Appropriate customer outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff.