

## City of Ormond Beach Memorandum

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

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly meetings with City Clerk, Human Resources Director
- Biweekly meetings with Economic Development Director, IT Manager, and Fire Chief
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Met with Commissioner Stowers
- Attended City Commission Strategic Economic Development Plan Workshop
- Attended City Commission Meeting
- Attended Employee Appreciation Day Luncheon
- Conducted Walking with the Manager
- Met with the new CEO/President of the Emergency Communications Network which was purchased by The Riverside Company last week.
- Attended Daytona Beach Chamber Eggs & Issues
- Attended Senior Games Kickoff

2. City Clerk's Office: **Page 1**

- Commission Chambers Audio/Visual Upgrade:
  - Coordinating installation of projectors and screens for Commission Chambers.
    - Waiting on Certificate of Insurance from the Vendor for Audio/Visual Installation Services for the Commission Chambers.
    - Tentatively scheduled installation of Screens and Projectors.
  - Ordered Document Camera for the Commission Chambers.
  - Ordered Keyboard Tray and Monitor arm for City Clerk Station in Commission Chambers.

3. Community Development: **Page 2**

- The Florida Department of Transportation (FDOT), District Five, has issued an invitation to attend an access management public hearing concerning two State Road (SR) 40 design projects in Volusia County. The limits of the design projects are from United States Highway (US) 17 to Cone Road, a distance of approximately 14 miles. The design proposes to widen SR 40 from a two-lane roadway to a four-lane roadway in order to improve safety and mobility. The projects also include drainage improvements, wildlife crossings, and median modifications. Construction of a raised median is expected to change access to businesses and homes throughout this corridor. The hearing will be held on Thursday, November 10, 2011 at the Salty Church, Oasis Campus, located at 85 South Tymber Creek Road in Ormond Beach, Florida 32174. The FDOT public hearing has a typical format of beginning with an informal open house at 5:30 p.m. followed by a formal presentation at 6:30 p.m. The hearing ends at 7:30 p.m. Staff intends to attend this meeting.

- The East-Central Florida district of the Florida Department of Transportation (FDOT) holds a public hearing Tuesday, October 25, to review its Tentative Five Year Work Program. It covers fiscal year 2012/2013 through 2016/2017. The hearing begins at 6 p.m. and takes place at the FDOT District Five Office Building, 719 South Woodland Boulevard, DeLand, in the Cypress A & B conference rooms. There is also the option to attend the district-wide public hearing through webinar access at: [www.D5WPPH.com/2011](http://www.D5WPPH.com/2011). The purpose is to consider the Tentative Five Year Work Program and consider making any changes. The public hearing will include information about planned transportation projects in Volusia County. The public hearing will also include consideration of proposed projects for the Florida's Turnpike Enterprise. Staff intends to attend this meeting also.

4. Economic Development: **Page 3**

Ormond Crossings

- Tomoka Holdings submitted the draft PMUD and design standards documents this week. Staff has scheduled a meeting to review and discuss the material on October 24. The documents will be sent to the Planning Board and City Commission upon resolution of any potential issues.

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 November.
- Staff met with the new CEO of Emergency Communications Management to discuss their sale to the Riverside Company.

Ormond Beach Chamber and Main Street

- Staff is preparing marketing material to be reviewed with the local banks to discuss lending options for business development.

Special Economic Development Projects

- Staff conducted the Strategic Economic Development Plan update for community workshop on Saturday, September 17 from 8:30 am to 2 pm. The workshop was attended by approximately 30 residents that represented interests in manufacturing, small businesses, downtown, and residents from throughout the City. The recommendations generated at the workshop were presented to the City Commission at a workshop on October 18. The Commissioners' suggestions and comments will be included in the draft plan and submitted for Commission endorsement.

5. Airport: **Page 4**

- Staff has been apprised by Hoyle, Tanner and Associates (HTA) that based upon discussions with the FAA Airports District Office in Orlando, full FAA funding for the Taxiway Alpha Relocation and General Airfield Improvements Project may be made available in mid-December of this year. It had previously been said that funding would likely be made available in January or February of 2012. A bid opening for this project (Bid 2011-25) has been conducted, and after bid tabulation it was determined that Halifax Paving of Ormond Beach was the successful bidder for this project. Staff will continue to work with HTA to plan the commencement of construction activity for this project.
- Staff completed work this week to acquire and install new signage at the airport, which is designed to alert visitors to the presence of the new security surveillance system, and warn against trespass and interference with air traffic control.

- Staff continued work to acquire quotes from local contractors regarding obstacle clearing at the airport. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" have been identified by FDOT as potentially hazardous to air navigation.
6. Finance: **Page 4**
    - Preparation of interim and year-end audit.
  7. Fire Service: **Page 5**
  8. Human Resources **Page 6**
  9. Information Technology: **Page 7**
  10. Leisure Services: **Page 8**
    - Athletics Maintenance. **Page 9**
    - Future Events at PAC. **Page 9**
    - Parks and Irrigation. **Page 11**
    - Building Maintenance. **Page 12**
  11. Police: **Page 12**
    - Community Services & Animal Control. **Page 12**
    - Criminal Investigations/Records. **Pages 13-14**
    - Operations – Summary of specific crimes. **Pages 14-15**
    - Neighborhood Improvement **Page 16**
      - Weekly inspection statistics by Commissioner Zones
        - Zone 1: 8 Cases Initiated
        - Zone 2: 1 Cases initiated
        - Zone 3: 0 Cases initiated
        - Zone 4: 3 Case initiated
        - 26 tree removal permit requests
        - 14 signs either removed or sign cases created.
        - Administrative staff assisted with sixty-three (63) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been brought to my attention requested through the City Manager's office. Case number 1 is a new case.

Zone 1:

Corner of Highland & N. US #1 Hwy – Received a complaint about the site being overgrown. More specifically there is a concern about the overgrown vegetation extending out onto the right-of-way along Highland Avenue. These issues involve several differently owned parcels. Notices of violation have been issued via certified mail to each registered owner. The owners will have ten days from receipt of notice to correct the violations.

12. Engineering: **Page 16**
  - Andy Romano Beachfront Park – The Consultant has submitted 60% plans to the FDEP, and City SPRC for permitting. The consultant has also met with the FDOT to discuss the project prior to submitting for the driveway and drainage connection permit. The consultant presented an update to the City Commission on the project. The project will proceed as a PBD through the City's SPRC process.
  - John Anderson Drive – The City Commission directed staff to delete the sidewalk, design 10 foot lanes, and include high back Type F curbing. Staff is negotiating with the consultant on the costs that were submitted for revising the design plans in

accordance with the revised scope of work and also the additional costs the consultant incurred for preparing the design alternatives that were presented to the City Commission. This is scheduled for presentation to the City Commission on Nov 15th.

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

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

14. Fleet Operations: **Page 20**

15. Utilities: **Page 21**

- Fire Hydrant Replacement Program – Construction is underway by contractor. Hydrants with peeling coating are continuing to be replaced with hydrants recoated to the City's specifications. Thirty seven hydrants have been installed. Appropriate customer outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. The motor from Pump 2 was switched with the motor from Pump 3, rags were pulled and the impeller/wear ring gaps were reset on 10/17/11. Pumps 1 and 2 are presently in service. Pump 3 is out of service. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items. CenState exchanged motors between pumps 2 and 3 and Influent Pump Station Pumps #1 and 2 are currently operational to support Phase 2 forcemain activities by B&G described below.