

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: November 11, 2011

1. City Manager: **Page 1**

Reviewed and prepared with staff as follows:

- Agenda Review and Preparation
- Weekly meetings with City Attorney, City Clerk, Fire Chief, Police Chief, and HR Director
- Biweekly budget meeting with Finance Director and Assistant City Manager
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Met with staff regarding Lodge Activities
- Attended Claims Committee Meeting
- Conducted Walking with the Manager
- Attended Team Volusia Executive Board Meeting
- Attended Veterans Day Tribute

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

Status of Ongoing Projects

- Commission Chambers Audio/Visual Upgrade:
 - Completed installation of 17" LCD monitors on the dais in the Commission Chambers for the City Commission and Advisory Board members to better view visual aids.
- Started working on the new "Elections Information Center" for the City website. The "Election Information Center" will include: Historical Election Information (e.g. Past Election Campaign Reports, Results, Qualifying Information, Election Forms, Commission Zone and Voting Precinct Information, Voter Registration Information, Frequently Asked Questions, and Contact Information).
- Digital Records Management System
 - Continued working on 3-year Records Management Plan and timeline for Questys CMx upgrade, testing and potential roll out to City Departments starting in 2012.
- Paperless Agenda Automation System:
 - Started second round of testing after vendor made requested changes.

3. Community Development: **Page 2**

- Telephone conference with Cobb & Cole with City Attorney regarding the draft Interlocal Boundary Agreement for US 1 corridor. Discussed several changes to the agreement which are being made and will be forwarded to the City Attorney's Office for forwarding to Volusia County.
- Staff attended the FDOT PD&E public hearing at the Salty Church, Oasis Campus, located at 85 South Tymber Creek Road in Ormond Beach, Florida 32174. The informal open house began at 5:30 p.m. and was followed by a formal presentation at 6:30 p.m. The hearing ended at 7:30 p.m. The PD&E study limits 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. Staff will be requesting that FDOT consider a 12 foot wide trail as part of the study.

4. Economic Development: **Page 2**

Ormond Crossings

- Tomoka Holdings submitted the draft PMUD and design standards documents and staff met to review the material. The comments and suggested revisions will be transmitted to Tomoka Holdings for a joint meeting. The documents will be sent to the Planning Board and City Commission upon resolution of any potential issues.

Airport Business Park

- Staff met 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 has also completed renovations to their existing building. The open house/ribbon cutting event is scheduled for Friday, November 18, between the hours of 11-3. Lunch and refreshments will be provided.
- Staff met with the new CEO of Emergency Communications Network (ECN) to discuss their sale to the Riverside Company. ECN will provide staff with a presentation of the Code Red emergency notification services on November 22.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.

Special Economic Development Projects

- Staff presented the City's economic development initiatives to the Lions Club.
- Staff participates on the Daytona Chamber Legislative Action Committee and reviewed a pending Florida Legislative bill named the "Destination Resort Act" that award exclusive full-casino licenses to 3 large scale destination resorts in Dade/Broward Counties. After a lengthy discussion, the Committee voted to request the Volusia County Delegation not to support this casino bill as currently written.

5. Airport: **Page 3**

- Staff conducted a staging meeting at the airport this week regarding the project to address obstacle clearing near the runways and taxiways. Four quotes from area contractors were solicited for this project, from which Allen's Tree Service was selected as the successful bidder. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" have been identified by FDOT as potentially hazardous to air navigation. The City is in receipt of a grant from FDOT to fund the majority of project costs.
- Staff attended a hearing of the House Committee on Transportation and Infrastructure at Embry-Riddle Aeronautical University this week. Chaired by Congressman John Mica, the panel discussed an FAA reauthorization bill that would provide a four-year blueprint for development of the Next Generation Air Transportation System (NextGen). Embry-Riddle currently operates one of three NextGen test bed facilities through a partnership with the FAA and approximately 15 private companies.
- Staff attended a symposium on NextGen air traffic control technologies at the Daytona Beach International Airport this week. Representatives from Boeing, Lockheed Martin, General Electric and other industry partners in the NextGen initiative provided an in-depth overview of systems proposed to upgrade air traffic control operations world-wide.

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 8**
10. Leisure Services: **Page 8**
 - Athletics Maintenance. **Page 9**
 - Future Events at PAC. **Page 9**
 - Parks and Irrigation. **Page 12**
 - Building Maintenance. **Page 12**
11. Police: **Page 13**
 - Community Services & Animal Control. **Page 13**
 - Criminal Investigations/Records. **Pages 13-14**
 - Operations – Summary of specific crimes. **Pages 14-16**
 - Neighborhood Improvement **Page 17**
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 3 Cases Initiated
 - Zone 2: 9 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 5 Case initiated
 - 9 tree removal permit requests
 - 31 signs either removed or sign cases created.
 - Administrative staff assisted with twenty-eight (28) 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 one, two and three are new cases.

Zone 2

Case 1 - Riviera Park – Received a complaint about derelict/abandoned vessels at Riviera Park. Both vessels have current registrations. Both vessels have had a transfer of registered owner within the past 5 months. NID will attempt to make contact with the owner of the 31' Trojan and inquire as to his storage intentions (registration reflects an Inverness, Fl. address). Fresh Water Commission (FWC) has advised that the new owner of the 23' Olympic plans on relocating the vessel to Daytona Beach (registration reflects a Daytona Beach address). FWC will provide us with a contact phone number for the owner of the 23' Olympic.

Case 2 - 104 Ormond Parkway – Received a complaint about a boat parked in the driveway. The boat was observed at the time of the initial inspection. The boat has since been removed.

Case 3 - 114 Ormond Parkway - Received a complaint about a boat in the driveway. The boat was observed at the time of the initial inspection. The boat has since been removed.

12. Engineering: **Page 17**
 - 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. On October 18th the consultant presented the 60% plans to the City

Commission and stated that they would be proceeding through SPRC under the PBD process in order to seek approval for several non-conforming features of the site plan. A meeting with the Planning Board on the PBD submittal was scheduled for November 10th.

- North Halifax Dr. Improvements - Design plans are approximately 80% complete. Directional Bore plans and permitting for crossing Granada Blvd with a reclaimed watermain extension are being prepared for FDOT permitting for crossing SR40.
- 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 20**

- Asphalt/Concrete. **Page 20**
- Tree Crew. **Page 20**
- Street/Stormwater Maintenance. **Page 21**
- Street Sweeping. **Page 21**

14. Fleet Operations: **Page 21**

15. Utilities: **Page 21**

- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pumps 1 and 2 are presently in service. Pump 3 is out of service. Daily operation reports are being prepared and distributed to the contractor, consultant and pump manufacturer to keep all of the parties apprised of the pump operation. 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. A meeting is scheduled on November 15th with the contractor, manufacturer and consultant to determine a resolution to the pump station problems.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. Operations staff continues to coordinate plant operations activities with on-site contractor. New secondary clarifier nearing completion. Additional work activities include chlorine contact tank bypass channel and main electrical building construction. Conduit is being installed from the electrical building. Obtained Operation and Maintenance Manuals for the bar screens and distributed them to the maintenance group. Quotations solicited for replacement of two isolation valves found defective inside RAS/ WAS Building.