

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: November 16, 2012

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meeting with City Attorney, City Clerk, HR Director
- Bi-weekly meeting with Police Chief, IT Manager, Fire Chief
- Met with Risk Manager and Accounting Technician on City's United Way campaign
- Met with Risk Manager on Mayor's Challenge media relations
- Weekly staff meeting with directors
- Met with Assistant City Manager, Economic Development Director and Airport Manager on airport appraisals
- Budget discussion with Finance Director

Spoke to, attended and/or met with:

- Mayor's Fitness Challenge Walk
- Participated in Cub Scout tour of City Hall
- Met with Assistant City Manager, City Attorney, City Engineer, Paul Duncan, and attorneys John Upchurch and Steve Garthe on Central Park water property rights
- Met with Deb Wind, The Callan Group, regarding e-newsletters
- City Commission workshop on Environmental Learning Center and Dog Dining
- City's health fair
- Held Walking with the Manager at FL Hospital Memorial Medical Center
- Weekly conference call with FCCMA staff
- Met with Tim Sylvia and Ray Salazar of United Way on allocations funding
- NIAB meeting
- FLC Legislative Committee Meeting in Orlando
- Participated in monthly FCCMA Executive Committee conference call
- Claims Committee meeting

2. Community Development: **Page 1**

- The Brownfield Advisory Board held a public hearing on the expansion of the Granada Economic Opportunity Zone to beachside. In the absence of no adverse comments from the public, they recommended approval of the expansion.
- Staff intends to begin annexing the Williamson enclave in January 2013 with the annexation of the Chelsea Place enclave occurring after the voluntary annexation of the 15 acre enclave adjacent to and east of Lowes.
- The mobility fee and doggie dining land development amendments will be placed on the Planning Board agenda for December 13th with the first reading of both ordinances before the CC scheduled for January 15, 2013.

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**
6. Fire: **Page 4**
7. Human Resources **Page 5**
 - **Wellness COVE – Health Risk Assessment**: 158 employees completed their Health Risk Assessments. The Wellness Team from FHCP conducted screenings to measure glucose, cholesterol, triglycerides, blood pressure, nicotine usage, body mass index and body fat percentages. And more than 200 employees attended the Health Fair at the Nova Community Center on Wednesday. Employees received additional wellness screenings, flu shots, glaucoma checks, foot analysis, and information on spine health, stress management and stopping snoring. Lunch was provided by Florida Health Care Plans. **Page 6**
 - Information Technology: **Page 6**
 - Notable Events: **Page 7**
 - Attended FCCMA Symposium – The Challenge of Providing Services for the Next Five Years – FLGISA IT Directors from Longboat Key and Altamonte Springs presented.
 - Started migration of the main fileserver for user and department files to the virtual servers
 - Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 8**
 - Future Events at PAC. **Page 9**
 - Parks Maintenance. **Page 10**
 - Building Maintenance. **Page 10**
 - Police: **Page 11**
 - Criminal Investigations. **Page 11**
Comments: **Page 12**
 - Grand Theft: Stolen lap top computer from the Granada Texaco found for sale on Craig's List. Investigators made arrangements to purchase the computer from the seller and he was arrested at his home on Byron Ellinor Dr. and charged with dealing in stolen property.
 - Arrest warrant obtained for a local transient for grand theft and burglary. The subject has been stealing lawn equipment and getting others to pawn the items for him.
 - Fingerprint evidence has identified a known burglar for a car break that occurred in zone three. Investigation continues.
 - Community Service/Animal Service. **Page 12**
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 13**
 - Public Works **Page 14**
 - Engineering: **Page 14**
 - North Halifax Dr. Improvements – Notification pamphlets were distributed to residents. Construction activities should begin November 26 and last about four months. Electronic message boards will be placed on North Halifax Drive one week prior to inform the public. Traffic will be maintained by the contractor using flagmen, barricades and detour signs. One lane will be open nearly all the time to circulate traffic. Construction and bid plans were reviewed and corrected.

- Central Park Paving – Sod was laid at the retention ponds at Fleming Avenue and grading for the parking lot and access drive was completed.
- Tymber Creek Phase I – Attended a preconstruction conference. Construction is scheduled to begin on January 7, 2013. City's involvement will be utility relocations, while Volusia County will manage road widening, drainage improvements, and the prime contractor, Masci Corporation.
- Andy Romano Beachfront Park – Several sections of the parking area have been completed. The coquina is being placed on the restroom/concession building, the roofing is being installed and the cupolas have been delivered. Pavers are being placed and park amenities are being installed. Dune restoration is on-going.
- Hand Avenue - Due to the lack of rain, the contractor was directed to take efforts to control dust on the site with use of a watering truck and other means necessary. In addition, the City Inspector will be delivering update notices to the residents in the work areas informing them of the work progress and schedule and thanking them for their patience during the construction.

- Environmental Management Division: **Page 17**
 - Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 17**
 - Stormwater Maintenance. **Page 18**
 - Street Sweeping. **Page 18**

- Fleet Operations: **Page 18**

- Utilities: **Page 18**
 - Concentrate Monitoring and Disinfection Upgrades – Staff received a response from Florida Dept. of Health regarding the number of backflow preventers required on the proposed concentrate disposal connection. Staff requested two devices be reduced to one based upon other redundant operating conditions and system configuration safeguards. The department will allow a single reduced pressure zone backflow prevention device to be used if monthly testing is performed. A commission memo is being processed for the December 4th meeting recommending award to McMahan Construction for \$142,500 to construct the project.
 - Airport Road Force Main/ Reuse Main Extension – Permitting for wetlands utilization was obtained for the jack and bore crossing at US 1 and Nova Road. Connections and ties to the new force main are completed. **Page 19**
 - Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunters Ridge. Project construction is 77 percent complete. Utility staff is gathering information to apply for a waste water permit modification to include these areas in the reclaimed water service area. **Page 22**

- Support Services/City Clerk **Page 23**