

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: September 20, 2013

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly staff meeting
- One on one meetings with Planning Director, HR Director, and Economic Development Director
- Discussed Meadows property in Hunter's Ridge with Assistant City Manager, Economic Development Director, City Engineer and Landscape Architect
- Conference call with City Attorney, Deputy City Attorney and Finance Director regarding Enterprise Resource System
- Discussed United Way goals with city staff campaign coordinator
- Discussion with Assistant City Manager, City Attorney, Deputy City Attorney and Planning Director on Volusia County US1 Interlocal agreements

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- United Way Executive Board
- Conference call, Florida Business Watch committee
- Met with Rich Pernell, Director of Facilitation Management at ERAU, discussed various HR issues
- Commissioner Boehm, Assistant City Manager, Planning Director and I met with Peggy Farmer and Paul Swanski regarding Hunter's Ridge HOA issues
- Tiger Bay luncheon, topic was Economic Development
- Weekly call with Ormond Observer on City activities
- Claims Committee meeting

2. Community Development: **Page 1**

- The Planning Director met with Peggy Farmer, Commissioner Boehm, City Manager and Assistant City Manager regarding the construction of a road on a platted residential lot. The Builder/developer is Greg Fretwell dba Fretwell Homes. The issues as identified by Legal when the City first attempted to resolve this issue include:
  - a) a 15 foot conservation easement is at the rear of the parcel, which has been dedicated to the City of Ormond Beach (must be vacated);
  - b) a 20 foot drainage and utility easement, just behind the property, which has been dedicated to the Hunter's Ridge Water, Environmental and Wildlife Management Association; and
  - c) common area, which has been dedicated to the Hunter's' Ridge Home Owners Association

On b) and c) above, Hunter's Ridge will need to take action to vacate interest in the common area and the utility/drainage easements. The subject road has been constructed over a portion of the conservation easement (City), a portion of the drainage & utility easement (Wildlife Management Association), and a portion of the common area (HOA). Greg Fretwell and/or the HOA and Wildlife Management Association will need to provide legal descriptions for, and release, those portions of the drainage & utility easement and common areas over which the road was constructed.

Legal also determined that there appears to be a mortgage holder for the subdivision. If so, the mortgage holder will need to execute a Joinder & Consent to the right-of-way dedication. Also, there can be no taxes owed or other encumbrances attached to the subject property at the time the right-of-way dedication are accepted by the City.

- The City's 1993-2011 Annual Average Daily Traffic (AADT) survey has been updated with Volusia County's 2012 AADT count. Using the 2012 AADT, the 2013, 2020 and 2025 Current, Mid and Long Term Level of Service Assessment for state, county and city roads (classifications higher than a collector road) was also updated and the analysis will be posted on the Planning's portion of the web site. The update was completed in-house using FDOT's Traffic Trend Analysis Software.

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  - Building Maintenance. **Page 11**
10. Police: **Page 12**
  - Community Service/Animal Control. **Page 12**
  - Criminal Investigations. **Page 12**
  - Comments:
    - Burglary Investigation: Investigators have linked the Tomoka Oaks burglar to a residential burglary that occurred on Halifax Dr. An arrest warrant is in progress and will be served on Mr. Velez at the Volusia Branch Jail.
    - Robbery Walmart: Investigators reviewed video from Walmart and determined that the incident was a retail theft and not a robbery.
  - Operations – Summary of specific crimes. **Page 13**
  - Neighborhood Improvement. **Page 15**

11. Public Works **Page 15**

- Engineering: **Page 15**
  - John Anderson Drive – Construction started September 16<sup>th</sup> from Dormont Drive to Standish Drive with the milling of the northbound lane in advance of installation of the new 16" Force Main. A road closure notice has been issued to that effect. Zev Cohen & Associates conducted a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12<sup>th</sup> at The Casements.
  - Hand Avenue – The contractor has completed installation of all underground infrastructure. **Paving from Orchard St. to Harbour Lights Drive occurred on Saturday September 14<sup>th</sup>.** The contractor and engineer are working out the road crossing details for the culvert. Some modifications in the alignment cross section were necessary to provide maximum clearance for the sidewalk due to encroachment from the required guardrail and handrail. The contractor has constructed the lake interconnects and construction of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue The elliptical culvert across Hand Avenue was installed. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- Environmental Management Division: **Page 18**
  - Street Maintenance/Asphalt/Concrete. **Page 18**
  - Tree Crew. **Page 18**
  - Stormwater Maintenance. **Page 18**
  - Street Sweeping. **Page 19**
- Fleet Operations: **Page 19**
- Utilities: **Page 19**
  - Airport Road Force Main/ Reuse Main Project – Contractor is procuring materials to construct the pressure release valve system on the reclaimed water inflow main at the Breakaway Trails tank site. Items are scheduled to be installed this month. **Page 20**
  - SR 40 from Tymber Creek Road to Perrot Resurfacing – Awaiting construction commencement by FDOT Contractor. **Page 20**
  - Industrial Pretreatment Program (IPP): At the request of the customer, Utility staff met with representatives from Energizer to discuss the possibility of a new waste stream being discharged to the City's sewer system. The customer was instructed to submit an IPP application. **Page 22**

12. Support Services/City Clerk **Page 23**