

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: November 4, 2011

1. City Manager: **Page 1**

Reviewed and prepared with staff as follows:

- Reviewed and prepared with staff as follows:
- Weekly meetings with City Attorney and City Clerk
- Biweekly meetings with IT Manager, Economic Development Director, and Planning Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Met with citizens regarding neighborhood/safety concerns
- Attended City Commission Ideas Workshop
- Attended City Commission meeting
- Attended United Way Board Leadership Reception
- Attended Budget Advisory Board Meeting
- Attended FCCMA Board of Directors Meeting

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

Status of Ongoing Projects

- Paperless Agenda Automation System:
 - Waiting on vendor to make requested changes.
- Digital Records Management System:
 - Working on timeline for Questys CMx upgrade, testing and potential roll to City Departments.
- Commission Chambers Audio/Visual Upgrade:
 - Waiting on delivery of equipment needed to add monitors to the dais for the City Commission and Advisory Boards to view visual aids.

3. Community Development: **Page 2**

- Staff presented to Volusia County Council on November 3rd the 2009-10 annual progress report on the City's Downtown and North Mainland Community Redevelopment Areas. Each presentation lasted about 10 minutes with five minutes allotted to questions for each CRA presentation.

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.
- Staff met to discuss the feasibility of locating a sports stadium at the Ormond Crossings property. Following preliminary site evaluation, staff will arrange a meeting with Tomoka Holdings to discuss the stadium concept.

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 met with the Chamber's Generation Ormond group to discuss the economic development initiatives and Strategic Economic Development Plan.

Special Economic Development Projects

- The Commissioners suggestions and comments will be included in the draft plan and submitted for Commission endorsement in December.
- Staff prepared an RFP for the federal lobbying services contract, which will be submitted to the Commission on November 15.
- Staff is working with a prospective tenant with a purchase option for the reuse of Memorial Hospital. The negotiations have progressed and staff is evaluating the available incentives for the project.

5. Airport: **Page 3**

- Staff conducted additional site visits at the airport this week in order to finalize acquisition of quotes regarding obstacle clearing near the runways and taxiways. Four (4) quotes from area contractors have been acquired for this project. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" have been identified by FDOT as potentially hazardous to air navigation.
- Staff composed and submitted to the City Attorney documentation to place an Ordinance on the December 1, 2011, City Commission agenda regarding derelict aircraft at the airport. Chapter 3.3 of the Code of Ordinances does not sufficiently define nuisance and non-airworthy aircraft, and should be amended in order to afford the City better and more effective means to address these issues via the abatement and enforcement provisions provided in this chapter.

6. Finance: **Page 4**

- Preparation of interim and year-end audit.

7. Fire Service: **Page 4**

8. Human Resources **Page 5**

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**
- Operations – Summary of specific crimes. **Pages 13-15**
- Neighborhood Improvement **Page 16**

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases Initiated
- Zone 2: 4 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 2 Case initiated
- 13 tree removal permit requests
- 30 signs either removed or sign cases created.
- Administrative staff assisted with three walk-in and forty-four (44) 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.

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. The specific locations and actions are as follows:

- 205 Highland Avenue – The owner is out of state. The owner has contacted staff and advised that the situation will be taken care of by next week. This has been rectified.
- 135 N. Yonge Street – a Notice of violation was sent and the property posted on October 15, 2011. The owner contacted staff and does not agree that the property needs to be cut. The site has been mowed.

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 FDEP in Tallahassee was held on October 31st.
- 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. The reclaimed water main will serve the Ormond Art Museum irrigation and pond water needs.
- 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 November 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**

- A proposal from McKim and Creed is under consideration for optimizing configuration of the Division Avenue well field raw water piping to optimize use of low pressure reverse osmosis process at the water plant and for improving meter flow into plant. The estimated cost for this proposal is \$29,690. McKim and Creed requested a copy of the current hydraulic model. A scope of services for update of hydraulic model is being drafted.
- WWTP Dewatering Station Bypass – Sketches were given to the Engineering Department to prepare plans for constructing a force main connection from the dewatering pump station to the influent line discharging through the bar screens in order to reduce rag build up through the plant whenever the influent pump station is being bypassed. A sketch for the work performed by Brasfield and Gorrie to relocate the dewatering station force main is being prepared.
- Fire Hydrant Replacement Program – The deductive change order was processed. The first year of the contract was completed. A City Commission memo was prepared recommending extension of the contract for another year.
- 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. 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 being scheduled with the contractor, manufacturer and consultant to determine a resolution to the pump station problems.