

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: January 18, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly staff meeting with directors
- Weekly meetings with City Clerk
- Bi-weekly meetings with Economic Development Director
- Reviewed airport lease appraisal report
- Assistant City Manager, City Attorney and Utilities Manager on fluoride issues

Spoke to, attended and/or met with:

- City staff and Dick Jaffe on Town Square welcome sign
- Scott Andrews on mentoring and FCCMA
- Dorian Burt on Downtown Main Street
- City staff on Waste Management contract
- City Commission workshop on gateway signage
- Fire Chief Robert Mandarino reception
- City Commission meeting
- Phone conversation with Chris Holley on FAC's proposal to organize rural county managers
- Conference call on CFLGE sustainability
- FCCMA conference calls with FCCMA staff and Executive committee
- Mayor and County Chair Davis, US1 and beachfront park
- Mayor and County Councilman Daniels, US1 and beachfront park

2. Community Development: **Page 1**

- The dog dining application and license have been developed and the Department is ready to respond.

3. Economic Development: **Page 2**

Prospective Business Attraction/Retention/Expansion

- Staff is finalizing the Growth Assistance Program to provide economic development incentives for expanding and recruitment of businesses. **Page 3**

4. Airport: **Page 3**

- Staff has been advised that the FDOT Aviation Office will implement a new airport inspection schedule this year in order to maximize resources and time in the field. Under the new schedule, the Ormond Beach Municipal Airport will be inspected on February 26, 2013.

5. Finance: **Page 3**

6. Fire: **Page 4**

Significant Incidents

- 1/8/13, 2:32 PM: N. Ridgewood Ave. – Structure Fire – Arrived on scene to find heavy smoke showing from rear of house and garage – Engine 93 made entry and located fire in attic – fire extinguished quickly with foam and water – home was not occupied.
- 1/11/13, Southland Rd. – Commercial Structure Fire – Provided assistance to Volusia County – initial call reported visible flames inside HOMAC plant – fire located in PVC drip machine – fire confined to machine of origin.

7. Human Resources **Page 5**

8. Information Technology: **Page 6**

9. Leisure Services: **Page 7**

- Athletics Maintenance. **Page 8**
- Future Events at PAC. **Page 8**
- Parks Maintenance. **Page 10**
- Building Maintenance. **Page 10**

10. Police: **Page 11**

- Community Service/Animal Service. **Page 11**
- Criminal Investigations. **Page 11**
- Comments: Page 12
 - Grand Theft - 10 Lost Creek Way. Suspect stole approximately \$15,000 worth of silver and jewelry. Suspect was identified and a warrant is being obtained for her arrest.
 - Grand Theft of scrap metal from Florida Production and Engineering. Suspect stole scrap steel from the rear of the business and was located at GLE scrap yard selling the stolen property. Suspect was arrested on scene and confessed to the theft.
- Operations – Summary of specific crimes. **Page 12**
- Neighborhood Improvement. **Page 13**

11. Public Works **Page 14**

- Engineering: **Page 14**
- Andy Romano Beachfront Park –The contractor is working on all aspects of the park. This includes the paver areas, concrete parking, restroom/concession facility, irrigation and landscaping, the playground, splash park, and front towers. A portion of the newly placed dune was eroded over the weekend and will need to be replaced. Contractor indicated he expects final completion to be by Feb. 18th. **Page 15**
- Nova Community Park Basketball and Racquetball Courts – All concrete walls and floors have been poured for the racquetball courts and the basketball courts. Sidewalks surrounding the courts have been poured. Project is approximately 80% complete and should be done by the end of the month. The project is on schedule. **Page 15**
- John Anderson Drive- We have received the SJRWMD permit and the consultant is preparing the final plan set. Staff met with the consultant to provide a final review of utility conflicts that were resulting from the construction of drainage improvements. Based on that meeting, staff recommended some changes be made to the current scope of work that would reduce the project cost by \$150,000 and reduce the number of water shutdowns while improving the water system. This will require the consultant to revise the drainage plans and delay completion of the project by a few weeks but will result in a reduction of water shutdown inconveniences to the public and improve water service to the area. Volusia County has indicated they would cost

share in drainage Improvements at the north end of John Anderson Drive. A cost share agreement is being prepared for this. Staff met with residents that have easements on their property with regards to the existing drainage outfalls which are proposed to be replaced as part of the drainage improvements. All residents were in favor of the project and informed of the temporary impacts that would result during construction. **Page 16**

- Environmental Management Division: **Page 18**
 - Street Maintenance/Asphalt/Concrete. **Page 18**
 - Tree Crew. **Page 18**
 - Stormwater Maintenance. **Page 19**
 - Street Sweeping. **Page 19**
- Fleet Operations: **Page 19**
- Utilities: **Page 20**
 - Division Avenue Well Field Raw Water Piping - A proposal is pending from the consultant. Additional design services are being considered to provide water and sewer main extensions to serve the proposed Environmental Learning Center on Division Avenue.
 - Airport Road Force Main/Reuse Main Extension – The carrier piping in jack and bore casing at US1 and Nova Road is connected to the reclaimed water main piping on the east side of US1. A connection to the reclaimed water main on Nova Road is scheduled to be completed by next week. **The turn lane from US1 southbound to Nova Road is presently closed.**
 - John Anderson Drive Roadway Improvements – Met with Engineering Division and the Consultant to discuss the utility relocation aspects of the project. Installing deflections on the 12-inch water main first and placing it into service could significantly reduce the number of shut downs experienced by the citizens if services were relocated from the existing 6-inch main to the 12-inch main after it was placed into service. Installing fire hydrants and connecting the mains on the side streets to the 12-inch main would allow the existing 6-inch water main to be abandoned, eliminating the planned deflections to this line. Reducing the length of proposed extension of the 16-inch force main was also discussed to reduce project costs. The consultant will prepare a cost comparison of the proposed changes from the existing design plans for consideration. **Page 21**
 - Cross Connection Control Program: The City's CCC contractor is inspecting the potable water meters in the western Ormond Beach subdivisions of Breakaway Trails and Hunter's Ridge that will begin receiving reuse water in 2013. In accordance with the City's CCC program, the inspections are to assist preparation of the scope of work for new or retrofit backflow prevention device needs for residential reuse service area. **Page 23**

12. Support Services/City Clerk **Page 25**