

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: February 15, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- One on one meetings with City Attorney, IT Manager, HR Director, Risk Manager and Police Chief
- Worked at Project ROMP
- Discussion with Economic Development Director and Airport Manager on aircraft noise
- Discussion on police/fire labor contracts with Assistant City Manager, HR Director and Finance Director
- Discussion with staff on Ormond Crossing MDP
- Attended Claims Committee meeting
- ROMP Ribbon Cutting

Spoke to, attended and/or met with:

- Rotary Board meeting
- United Way Allocations Chair Panel meeting
- Mike Sibley and Zach Chalifour of James Moore (auditors), Finance Director and Accounting Manager on audit exit conference
- Conference call with FCCMA staff
- Conference call on Ormond Crossings master plan development with Assistant City Manager, Economic Development Director, Planning Director and Linda Shelley of Fowler White (outside counsel)
- Team Volusia Board meeting
- Lunch meeting with Tiger Bay of Volusia County
- FCCMA Executive Committee conference call
- Retirement gathering for Pt. Orange City Manager Ken Parker

2. Community Development: **Page 1**

Development Services

- Annexation on Williamson involving the first of several properties is scheduled for 1st Reading before the City Commission on 3/19/13. **Page 2**

3. Economic Development: **Page 2**

Prospective Business Attraction/Retention/Expansion

- Staff is finalizing the Growth Assistance Program to provide economic development incentives for expansion and recruitment of businesses. Prior to final draft of the program, staff is expected to submit an economic development project to the Commission on March 19, which will be based on the principles of the Growth Assistance Program. **Page 3**

4. Airport: **Page 3**

5. Finance: **Page 3**
6. Fire: **Page 4**
7. Human Resources **Page 5**
8. Information Technology: **Page 6**
 - Notable Events: Major Internet connectivity issues building and festering over the past week or so. Compounding problems with two pieces of hardware including one of the Firewalls and the LinkBalancer, the device that allows for redundant Internet connections. Unfortunately, neither device failed completely, thus troubleshooting was difficult. We have worked around the problem equipment and fixes are being provided by the vendors.
 - 18 old file servers have been removed from the data center and sent to auction
 - The radios for the 100Mb point-to-point wireless connection to Fire Station 91 from the Water Tower will be installed this week. The pole at Fire Station 91, recycled from the racquetball court project, and wiring were installed by Building Maintenance last week. The link testing configuration and testing will occur over the next two weeks by the vendor.
9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 7**
 - Future Events at PAC. **Page 8**
 - Parks Maintenance. **Page 10**
 - Building Maintenance. **Page 10**
10. Police: **Page 10**
 - Community Service/Animal Service. **Page 11**
 - Criminal Investigations. **Page 11**
Comments:
 - Adult female found deceased on the pier of Cassen Park under the Granada Bridge. Preliminary investigation indicates death to be a suicide.
 - Several residential burglaries. One suspect was discovered to have pawned several stolen jewelry items. Items were placed on hold and a complaint affidavit is pending for the suspect.
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 13**
11. Public Works **Page 15**
 - Engineering: **Page 15**
 - Downtown Granada Median Improvements – A progress meeting was held on Tuesday, 2/5 with FDOT and FDOT's Contractor (Masci) to discuss issues and the project schedule. As a result of the meeting, the Contractor made modifications to project regarding the header curb at the paver cross walks, and an approximate schedule was provided to the City. This schedule has been summarized and a link to it has been added to the City's website.
 - North Halifax Dr. Improvements – An area on North Halifax Drive and an area on the right turn lane on South Halifax drive where the reclaimed water main drilling entrance and exit occurred, was excavated and recompacted after some roadway subsidence was noticed. Also, an old minor leak in the water main, unrelated to the directional drill work, was discovered during the excavation and was repaired. Approximately 2,800 feet of asphalt was paved. Country Club Road milling was completed.

- Wastewater Treatment Plant Expansion and Rehabilitation – Work has been completed on Clarifier 4, Carousel/Reaeration blowers, RAS/WAS Pump Station, Acetic Acid Feed Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank. The additional work associated with the bypass pumping has been completed. The contractor is working on the carousel/post anoxic treatment trains, effluent pumps, and administration building. The majority of the new stormwater piping has been installed. The new perimeter road is being constructed. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 42 days. Substantial Completion is estimated for February 27th. Operator training on completed components is on-going.
 - 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 19**
 - Concentrate Monitoring and Disinfection Upgrades – The City Commission awarded contract to McMahan Construction to install a supplemental chlorination system, conductivity meter and instrumentation and electrical services at the WWTP. Executed contracts from the contractor were received. A preconstruction meeting will be scheduled. Work Authorizations for Quentin L. Hampton to perform construction administration services for this project were approved. Shop drawings received for the chlorination system.
 - Division Avenue Well Field Raw Water Piping – Design proposal was received from McKim and Creed to include water and sewer main extensions to serve the proposed Environmental Learning Center along Division Avenue. The design cost is \$40,097. Approximately 5 months are required to complete the design.
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12. Support Services/City Clerk **Page 24**