

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: August 28, 2009

1. City Manager: **Page 1**
 - Sent letter to County on CRA requesting that they delay the public meeting on September 3rd to provide an opportunity for our elected officials and residents to discuss and offer their opinions and suggestions regarding the proposed CRA policies. County has agreed to delay the meetings until all Cities have reviewed the final proposals.
 - Hired Shelly Arzola as Human Resources Director.
 - Toured Central Park with staff regarding wheel chair accessibility on the fishing dock.
 - Held conference call with City Attorney, staff and attorney from Jacksonville on the US1 water main break.
 - Attended Volusia Managers Association Meeting. Discussions included CRA, Closest Unit Response Agreement and celebration of Ken Parker's 25 years of service to City of Port Orange.
 - Attended Airport Noise Abatement Task Force meeting.
 - Attended luncheon for United Way Benefit.
 - Attended County Budget Meeting Presentation.
 - Attended luncheon for United Way Benefit.
2. Community Development:
 - Planning received word this week from the MPO that Edgewater could not meet the "shovel ready" test for its project which was estimated at \$372,000. As such, the City's SR 40 sidewalk project is next in line for funding. **Page 1**
 - Building Inspections, Permitting & Licensing **Page 2**
 - Development Services **Page 2**
3. Economic Development:
 - Staff is reviewing the latest draft development agreement and comprehensive plan amendment documents. **Page 2**
 - Staff will be meeting with CRA practitioners next week to discuss their concerns and comments with the proposed CRA resolutions. **Page 3**
4. Airport:
 - Staff secured FAA approval for the September 30, 2009 deadline to complete the design portion of the OMN heliport project to be extended to September 30, 2010. Site inspection for the proposed heliport is to be completed this week. It is expected that the design portion will be complete (pending site approval) well before the end of this calendar year. **Page 3**
 - The sixth meeting of the Noise Abatement Task Force was held on August 27th at 6:00 PM at the Senior Center. Staff prepared and reviewed reference documentation

for this meeting, including an overview of aircraft noise and operations monitoring systems (ANOMS). Documentation presented included the final renditions of the new aircraft noise abatement publications developed with the cooperation of the ERAU Flight Training Support department, including a pilot's in-flight guide depicting the noise abatement procedures and traffic patterns developed as a result of the Aircraft Noise Abatement Task Force Workshop. **Page 4**

5. Finance: **Page 4**
 - Preparation of Final Capital Improvement Plan.
 - Preparation of Final FY 2009-10 Proposed Budget.
 - Compliance with TRIM notice requirements.
 - Issued 179 past due notices on utility accounts.
6. Fire **Page 5**
 - The Fire Department has been preparing for the Annual Flu Shot Program which will begin Tuesday September 1st. Shots will be given at Fire Station #91, located at 364 S. Atlantic Ave. Hours are from 9 to 5 with shots available 7 days a week. Cost is \$25, payable with cash, check or Medicare "B" billing. You must be 18 years and older. This is the seasonal flu shot and does not include the swine flu vaccine. The city website will contain updated information as needed.
 - Calls for Service.
7. Information Technology: **Page 6**
 - Work Orders: - 72 New work - 67 completed - 64 in progress
8. Leisure Services:
 - Athletics Maintenance **Page 7**
 - Future Events at PAC **Page 8**
 - Facilities Maintenance **Page 9**
 - Parks and Irrigation **Page 9**
9. Police:
 - Operations – Summary of specific crimes. **Pages 10/11**
 - Criminal Investigations/Records. **Pages 11/12**
 - Neighborhood Improvement. **Page 12**
10. Engineering: **Page 12**
 - Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Construction is expected to begin in late September.
 - Stormdrain Replacement Avenue LaVista- Construction has begun.
11. Environmental Management Division:
 - Asphalt/Concrete. **Pages 13/14**
 - Tree Crew. **Page 14**
 - Street/Stormwater Maintenance. **Page 14**
 - Street Sweeping. **Page 14**
12. Fleet Operations: **Page 15**
13. Utilities: **Pages 15/16**
 - Cross Connection Control Program Management Services with Hydro Designs, Inc. (HDI): hazard surveys for commercial properties ongoing. Draft CCC Plan and Ordinance reviewed by staff. Met with consultant this week to discuss refinement of

hazard survey process. Hydro Designs well into actual management of program database and records. Consultant is presenting new FDEP regulations concerning CCC Program to WAV Technical Advisory Committee on August 28th.

- Ormond Beach Wastewater Treatment Plant Expansion –. Waiting for the design engineer's response to the City's comments. Project nearing 100% design plans completion. Assisting City Engineer with preparation of Commission workshop presentation materials. Sent site plan information concerning the Public Works Storage Building to design engineer.
- Sanitary Sewer System Root Control Services – The draft technical specification is currently being reviewed by staff prior to advertisement scheduled prior to end of August.
- Chemical Bids –Bids were received by the City of Daytona Beach on August 19, 2009. A City Commission memo was prepared and submitted to the legal department to place the chemical awards on the September 14th agenda.