

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: June 4, 2010

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly staff meeting with directors
- Met with Assistant City Manager, HR Director and Finance Director to select the employee of the quarter for the 3rd quarter of FY 09-10
- Bi-weekly meeting with Economic Development Director
- Conducted individual budget meetings with Planning, Fire, Support Services, I/T and Economic Development
- Bi-weekly meeting with Fire Chief
- Weekly meeting with HR Director

Spoke to, attended and/or met with:

- Attended Memorial Day service at Rockefeller Gardens
- Conference call with Assistant City Manager, Economic Development Director, City Engineer, Grants Coordinator/PIO and Phil Trader (Marlowe & Co.) on economic development.

2. Community Development: **Page 1**

- Met with Dwight DuRant and Beth Lemke of Zev Cohen to discuss the City's in-house developed concurrency management system (CMS) using FDOT's Art Plan analysis tool.

3. Economic Development: **Page 2**

Ormond Crossings

- Staff transmitted the approved CRA documents to County staff in March and followed up with a meeting on May 19 to discuss the updated CRA plans. Staff has prepared and transmitted additional material that will be distributed to the council members prior to the Council meeting on June 17. **Page 2**

Ormond Beach Chamber and Business Development Partnership (BDP)

- A joint economic development summit breakfast meeting is being planned by the Ormond Beach Economic Development Department and Chamber of Commerce at 7:45 am on Monday June 28. Additional details will be forthcoming. **Page 2**

Prospective Business Attraction/Retention/Expansion

- Staff has wrapped up the work with Volusia County legislative delegation, Daytona Chamber of Commerce for 2010, and our lobbyists at Pennington Law. **Our proposed legislation amendment to the ad valorem tax exemption law was passed by the legislature in HB 1752 and signed by the governor. Page 3**

4. Airport: **Page 3**

- The remaining three noise abatement advisory signs for the airport have been completed and delivered. These signs will be placed next to the airport taxiways so that pilots and flight crews may view them prior to takeoff, and be reminded of

specific noise abatement procedures. Installation of the Taxiway Alpha sign was completed last week. Installation of the signs adjacent to Taxiways Echo and Foxtrot was completed this week.

5. Finance: **Page 4**
 - Staff is preparing draft of the personnel budget and departmental operating budgets.
6. Fire Service: **Page 5**
7. Human Resources **Page 6**
8. Information Technology: **Page 7**
9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 8**
 - Future Events at PAC. **Page 9**
 - Facilities Maintenance. **Page 11**
 - Parks and Irrigation. **Page 11**
10. Police: **Page 11**
 - Community Services & Animal Control. **Page 12**
 - Criminal Investigations/Records. **Page 12**
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 15**
11. Engineering: **Page 15**
 - US1 Forcemain Extension Phase II - Staff met with insurance representatives and contractor to discuss completing the project. Road work is scheduled to begin next week.
12. Environmental Management Division: **Page 17**
 - Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 17**
 - Street/Stormwater Maintenance. **Page 18**
 - Street Sweeping. **Page 18**
13. Fleet Operations: **Page 18**
14. Utilities: **Page 19**
 - Breakaway Trails Irrigation System – Began investigating the operating system settings for the irrigation system to maximize replenishment of storage deficits with stormwater and raw groundwater sources to reduce the amount of potable water used to supplement the system when high irrigation demand diminishes available pressure and storage needs.
 - State Road 5 at State Road 40 (US1 & Granada) The water main is being relocated on US1 south of Granada located in the traffic lane. There is a telephone duct bank located too close to the water main to install a tapping sleeve and valve. A cut in to the main was performed requiring a water shut down to approximately 10 businesses and the police department on Tuesday. Precautionary Boil Water Notice rescinded Thursday morning. Presently, a plan is being developed to dewater the area underneath the storm drain at the driveway entrance to Family Dollar. A steel plate is proposed for a temporary covering while the dewatering system is operating. The method needs to be coordinated with FDOT.