

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: January 14, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Held weekly staff meeting with directors
- Bi-weekly meeting with Economic Development Director
- Prepared Florida City/County Management Association (FCCMA) committee report

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Met with HR Director and Finance Director on GEA grievance
- Attended Ormond MainStreet annual celebration
- Met with Helen Cauthen the new Economic Development President of Team Volusia, Mayor Kelley, Economic Development Director and Planning Director, discussed economic development in Ormond Beach.
- Attended Project ROMP design details presentation at the PAC
- Attended Ormond MainStreet Progressive dinner, spoke with representatives from Tallahassee and the opening session of the Ormond MainStreet quarterly meeting breakfast
- Held Walk with the Manager, Fire Chief Irby joined the group, despite the cold weather three citizens attended. Issues discussed included the RFQ for Architectural and Design Services for the City of Ormond Beach's Andy Romano Beachfront Park; Code Enforcement and Fire consolidation issues.
- Met with City staff and representatives from CDM to discuss the waste water treatment influent pump performance problems.

2. Community Development: **Page 1**

- Redesign of the vacant Building Division space into conference rooms has begun. A concept plan has been circulated to Finance, IT, and Facilities Maintenance for comments.

3. Economic Development: **Page 2**

Ormond Crossings

- A meeting with Tomoka Holdings and staff to discuss the draft Interchange Modification Report is scheduled for January 21.

4. Airport: **Page 2**

- Staff continued to work this week with Engineering and Leisure Services to prepare and submit a bid proposal for the installation of surveillance technology at the airport. This project is being managed in concert with a project to install similar surveillance elements at the Airport Sports Complex. Installation of security surveillance systems at the airport will be 100% funded by FDOT.

- Staff has scheduled a meeting with economic development and airport managers from DeLand, New Smyrna Beach and Flagler to discuss economic development of general aviation airports.
5. Finance: **Page 3**
 6. Fire Service: **Page 4**
 7. Human Resources **Page 5**
Employee/City Benefits Program Update
 - The monthly results of savings for City residents from the National League of Cities Prescription Discount Card Program to help cope with the high cost of prescription drugs is showing marked savings for those participating. **Over 529 residents have utilized the program and have saved \$20,689.37 over seven months. Page 6**
Training & Development Opportunities
 - LEAPS Academy (Leadership, Ethical Decision Making, Attitude & Accountability, Professionalism, and Superior Customer Service) kicking-off first session of "Skills for Supervisors" course on 1-27-11. Significant interest from employees. Applications due by 1-19-11. **Page 6**
 8. Information Technology: **Page 6**
 9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 7**
 - Harry Wendelstedt's Umpire School is once again underway at the Ormond Beach Sports Complex, on Wendelstedt fields. The school is held every weekday, 9am to 5pm. Also, each Saturday for the next 3 weeks, a "free" clinic is held for local umpires to attend and refresh from previous years or learn for the first time.
 - Future Events at PAC. **Page 8**
 - Parks and Irrigation. **Page 10**
 - Building Maintenance. **Page 10**
 10. Police: **Page 10**
 - Community Services & Animal Control. **Page 11**
 - Criminal Investigations/Records. **Page 11**
 - Investigators continue to work on a large scale internet fraud ring that may go to the federal level.
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 14**
 11. Engineering: **Page 14**
 - US1 Forcemain Extension Phase II - Staff and consultant met with contractor to review shop drawing submittals and coordinate schedule for constructing the watermain bridge attachment on the Tomoka Bridge.
 - Nova Passive Parks - The contractor installed both irrigation pumps (Old Kings and Division Retention pond) and Economy Electric provided the necessary electrical work. The contractor will begin trenching and installing the irrigation pipe next week around each pond.
 - Tymber Creek Widening - Staff further investigated the feasibility of completely relocating the City's utilities out from beneath the proposed widening as per the County; however, it was determined that the cost to do so did not justify the benefit.

12. Environmental Management Division: **Page 16**

- Asphalt/Concrete. **Page 16**
- Tree Crew. **Page 16**
- Street/Stormwater Maintenance. **Page 17**
- Street Sweeping. **Page 17**

13. Fleet Operations: **Page 17**

14. Utilities: **Page 17**

- Airport Road Force Main Extension – Reviewing estimated cost proposal prepared by project design consultant for updated project costs. **Page 18**
- Fire Hydrant Replacement Program – Fire hydrants are being replaced on Beach Street and one hydrant was replaced on Riverside Drive. Pay application #3 was processed for payment. Water distribution staff responding to all customer inquiries. **Page 18**
- Gravity Sewer Pipeline Repair – Chaz Equipment Company is performing manhole rehabilitation on State Road 40. IPS wetwell cleaning is completed. **Page 18**