

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: March 11, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly discussions with City Attorney, and Finance Director
- Weekly staff meeting with Directors
- Bi-weekly meetings with I/T Manager and Police Chief
- Met with Assistant City Manager, Finance Director and Human Resources Director to select Employee of the Quarter. Loretta Moisio, Grants Coordinator/PIO, was selected.
- Monthly meeting with Human Resources Director and Risk Manager
- Met with Police Chief and Neighborhood Improvement Manager, discussed definition of pets, which allows a large variety of species of animals that are kept for personal pleasure and companionship
- Presented certificates at LEAPS supervisor training graduation

Spoke to, attended and/or met with:

- Attended Rotary meeting
- As requested, met individually with Mayor Kelley and Commissioner Boehm to review commission agenda
- Held Meet with the Manager, a small group attended, discussed commission's goals, provided an update on City's budget, construction projects City is involved with and consolidated dispatch
- Held Walking with the Manager, Planning Director Ric Goss joined the walk and discussed the downtown, approximately 8 residents were in attendance.

2. Community Development: **Page 1**

- Staff has been invited to showcase the City's Multimodal Strategy and Mobility Fee as part of a day long Land Use & Planning Workshop sponsored by FDOT District 5 Urban Office in Orlando. The workshop is scheduled for April 20, 2011.
- Staff has been invited to participate in a committee to develop a new 2012-2021 Transit Development Plan (TDP) for Votran. The first meeting was a review of the committee's responsibilities and the agenda for development of the TDP.

3. Economic Development: **Page 2**

Ormond Crossings

- Tomoka Holdings has transmitted their revised Master Development Plan in response to staff comments. A joint meeting will be arranged to discuss the plan. Staff is awaiting submission of the development design standards, which will be needed as part of the platting and zoning process.

Special Economic Development Projects

- Staff met with FAA officials to discuss the draft RFP for the SW Quadrant of the Airport. The RFP will be refined and brought before the Aviation Advisory Board and City Commission in April. **Page 3**

4. Airport: **Page 3**
5. Finance: **Page 3**
6. Fire Department: **Page 4**
Station Activities
 - Continued the semi-annual hydrant maintenance program to include 53 hydrants inspected and the placement of street reflective markers as needed. The spring program includes obtaining water discharge flow readings from over 1,600 hydrants to ensure an adequate water supply for fire incidents. **Page 5**
7. Human Resources **Page 5**
HR Process/Systems Issues/Improvements
 - Volunteer Program - Launch of web site page with volunteer application on 03-08-11. PIO published news release to notify citizens. H.R. Director notified Department Directors so that all volunteers can be tracked by H.R. **Page 6**
8. Information Technology: **Page 6**
9. Leisure Services: **Page 7**
 - Athletics **Pages 7-8**
 - The College Baseball Jamboree, run by John Filor, is upon us as they began games this past Monday. They will be here for 2 weeks, playing a total of 49 games at our complex. Teams come from all over the country to come south and play in the warm weather. This is a rental.
 - Athletic Field Maintenance. **Page 8**
 - Future Events at PAC. **Page 9**
 - Parks and Irrigation. **Page 10**
 - Building Maintenance. **Page 11**
10. Police: **Page 11**
 - Community Services & Animal Control. **Page 11**
 - Criminal Investigations/Records. **Pages 11-12**
Crime Trends
 - Carbreaks throughout the city, no specific area of concentration. Possible suspects have been identified. All detectives are working the cases. **Page 12**
 - Operations – Summary of specific crimes. **Page 12**
 - 3/8/11 - Suspicious Incident; adult male transient called 911 from woods near YMCA stating that people were trying to hurt him. Upon contact he advised officers he was wanted out of Jacksonville for stealing \$20,000. No open warrants were found. Jacksonville Sheriffs Office was contact and confirmed they were investigating a theft of \$20,000 from a local business. Jacksonville Sheriff's Office obtained an arrest warrant on the subject based on our investigative information and subject was arrested by OBPD on the warrant. \$19,500 cash recovered. **Page 13**
 - Operation Plan for Bike Week is in effect. Maximum deployment of Motor units for traffic enforcement. So far, we've had relatively few traffic incidents. **Page 15**
 - Neighborhood Improvement. **Page 15**
11. Engineering: **Page 15**
 - US1 Forcemain Extension Phase II - The southbound outside lane of US1 Tomoka Bridge was reopened for the duration of Bike Week.

- Water Treatment Plant Dist. System Phase II - Conducted substantial completion walkthrough meeting. All primary work on project is complete and site restoration is underway.
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**
- Airport Road Force Main Extension – Staff and consultant discussed efficient piping modifications for delivering additional reuse source water to Hunter’s Ridge to augment current raw water source supply. Piping modifications will include new piping section and existing raw piping converted for reuse transmission to fill the storage tank with reclaimed water while allowing discharge pumping operations to irrigation – fire system to remain operable. Awaiting receipt of plans modifications. Easements forthcoming for CC consideration for a portion of the project corridor.
 - Olive Grove’s contractor connected to a water main shown on the plans that was out of service. The active water main needs to be extended to the site in order to provide service to this project. Met with Olive Grove’s engineer to discuss the best way for the developer to extend the water service to the site. FDOT plans were received for Olive Grove. **Page 20**
 - An additional 30,000 gallons per day was estimated to be required by Energizer to meet their future water needs. Energizer requested City to pursue considerations for financial assistance for tap, meter, vault and backflow preventer as an economic development incentive as part their plan to invest in excess of \$1M in a new water treatment system that is sized for a 100% growth in product demand Response to request provided to Energizer. **Page 20**
 - City of Daytona Beach requested activation of finished water inter-connect on Williamson Blvd. due to raw water piping system repairs. Delivered approximately 0.5 MG during 2 hour period to support their system. **Page 20**