

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: April 15, 2011

---

1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Held quarterly staff meeting with Directors and Division Managers
- Meetings with staff and City Attorney staff on Volusia County Interlocal boundary agreement for US1 north gateway and signage in The Trails
- Weekly meetings with HR Director and Finance Director
- Biweekly meeting with Police Chief
- Met with retiring City Clerk on transition planning

Spoke to, attended and/or met with:

- Attended Rotary board and regular meetings
- Attended Commission Pension Workshop and Shade meeting
- Met with Main Street representatives on public safety costs for Main Street events
- Participated in the Chamber's Leadership event, spoke on and provided an introduction to the City for attendees
- Met with Engineering on JAD Project Update meeting planned for April 21<sup>st</sup>.
- Attended FCCMA webinar on collective bargaining
- Attended United Way Volunteers of the Year Luncheon

2. Community Development: **Page 1**

- The revised submittal was sent to FEMA for the Community Rating Service (CRS) for the purpose of updating the activities which translates into points that contribute to a lower flood classification for the residents of Ormond Beach.

3. Economic Development: **Page 2**

**Special Economic Development Projects**

- Staff is working closely with the lead real estate broker in implementation of marketing strategies and identifying potential users of the Florida Hospital Memorial Division property.
- Staff finalized the draft RFP for the SW Quadrant of the Airport. The RFP will be discussed at the Aviation Advisory Board on April 18 and City Commission in May.

4. Airport: **Page 3**

- Beginning this past Sunday, April 10, 2011, the primary runway at the Daytona Beach International Airport has been closed for a period of approximately 90 days. This will result in an increase in flight training traffic at other local airports, including OBMA. This localized increase in traffic will be most notable through mid-May, when the close of the spring semester at Embry-Riddle Aeronautical University will result in general reduction of traffic through the summer months.

5. Finance: **Page 3**
  - Staff is preparing a draft of the personnel budget and the CIP.
6. Fire Department: **Page 4**  
Station Activities
  - Participated in Vehicle Day at Ormond Beach Elementary – 300 students.
  - Gave safety talk and presented fire truck at Lowe's Build & Grow Clinic – 60 children.
7. Human Resources **Page 5**
8. Information Technology: **Page 7**
9. Leisure Services: **Page 7**
  - Athletics Maintenance. **Page 8**
  - Future Events at PAC. **Page 9**
  - Parks and Irrigation. **Page 11**
  - Building Maintenance. **Page 11**
10. Police: **Page 11**
  - **Doug Thomas, OBPAL Board President was selected by National PAL as the Male Volunteer of the Year for 2010. His award will be presented at the National PAL conference in Reno, Nevada in late May. Page 12**
  - Community Services & Animal Control. **Page 12**
  - Criminal Investigations/Records. **Page 12**
  - Operations – Summary of specific crimes. **Page 13**
  - Neighborhood Improvement. **Page 15**
11. Engineering: **Page 15**
  - OBSC Boundless Playground – The brick pavers sidewalk and bench pads are complete and ready for inspection. The irrigation system is currently being installed and the large oaks will be installed by the end of the week. The fence contractor began installation on Thursday.
  - Coolidge Avenue Roadway and Drainage Improvements – Contractor has installed all utilities on Coolidge Avenue and is finalizing road construction. Contractor anticipates starting work on Hand Avenue which will require closure of a portion of Hand Avenue until the end of May. **Page 16**
  - John Anderson Drive – Set-up the first design public meeting for April 21<sup>st</sup> in the City Hall Commission chambers at 7:00 PM. **Page 16**
12. Environmental Management Division: **Page 17**
  - Asphalt/Concrete. **Page 17**
  - Tree Crew. **Page 18**
  - Street/Stormwater Maintenance. **Page 18**
  - Street Sweeping. **Page 19**
13. Fleet Operations: **Page 19**
14. Utilities: **Page 19**
  - Airport Road Force Main Extension – Contractor prequalification proposal currently being prepared. Piping modifications will include new piping section and existing raw piping converted for reuse transmission to fill the Hunter's Ridge storage tank with reclaimed water while allowing discharge pumping operations to irrigation – fire system to remain operable. Easements forthcoming for CC consideration for a portion of the project corridor.

Honorable Mayor and City Commissioners

April 15, 2011

Page 3

- Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. The scope of work was reviewed by staff and determined to be reasonable. A City Commission meeting memorandum will be prepared recommending that the proposal be approved. **Page 20**