

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: March 23, 2012

---

1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Bi-weekly meetings with Economic Development Director, I/T Manager, and Planning Director
- Weekly meeting with HR Director
- Held quarterly staff meeting with Department Directors and Division Managers
- Prepared ICMA accreditation report

Spoke to, attended and/or met with:

- Met with Fire Chief, Police Chief, Utilities Manager, Risk Manager and Chamber of Commerce representative on government day for the Chamber's Leadership Program
- Met with Linda Camp, coordinator of the Chamber's Leadership Program
- Attended Rotary meeting
- Met with Economic Development Director and Tony Capozzi, Executive Director of the Chamber on the Business Forum and State of the City Luncheon
- Participated in FCCMA legislative session conference call
- Met with Assistant City Manager, Economic Development Director, and representatives from FPL, Larry Volenec, Mal Lock and Jonathan Tyler on the Business Park electrical reliability issues
- Held Walking with the Manager, Loretta Moisio, Grants Coordinator/PIO, was guest walker
- Participated in FCCMA webinar on Budgeting Pension Changes for Local Governments
- Attended VLC dinner in Deltona

2. Community Development: **Page 1**

- City staff from Planning and Engineering met with Robert Neil and Kathy Enot (FDOT) and members of Ormond Main Street (Maggie, Dorian, and Bill Partington, Sr.) to review the final plan set for the medians from Beach Street to Washington Street along Granada Boulevard. There were no major issues so the project will be on the following schedule:
  - June 2012 – plans locked, bid process starts – no changes will be permitted
  - Late August 2012 – award of bid
  - November 2012, start of construction – no lane closures in daytime anticipated
  - June/July 2013 – construction completed

Mark Dowst and Associates has been selected to apply for the landscaping of the medians. It is expected that they will submit a median landscaping plan within the next 30 days for FDOT review. It is likely that the underground utilities project will

start construction either at or behind the road resurfacing. It does not appear that the underground utilities project would negatively impact the road resurfacing project (no open cuts of roadways).

3. Economic Development: **Page 2**  
Ormond Crossings
  - Staff finalized their comments to Tomoka Holdings this week regarding the draft Master Development Plan and design standards documents. A final meeting is scheduled for April 26 with Tomoka Holdings to resolve the remaining items and then the documents will be sent to the Planning Board and City Commission for review and approval.Special Economic Development Projects
  - Staff is preparing the details of the Economic Development/Business Assistance Fund for discussion with the Commission. **Page 3**
4. Airport: **Page 3**
  - The Flagler County Airport and the New Smyrna Beach Municipal Airport will offer limited availability to general aviation aircraft this weekend, due to special activities at those facilities. As a result, the amount of air traffic at the Ormond Beach Municipal Airport is expected to be elevated.
5. Finance: **Page 4**
6. Fire: **Page 4**  
Significant Incidents
  - 3/15/12, 10:22 PM: 960 N. US1 – Medical Call – assault at Kick Start Saloon – two patients treated on scene. **Page 5**
  - 3/17/12, 9:18 PM: Airport Rd. and US1 – Motorcycle Accident – trauma alert called for motorcycle rider down with no helmet – firefighter paramedic assisted EVAC during transport to hospital. **Page 5**
7. Human Resources **Page 5**
8. Information Technology: **Page 7**
9. Leisure Services: **Page 8**
  - Athletics Maintenance. **Page 9**
  - Future Events at PAC. **Page 9**
  - Parks and Irrigation. **Page 11**
  - Building Maintenance. **Page 11**
10. Police: **Page 12**
  - Community Services & Animal Control. **Page 12**
  - Criminal Investigations/Records. **Page 12/13**  
Comments:
    - Robbery Motel 6: Several subjects from out of state lured a Bike Week visitor over to observe a card game of luck (playing for money). When the victim pulled out \$1,100.00 they snatched his money and fled the area. These subjects are known to investigators and a photo line-up was shown to the victim. The victim picked out one of the men responsible for the theft. Charges are pending.
    - Robbery Sleep Inn: Several subjects from out of state lured a Bike Week visitor over to observe a card game of luck (playing for money). When the victim pulled out \$7,200.00 they snatched his money and fled the area. These subjects are known to investigators and a photo line-up was shown to the victim. The victim

picked three of the men responsible for the theft. Charges are pending. The same subjects hit several other areas in Volusia and Flagler counties over Bike Week 2012.

- Investigation continues into a recent rash of time share fraud cases. The suspects have been identified and arrests are expected this week.
- Operations – Summary of specific crimes. **Page 13**
- Neighborhood Improvement. **Page 15**

11. Public Works **Page 16**

- Engineering: **Page 16**
  - Nova Community Park Master Plan - Met with consultant and Leisure Services to review and input on conceptual plan development. Provided additional information. Provided meeting dates of QLB & LSAB Board members.
  - John Anderson Drive – ZCA has distributed a sidewalk survey to the residents as part of the public involvement process for determining whether or not a sidewalk is desired to be included in the project. A public meeting was held on February 22<sup>nd</sup> at The Casements from 6:30 to 8:00 PM for residents wanting to attend to discuss the sidewalk. It is anticipated that the results of the public survey will be presented to the City Commission on April 17<sup>th</sup>. **Page 17**
  - Hand Avenue –Bids were opened for the project and are being reviewed by the engineer. The apparent low bidder was Hazen Construction with a base bid of \$3,925,447.00. Staff intends to present the contract for award at the April 17<sup>th</sup> City Commission meeting. Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. The City Commission was presented the project for disposition approval prior to advertising the project. **Page 17**
- Environmental Management Division: **Page 18**
  - Asphalt/Concrete. **Page 18**
  - Tree Crew. **Page 18**
  - Street/Stormwater Maintenance. **Page 19**
  - Street Sweeping. **Page 19**
- Fleet Operations: **Page 19**
- Utilities: **Page 19**
  - Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Currently workshop is scheduled with CC in early May. **Page 20**
  - Airport Road Force Main/Reuse Main Extension – Preparing to directional drill approximately 1540 feet of 16-inch HDPE at the intersection of Airport Road and Timber Creek Road. This project is the City's Alternative Water Supply Project as associated with the SJRWMD Water Supply Plan. District Board approved project for proposed MFL and Recovery Strategy program funding. Prepared CC Agenda item for acceptance of grant funding agreement @ 40% of project cost will be approximately \$1.3 Million. **Page 20**
  - Hand Avenue Extension – The apparent low bidder was Hazen Construction with a base bid of \$3,925,447.00. Bids are under evaluation. **Page 20**

12. Support Services (formerly City Clerk's Office) **Page 23**