

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: July 26, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Discussions with Assistant City Manager and Accounting Manager on budget review meetings with commissioners and operating budget workshop scheduled for July 29.
- Staff meeting with Directors
- Discussion with Economic Development Director and Airport Manager on airport issues
- One on one discussion with Planning Director and HR Director

Spoke to, attended and/or met with:

- Rotary meeting
- Lean Six Sigma discussion with auditor Mike Sibley, James Moore & Co.
- United Way annual meeting
- City staff and I met with County staff on US1 Interlocal agreement
- Individual budget review meetings with commissioners
- City/County Managers' monthly meeting
- Met with Airport Manager and Richard Lemke regarding airport issues
- Met with City staff and Dick Jaffe regarding city gateway signage
- As Past President of FCCMA, was one of several who spoke at Florida Local Government Coalition (FLGC) kick-off event/press conference in Orlando
- Provided presentation to Flagler Hospital in Palm Coast on the United Way allocation process
- Met with Linda Camp regarding Ormond Beach Chamber Leadership 2014

2. Community Development: **Page 1**

- The Planning Director participated in a joint meeting between the City and Volusia County regarding the Interlocal Service Boundary Agreement (annexation) and the Interlocal Agreement (land use and regulatory control). The issue appears to still be the itinerant vending license and who controls the outdoor activity during the special events long term. The City's vision for the US 1 corridor long term should be the determinant factor regarding the long term viability of outdoor vending during special event weeks.
- The Planning Director, City Manager, Assistant City Manager and the Landscape Architect met with Dick Jaffe regarding the "Welcome to Ormond Beach" sign.

3. Economic Development: **Page 2**

Prospective Business Attraction/Retention/Expansion

- Staff met with the Volusia County Economic Development staff and the Regional Director of the Export-Import Bank (EX-IM Bank) to discuss trade related financial programs to assist Ormond Beach businesses. Staff transmitted the EX-IM Bank

program guidelines to the businesses and will follow up with a possible webinar in the next few months.

4. Airport: **Page 3**
5. Finance: **Page 3**
6. Fire: **Page 4**
7. Human Resources **Page 5**
8. Information Technology: **Page 6**
9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 8**
 - Performing Arts Center. **Page 8**
 - Parks Maintenance. **Page 10**
 - Building Maintenance. **Page 10**
10. Police: **Page 11**
 - Community Service/Animal Control. **Page 11**
 - Criminal Investigations. **Page 11**
 - Comments: **Page 12**
 - Burglary Investigation: A suspect has been identified after latent prints were developed from an occupied residential burglary on North Arbor Drive. Investigation continues and an arrest is expected.
 - Grand Theft: Property from a grand theft on Mound Ave. has been located at a local pawn shop. Investigation and arrest pending.
 - Burglary Investigation: A known suspect from a residential burglary on Kingsbridge has been contacted and interviewed by investigators. Subject confessed to the burglary and will be charged accordingly.
 - Grand Theft: Approx. \$1,300 was stolen from the safe at Jimmy Johns on West Granada Blvd. Suspect developed and charges have been filed (employee theft – store manager). The suspect was contacted by investigators to be interviewed at which time the suspect quit and left the property without further comment.
 - Stolen Gun: Daytona Police recovered a rifle that was stolen from our city in 2012. Investigation continues.
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 15**
11. Public Works **Page 15**
 - Engineering: **Page 15**
 - Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – The remote telemetry control system for the reclaimed water system booster pumps and automated control valve was completed and is functioning to run the system automatically, but will continue to have staff oversight of the automatic operation until the system has been running without error for several weeks.
 - South Ormond Neighborhood Center- The existing top roof has been cleaned off and the new TPO system is being installed. Approximately 50% of the work is completed. Delays due to rain will slow down the completion; however, the contractor is ahead of schedule by 1 week and the roof is expected to be completed within 3 weeks. **Page 16**
 - Environmental Management Division: **Page 18**

- Street Maintenance/Asphalt/Concrete. **Page 18**
 - Tree Crew. **Page 18**
 - Stormwater Maintenance. **Page 19**
 - Street Sweeping. **Page 19**

 - Fleet Operations: **Page 19**

 - Utilities: **Page 20**
 - Concentrate Monitoring and Disinfection Upgrades – The newly installed conductivity meter is now illustrated on the SCADA trending screen. The data spiking previously realized was corrected by tightening the connection to the meter. As-built drawing comments were addressed by the consultant for final review. Record Drawings and Final Operation & Maintenance Manuals and Certificate of Completion documents were sent to FDEP for clearance of the project.
 - Laboratory Testing Services Contract –The apparent low bidder is ALS Group USA, Jacksonville, FL in the amount of \$74,475. Award recommendation prepared for City Commission consideration on July 30. Visited lab on 7-23-13 for inspection and discussion of sampling coordination. The lab meets quality control standards.
12. Support Services/City Clerk **Page 24**