

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: August 2, 2013

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly meeting with Public Works operations staff
- Weekly staff meeting with Directors
- Discussion with Economic Development Director and Airport Manager on airport issues
- One on one meetings with City Attorney, HR Director, Fire Chief, IT Manager, and Police Chief
- Discussion with staff regarding influent pump station
- Discussion with staff regarding financial management system procurement
- Discussion with staff regarding Countywide Volunteer Group
- Budget discussions with Assistant City Manager and Finance Director
- Gateway Sign staff discussion

Spoke to, attended and/or met with:

- Individual agenda review meetings with Commissioner Boehm and Commissioner Stowers
  - Rotary meeting
  - Operating Budget workshop
  - Shade meeting
  - City Commission meeting
- Conducted Walk with the Manager at the Airport with the Airport Manager as guest walker

2. Community Development: **Page 1**

- The Planning Director was selected to be on the VTPO Selection Committee for a consultant to prepare the 2040 Long Range Transportation Plan (LRTP) Update. Much time was devoted to evaluating proposals in response to the criteria contained in the Scope of Services. The Selection Committee met on July 30 to short list the firms based on qualifications, experience and capabilities. Oral presentations to the Selection Committee by the short listed firms will be on August 19, 2013. The Executive Director of the VTPO will then present the recommendations of the Selection Committee to the VTPO Board.

3. Economic Development: **Page 2**

**Ormond Crossings**

- The Planning Board held a workshop on June 18, 2012, for staff to present the proposed Master Plan and design standards documents. Legal Department staff has reviewed the material and transmitted comments and recommendations to Tomoka Holdings. Staff has transmitted their recommended amendments to the Master Development Plan Tomoka Holdings for their review. Staff arranged a conference call with Tomoka Holdings to discuss the few remaining issues in the MDP. The issues

have been resolved and the documents were reviewed by the Planning Board at their July 11, 2013, meeting. The Planning Board unanimously approved the rezoning plans and staff is planning to present the findings to the City Commission for review and approval on August 20. Staff met to discuss strategies for the construction of infrastructure to the Commerce Park portion of the project and a plan for opening up sites for business development.

4. Airport: **Page 3**
  - Staff completed work with the City Engineering Department this week to prepare and submit documentation to the FAA regarding a proposed perimeter road project at the Airport Sports Complex.
  - A ribbon-cutting event to celebrate completion of the Taxiway Alpha Relocation & General Airfield Improvements Project and officially inaugurate use of the new taxiway and heliport facilities has been scheduled to take place at the airport on August 19th at 6:00 PM.
5. Finance: **Page 3**
  - Held FY 2013-14 Budget Workshop meeting.
6. Fire: **Page 4**
7. Human Resources **Page 5**
8. Information Technology: **Page 7**
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 10**
  - Community Service/Animal Control. **Page 11**
  - Criminal Investigations. **Page 11**
  - Operations – Summary of specific crimes. **Page 12**
  - Neighborhood Improvement. **Page 15**
11. Public Works **Page 15**
  - Engineering: **Page 15**
  - Environmental Management Division: **Page 17**
    - Street Maintenance/Asphalt/Concrete. **Page 17**
    - Tree Crew. **Page 18**
    - Stormwater Maintenance. **Page 18**
    - Street Sweeping. **Page 19**
  - Fleet Operations: **Page 19**
  - Utilities: **Page 19**
    - Division Avenue Well Field Raw Water Piping – The City Commission approved the work authorization for design services proposal from McKim & Creed to include alternate for water and sewer main extensions for proposed Environmental Learning Center.

- North Peninsula 2-inch Water Main Replacement – A conflict between the relocated water main and the proposed French drain was discovered. Contractor will relocate the water main to 34 feet left of the base line to eliminate the conflict. FDOT's contractor is installing the French drain on the east side of A1A.
- John Anderson Drive Roadway Improvements – Utilities Relocations – The City Commission authorized contract award to contractor on July 30.

12. Support Services/City Clerk **Page 23**

- Records Management System Upgrade
  - Project Status:
    - Identifying potential issues with system upgrade to relay to vendor.
    - Setting permissions and security settings for system users.
    - Awaiting scheduling of architectural admin training