

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: September 6, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly staff meeting with directors
- One on one meetings with HR Director, Risk Manager, Fire Chief and Planning Director
- General budget discussion with Assistant City Manager and Finance Director
- Field trip to US1 corridor, photographed various locations

Spoke to, attended and/or met with:

- As requested, agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Met individually with commission regarding airport tenant lease issues
- Groundbreaking ceremony for Halifax Hospice
- Held Walking with the Manager, Neighborhood Improvement Division Manager Joanne Naumann was guest walker, toured Forest Hills subdivision
- In support of Florida Local Government Coalition's Local Works Day, departments in City Hall and various facilities throughout the city provided tours for citizens

2. Community Development: **Page 1**

- Met with Jeff Cloar regarding a land use and zoning change for property at 100 North Halifax for development of six single family detached units that involve condo ownership and a mandatory homeowner's association to maintain the private road and all common space outside of the building footprint of the unit. **Page 2**
- Met with Buddy LeCour and Parker Mitchenberg regarding the development of 875 Sterhaus Drive. **Page 2**

3. Economic Development: **Page 2**

Ormond Crossings

- The City Commission approved the second reading of the Ormond Crossings Master Development Plan on September 3. 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. A meeting with Tomoka Holdings will be arranged to discuss the construction strategies.

4. Airport: **Page 3**

5. Finance: **Page 4**

6. Fire: **Page 5**

7. Human Resources **Page 5**

8. Information Technology: **Page 7**
9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 8**
 - Performing Arts Center. **Page 9**
 - Parks Maintenance. **Page 10**
 - Building Maintenance. **Page 10**
10. Police: **Page 11**
 - Community Service/Animal Control. **Page 11**
 - Criminal Investigations. **Page 11**
 - Comments:
 - Grand Theft: Investigators have identified a subject responsible for a grand theft that occurred at 225 Pine Cone Trail. Charges are pending.
 - Bank Robbery: an unknown subject entered the SunTrust Bank located at 1470 W. Granada Blvd in Ormond Beach and preceded directly towards one of the bank tellers. The subject informed the bank's teller that the bank was being robbed. The subject did not display a weapon nor did he imply he had one. The subject left the bank with an undisclosed amount of money and possibly entered a silver vehicle. Just prior to this bank robbery Flagler County Sheriff's Office responded to an attempted bank robbery in their county with the same subject. Investigators are working on identifying the subject responsible. **Page 12**
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 14**
11. Public Works **Page 15**
 - Engineering: **Page 15**
 - Tymber Creek Phase I – The retaining wall was completed and stormdrain continues to be installed. The road widening design was modified near Peruvian Lane has changed from a taper to full width in order to accommodate the Phase 2 widening project, which is currently unfunded. The partial completion of the SR40 to the box culvert/ bridge portion of the road widening is anticipated to occur in approximately one month, after which the lanes will be temporarily shifted to cross one half of the bridge, so that the remainder of the bridge can be completed.
 - John Anderson Drive – A preconstruction meeting was held on August 27th, the contractor intends to start work on September 9th. A variable message board along with the notice through CodeRed will be used to inform the residents of the upcoming construction. Zev Cohen & Associates has scheduled a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting is scheduled for September 12th at 6:00PM at The Casements.
 - Environmental Management Division: **Page 17**
 - Street Maintenance/Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 17**
 - Stormwater Maintenance. **Page 18**
 - Street Sweeping. **Page 18**
 - Fleet Operations: **Page 18**
 - Utilities: **Page 19**
 - Mainland, North & South Peninsula area 2-inch Water Main Replacement Projects are underway. Plumber quotations for installation of the service lines

from the house to the relocated meter for certain project areas are being solicited for realization of appropriate point of service configurations.

- Reclaimed Water Educational Program: Final approval has been given to the printer and the brochures should be distributed in the next two weeks to the City's reuse customers. **Page 22**

12. Support Services/City Clerk **Page 22**