

## City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: February 5, 2010

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1. City Manager: **Page 1**
  - Reviewed and prepared with staff as follows:
    - Weekly meeting with City Attorney
    - Conference call with Economic Development Director, Tomoka Holdings and consultants on Ormond Crossings
    - Meeting with Assistant City Manager, Planning Director, and Leisure Services Director on Consolidated Green Services
    - Meeting with HR Director, Leisure Services Director and Finance Director on staffing positions in Leisure Services
    - Met with Finance Director
      - Discussed IRS audit – liability for outstanding unpaid tax is anticipated to be less than \$25,000. The Finance Director will review IRS issues with the City's audit firm to determine course of action and respond back to IRS by Feb 17<sup>th</sup>.
  - Biweekly meeting with HR Director
    - Discussed Police Chief Recruitment process and assessment of potential candidates
  - Attended:
    - Rotary meeting
    - Meeting with Bob Coleman, FPL
    - Ormond Beach MainStreet Annual Celebration
  - Meeting with Planning Directory, Chief Building Official and Holly Hill City Manager on Building Dept. and Fleet Maintenance and other opportunities for intergovernmental cooperation.
  - Florida City County Manager Association (FCCMA) Winter Institute (conference) – required continuing education units for my accreditation.
2. Community Development: **Pages 1/2**
  - Representatives from Engineering and Planning met for the first time with FDOT in DeLand to discuss the alternative bike plan sent to FDOT in October 2009.
  - Planning, along with all the jurisdiction's representatives, met with the School District regarding Levels of Service and Concurrency Service Areas (CSAs). It was learned that the sales tax which support the school bonds is less than projected and the school district is required to make up the difference.
  - A meeting was held between FDOT Maintenance in DeLand, Wal-Mart representatives, and Planning staff to discuss possible solutions to the traffic issues at the Wal-Mart entrance and SR40. Expanding the bull nose and striping the travel path for EB LT movements were discussed as well as restriping the existing Wal-Mart driveway exit lanes from 11 foot to 10 foot wide which would then make the ingress lane 16 feet wide. Also discussed was moving the stop bar at the intersection on the Wal-Mart property back, and restricting right turn on red movements for WB traffic entering Wal-Mart at the same time EB LT movements were being made. Staff also

indicated they were not adverse to a sign at the secondary entrance (Bermuda Estates Drive) shared with apartments to encourage more EB traffic to enter earlier since internal access previously approved made access easier. The end result was that a traffic study would need to be prepared and submitted to Traffic Operations to justify any of the above improvements as well as any physical improvements that may be needed in FDOT rights-of-way.

3. Economic Development: **Page 3**  
Ormond Crossings
  - DCA is providing additional time for the City to resolve the Stipulated Settlement Agreement. A new date has not been provided to staff as yet. Staff is meeting with DCA and FDOT official on February 10 to discuss the transportation matters.
  - **Staff is meeting with County transportation staff on February 11 to discuss the remaining issues impacting county roads.**
4. Airport: **Page 4**
5. Finance: **Page 5**
6. Fire Service: **Page 5**
7. Human Resources **Page 7**
8. Information Technology: **Page 8**
9. Leisure Services:
  - Athletics Maintenance. **Page 9**
  - Future Events at PAC. **Page 10**
  - Facilities Maintenance. **Page 11**
  - Parks and Irrigation. **Page 11**
10. Police:
  - Community Services & Animal Control. **Page 12**
  - Criminal Investigations/Records. **Page 12**
  - **Crime Trends: Air Conditioner thefts from closed businesses for copper.**
    - a. **Comments: We have just identified three subjects believed to be involved in the recent rash of air conditioner/copper thefts. Charges are being prepared and the investigation continues. Page 13**
  - Operations – Summary of specific crimes. **Page 13**
  - Neighborhood Improvement. **Page 14**
11. Engineering: **Page 14**
12. Environmental Management Division:
  - Asphalt/Concrete. **Page 16**
  - Tree Crew. **Page 17**
  - Street/Stormwater Maintenance. **Page 17**
  - Street Sweeping. **Page 17**
13. Fleet Operations: **Page 17**
14. Utilities: **Page 18**
  - Preparing responses to request for additional information correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance

Report submittal due April 9, 2010. Coordinate with Finance regarding formal presentation of water audit with CUP Permit response.

- Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): Received amended draft CCC Plan and Ordinance for review by staff. Received confirmation from HDI accepting recommendations presented by Jaffe Corporation (Trails and Town Square SC) regarding administration of notices during inspection activities at Jaffe managed facilities.