

## City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: April 23, 2010

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Monthly meeting with HR Director and Risk Manager on claims
- Weekly staff meeting with Directors
- Weekly meeting with HR Director discussed Police Chief Recruitment process. The field of candidates has been narrowed from 143 to 11. Phone interview will be conducted on April 23<sup>rd</sup> and 24<sup>th</sup> to further narrow the field.
- Bi-weekly meeting with Economic Development Director
- Toured city with Assistant City Manager on Jill Alison Circle
- Budget discussion with Assistant City Manager and Finance Director
- Town Hall meeting prep discussion with Assistant City Manager and Finance Director
- Met with Planning Director to discuss IJR/MJR
- Requested that Volusia County review the Ormond Crossings CRA issues as soon as possible. Staff sent a letter on March 18<sup>th</sup> and was notified this week that Volusia County staff would not meet to discuss the issue until May 10<sup>th</sup>. Staff advised that we needed action sooner on this item as the extension is set to expire in early June.

Attended and/or met with:

- Sanchez Park Clean Up
- Victims' Rights Breakfast
- Rotary
- Met with Marilyn Crotty, Institute of Government, on services provided by the Institute
- Met with Greg Avakian, questions on Trust for Public Land and property acquisition process
- United Way Allocation panel,
- Earth Day at City Hall
- Crimestoppers Annual Banquet
- Met with Katherine Wing on Jill Alison Circle
- Phone Call to Doug Thomas about serving on Police Chief Assessment Panel
- Commissioner Meetings with Commissioner Kelley on April 20<sup>th</sup> and Commissioner Partington on April 22<sup>nd</sup>.
- FLC District II training on pension and health insurance

2. Community Development: **Page 2**

- FDOT has responded to the Downtown Alternative Bike Route Study prepared by Engineering. After many question and answer sessions, FDOT has indicated that the alternative bike route will be recommended for approval to the District's Design Engineer.
- The electronic message sign for the PAC is still scheduled for placement next week. Staff has arranged for Daktronics to demonstrate and discuss electronic message signs for May 18, 2010.

- The Planning Director voted on two issues at the TCC meeting which affects the City. The first was a resolution proposed by the MPO Executive Director for the MPO not to support earmarks which are not specifically funded through FHWA Discretionary Programs or with funding from the Federal Transit administration. Since the city participated in an earmark for Ormond Crossing the Planning Director did not want to establish an obstacle to funding future City's road needs should a special earmark present itself again. The TCC as a body did not support the resolution. The Planning Director also voted against reducing the required city 25% match to 15% for XU funding projects. Reducing the match only reduces the overall pot of XU funds available to local cities. The match also ensures local commitment to the project where a lesser match would encourage additional applications with lesser local commitment.
  - Holly Hill has notified the City that they will pursue an independent contractor for their building official services as our City's staff time has been very busy.
3. Economic Development: **Page 3**  
Ormond Crossings
- Staff transmitted the approved CRA documents to the County staff. Glenn Storch advised that County staff will be meeting early next week.
  - Plans will begin in May regarding the zoning and platting of the property.
  - Staff is discussing with Tomoka Holdings construction of phase one infrastructure to the development.
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- Staff worked with the Editor of the Volusia/Flagler Business Report as part of a news story related to industrial growth in Ormond Beach. The site visits included Hudson Technologies, Energizer Personal Care (Hawaiian Tropic), Pace Analytical, and Germ Free Labs, which are all experiencing growth and employment hiring. The article is expected to be published on April 30<sup>th</sup>. Copies will be provided to the Commissioners.  
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4. Airport: **Page 4**
5. Finance: **Page 4**
- Staff is reviewing procedures for upcoming transfer of mail responsibilities from Support Services to the Finance Department.
6. Fire Service: **Page 5**
7. Human Resources **Page 7**
8. Information Technology: **Page 7**
9. Leisure Services: **Page 7**
- Athletics Maintenance. **Page 8**
  - Future Events at PAC. **Page 9**
  - Facilities Maintenance. **Page 11**
  - Parks and Irrigation. **Page 11**
10. Police: **Page 12**
- Community Services & Animal Control. **Page 12**
  - Criminal Investigations/Records. **Page 12**
  - Operations – Summary of specific crimes. **Page 13**
  - Neighborhood Improvement. **Page 15**

11. Engineering: **Page 15**

- Downtown Improvements – The installation of the new furnishings will begin on April 26<sup>th</sup> in the Downtown.
- Granada Beach Approach- The contractor completed the sidewalk installation minus the decorative sandblasting, and installed the steel reinforcing for the parking areas. The Royal Floridian repaired the PVC fence temporarily, but has plans to replace the fencing as part of their renovation project.

12. Environmental Management Division:

- Asphalt/Concrete. **Page 17**
- Tree Crew. **Page 17**
- Street/Stormwater Maintenance. **Page 18**
- Street Sweeping. **Page 18**

13. Fleet Operations: **Page 18**

14. Utilities: **Page 19**

- State Road 5 at State Road 40 (US1 & Granada) – Conformed contracts were signed by the contractor and sent back to the City for final execution. **Page 20**
- Wastewater Treatment Plant Expansion: A design kick off meeting was held to initiate the project to evaluate the instrumentation needs at the plant in order to optimize the value of the specified equipment and ensure compatibility with the existing plant SCADA system. **Page 20**