

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: February 10, 2012

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, and Finance Director
- Weekly staff meeting with Directors
- Met with Finance Director and Accounting Manager on City's audit results
- Monthly meeting with HR Director and Risk Manager
- Conducted Director evaluations
- Bi-weekly meeting with Police Chief

Spoke to, attended and/or met with:

- Attended State of the County address
- Met with citizens Jeff Boyle and Murray Steinberg regarding John Anderson Drive sidewalk survey process
- Speaking engagement for Mainstreet Economic Prosperity Committee
- Met with auditors, Finance Director and Accounting Manager regarding City's audit
- Attended Team Volusia meeting
- Held Walk with the Manager, HR Director was guest walker
- Conference call with Todd Jorgenson, Jorgenson Consultants, regarding recruitment of Team Volusia's President
- Met with Maggie Sacks and Ryck Hundredmark regarding MainStreet's events

2. Support Services (formerly City Clerk's Office) **Page 1**

- Started the second trial run of the Agenda Automation System using the Agenda Packet for the City Commission workshop and meeting scheduled for February 21, 2012.

3. Community Development: **Page 2**

- Staff has filed the City's appeal package with FEMA regarding the DFIRM maps for the Central Park area as well as for Pineland Forest and Ormond Green area.
- The Planning Director, Chief Building Official, NID Manager, and the City Attorney's Office met to discuss issues involving the Unsafe Abatement Ordinance as it pertains to structurally sound houses that have no water or electricity and have people living in them. **Page 3**

4. Economic Development: **Page 3**

**Ormond Crossings**

- Staff met with Tomoka Holdings to discuss the draft Master Development Plan and design standards documents. There were a few remaining items, such as allowed uses, roadway profiles, set backs, and the design review process that both parties agreed needed further clarification that will take several weeks to complete. Once

these remaining items are resolved the documents will be sent to the Planning Board and City Commission for review and approval.

Prospective Business Attraction/Retention/Expansion

- Staff contacted the property owners of the Food Lion along East Granada Boulevard and discussed possible users of the property. A meeting with the local real estate agency is expected soon.
5. Airport: **Page 4**
    - Staff provided imagery, text, and direction to Volusia County regarding the County's intention to develop and distribute a brochure about airports and aviation assets within the county for economic development purposes. **Page 5**
  6. Finance: **Page 5**
  7. Fire: **Page 6**
  8. Human Resources **Page 6**
  9. Information Technology: **Page 8**
    - Notable Events: Firewall upgrade to latest Cisco code, major change in internal operation and configurations. This upgrade should provide better throughput performance and enhanced security from external threats.
  10. Leisure Services: **Page 8**
    - Athletics Maintenance. **Page 9**
    - Future Events at PAC. **Page 10**
    - Parks and Irrigation. **Page 11**
    - Building Maintenance. **Page 12**
  11. Police: **Page 12**
    - Community Services & Animal Control. **Page 12**
    - Criminal Investigations/Records. **Page 12-13**  
Comments:
      - Several car burglaries occurred on Oak Forest Dr. where three hand guns were stolen from three unlocked vehicles. **Page 13**
      - Operations – Summary of specific crimes. **Page 13**
      - Neighborhood Improvement. **Page 16**
  12. Public Works **Page 16**
    - Engineering: **Page 16**
      - Alcazar-Buena Vista Drainage Area Improvements - Performed substantial completion walkthrough. A landscape design is in progress for the intersection of Buena Vista and Seville St to replace/upgrade what had been planted by residents for beautification.
      - Downtown Way Finding Signage- The contractor began by digging holes for concrete footers at several locations near City Hall. The Building Department will inspect the holes to make sure they are dug in accordance with the approved plans before the signs will be installed and the concrete is poured.
      - Cassen Park Fishing Pier Repair- Work along the north side of the pier is completed (350') with the exception of the new guardrail cap. The contractor is working to replace decking along the north-east side of the bridge (85'). **Page 17**
    - Environmental Management Division: **Page 19**
      - Asphalt/Concrete. **Page 19**

- Tree Crew. **Page 19**
- Stormwater Maintenance. **Page 20**
- Street Sweeping. **Page 20**
  
- Fleet Operations: **Page 20**
  
- Utilities: **Page 20**
  - Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Staff and consultant collaborating on upcoming CC Workshop to discuss current path for COB Plan. City received copy of FDOH approval of proposed plan. **Page 21**
  - Airport Road Force Main Extension – This project is the City's Alternative Water Supply Project as associated with the SJRWMD Water Supply Plan. District Board approved project for proposed MFL and Recovery Strategy program funding. Staff providing review comments on draft Scope of Work and Grant Agreement from District. Funding agreement at 40% of project cost will be approximately \$1.3 Million. Construction scheduled to begin in February. **Page 21**