

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: February 17, 2012

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Continued Director evaluations
- Held weekly staff meeting with directors
- Bi-weekly meeting with Fire Chief

Spoke to, attended and/or met with:

- Attended Three Chimneys Open House and historical marker dedication
- Attended Rotary meeting
- Attended Volusia Day in Tallahassee met with Cynthia Lorenzo the interim Director of the Dept. of Economic Opportunity to discuss Ormond Crossings Project
- Attended United Way meeting
- Met with Mayor and Caroline Parker regarding the Housing Authority

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

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

3. Community Development: **Page 2**

- Staff has received correspondence from FEMA acknowledging the appeal to the Preliminary Flood Insurance Rate Map for the city. FEMA, through their consultant Taylor Engineering, Inc., will evaluate the issues raised in the City's appeal and if found warranted, FEMA will revise the FIS report and FIRM.
- Staff attended the 2nd meeting of the US1 Corridor Improvement Program Study paid for by the VTPO and managed by Kittleson. The purpose of this second workshop was to compare the common projects by various communities with the corridor themes that were developed during the first workshop and discuss possible next steps for Phase 2 for the US1 corridor.

4. Economic Development: **Page 2**

Ormond Crossings

- Staff is scheduled to meet next week to finalize their comments regarding 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. A final meeting will be scheduled with Tomoka Holdings to resolve the remaining items and then the documents will be sent to the Planning Board and City Commission for review and approval.

5. Airport: **Page 4**

6. Finance: **Page 4**

7. Fire: **Page 5**
8. Human Resources **Page 6**
9. Information Technology: **Page 7**
10. Leisure Services: **Page 8**
 - Athletics Maintenance. **Page 9**
 - Future Events at PAC. **Page 10**
 - Parks and Irrigation. **Page 11**
 - Building Maintenance. **Page 11**
11. Police: **Page 12**
 - Community Services & Animal Control. **Page 12**
 - Criminal Investigations/Records. **Page 12**
 - Operations – Summary of specific crimes. **Page 13**
 - Neighborhood Improvement. **Page 16**
12. Public Works **Page 16**
 - Engineering: **Page 16**
 - Airport Rd. Force Main Ext. / Reclaimed Water Ext - Met with administration of the Pathways Elementary School to discuss proposed utility work within the right-of-way near the school along with the contractor and design consultant. First set of shop drawing submittals have been reviewed. Arranged staging area for use by the contractor, south of the airport, which will keep the stockpile of equipment and materials mostly out of plain sight.
 - Downtown Way Finding Signage - The contractor completed the installation of three signs near City Hall. Six new locations surrounding City Hall will be dug for the Building Department to inspect on Tuesday. After the holes pass inspection the contractor will install the signs and the concrete will be poured.
 - John Anderson Drive – ZCA has distributed a sidewalk survey to the residents as part of the public involvement process for determining whether or not a sidewalk is desired to be included in the project. A public meeting is scheduled for February 22nd at The Casements from 6:30 to 8:00 pm for residents wanting to attend to discuss the sidewalk. **Page 17**
 - Environmental Management Division: **Page 18**
 - Asphalt/Concrete. **Page 18**
 - Tree Crew. **Page 18**
 - Stormwater Maintenance. **Page 19**
 - Street Sweeping. **Page 19**
 - Fleet Operations: **Page 19**
 - Utilities: **Page 20**
 - Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations. Consultant held discussion with staff and CM office for discussing current path for COB Plan. City received copy of FDOH approval of proposed plan. Currently workshop is scheduled with CC in early April.
 - 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. Draft scope of work and grant agreement received from District and staff comments provided. Funding agreement @ 40% of project cost will be approximately \$1.3 million. Construction will begin in February. Awaiting final draft of agreement for CC agenda preparation.

- Fire Hydrant Replacement Program – The project is approximately 40% complete. The contractor (R&M Services) replaced hydrants in Pine Valley Circle and will be replacing fire hydrants at N. Saint Andrews Drive, Willow Run and Woodmere Cr. Next week.