

## City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: August 27, 2010

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly staff meeting with Department Directors
- Weekly meeting with Police Chief
- Weekly budget discussion with Assistant City Manager and Finance Director
- Bi-weekly meeting with Economic Development Director
- Reviewed draft IAFF contract
- Employee grievance hearing

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended Planning Board workshop on Electronic Changeable Copy Signs
- Met with Larry Volenec, FPL, on tree trimming issues
- Met with Vicki Pugh, YMCA, and toured facility
- Attended Volusia County Managers' meeting
- Site visit to former Saddle Jack's restaurant on US1
- Attended Daytona Beach Chamber's Eggs and Issues event –Guest Speaker Dr. Margaret Smith – Superintendent of Volusia County Schools

2. Community Development: **Page 1**

- Staff met with attorney Linda Shelly and DCA staff in Tallahassee on August 25<sup>th</sup> and 26<sup>th</sup>. Discussions centered on what was required to bring the City's Comp Plan into compliance. It appears a Settlement Agreement and Remedial Amendments will be required – very similar to Ormond Crossings. Staff is looking to finalize the Settlement Agreement and Remedial Amendments by November 2010. The City received from the Department of Administrative Hearings (DOAH) an Initial Order which Linda Shelly, who has been hired by the City Attorney's office to represent the City, plans to request a delay to January 2010.
- Staff conducted a workshop with the Planning Board concerning electronic message center signs. The City Attorney's office drafted an ordinance template while Planning staff prepared an extensive amount of information on parcels within each zoning district to ascertain the total impact such signs would have on the City.
- MainStreet is sponsoring a form based code workshop on August 31, 2010, 5:30 p.m., at the Ormond Beach Chamber of Commerce. **Page 2**

3. Economic Development **Page 2**

**Ormond Crossings**

- Staff is preparing a CRA Trust Fund resolution for the Commission to review in September.

Airport Business Park

- Staff met with the CFO of Pace Analytical regarding their planned 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. Staff arranged meetings with representatives of County Economic Development and Center for Business Excellence to determine their eligibility and level of incentives.
4. Airport: **Pages 3-4**
    - Staff conducted another follow-up site visit to the airport this week by representatives of Advanced Cabling Solutions, Inc. and Express Supply, Inc. The purpose of this additional follow-up visit was to further clarify and refine their proposal to install an airport surveillance system. Staff has proposed certain changes which the vendor will compile into a formal proposal, which is expected next week. **Page 3**
    - All outstanding liability insurance issues with airport tenants have been resolved, with the exception of Ron Air, Inc. After consultation with the City Attorney, this tenant will either surrender their FBO category status or secure the required liability insurance. No business activity is currently being conducted at the airport by this tenant. **Page 4**
  5. Finance: **Page 4**
  6. Fire Service: **Page 5**
  7. Human Resources **Page 6**
    - The first results of savings for City residents from the National League of Cities Prescription Discount Card Program to help cope with the high cost of prescription drugs is showing marked savings for those participating. Over 112 residents have utilized the program and have saved \$2,366.47 over two months.
  8. Information Technology: **Page 7**
  9. Leisure Services: **Page 7**
    - Athletics Maintenance. **Page 8**
    - Future Events at PAC. **Page 9**
    - Facilities Maintenance. **Page 10**
    - Parks and Irrigation. **Page 11**
  10. Police: **Page 11**
    - Community Services & Animal Control. **Page 11**
    - Criminal Investigations/Records. **Pages 11/12**  
Comments
      - Two 18 year old local men have been charged with 10 recent car burglaries. The majority of property has been recovered and turned over to the victims. **Page 11**
      - One adult male was arrested and charged with burglary and voyeurism after he entered the ceiling area of a local gas/convenience store, crawled across to the ladies restroom where he was caught watching females using the facility. **Page 12**
    - Operations – Summary of specific crimes. **Page 12**
      - 8/25/10 - Attempted robbery by bomb at Bank of America 902 S Atlantic: male subject operating a motorcycle went into drive-thru lane and deposited a box with a note advising that the package was a bomb and demanded money. The suspect fled the area when the teller refused to send him any money. The bank was cleared, Seabreeze High School was temporarily locked down, a perimeter was set up and the VCSO Explosive Ordinance Disposal Unit removed the

package left by the suspect. It turned out to be a DeWalt ratchet set wrapped in paper and tape. **Page 13**

- Neighborhood Improvement. **Page 14**

11. Engineering: **Page 14**

- South Ormond Neighborhood and Gymnastics Centers Improvements – Ceiling insulation began and roof replacement is 90% completed. **Page 14**
- North US1 – Landscape Renovation – The contractor is scheduled to begin work during the first week of September. **Page 14**
- City Hall Parking Lot Repairs – The contractor is scheduled to begin work the week of September 13<sup>th</sup>. **Page 14**
- Joint Permit Center – Staff received the final GMP and will present this to the CC for approval at the September 21<sup>st</sup> meeting. **Page 15**

12. Environmental Management Division: **Page 16**

- Asphalt/Concrete. **Page 16**
- Tree Crew. **Page 16**
- Street/Stormwater Maintenance. **Page 17**
- Street Sweeping. **Page 17**

13. Fleet Operations: **Page 17**

14. Utilities: **Page 18**

- Finalizing response package to request for additional information (RIA) correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal.
- Breakaway Trails Irrigation System – Nearing completion of controls installation for activating optimizing the pond pumps and the supplemental well setting for better managing the irrigation supply.
- Met with OBPD about theft of brass fitting at several locations in new neighborhoods, gave them a yoke valve for comparison at recycle yards. **Page 19**