

## City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: September 24, 2010

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney and Budget Director
- Met with City Clerk on Commission orientation
- Weekly staff meeting with Assistant City Manager and Directors
- Bi-weekly meeting with Police Chief
- Met with Assistant City Manager, HR Director and Recreation Manager on Employee Appreciation Day, October 20, 2010
- Met with Assistant City Manager, City Engineer, and Landscape Architect on the beachfront park.
- Received copy of federal complaint by 1545 US 1 LLC v. City of Ormond Beach

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended Team Volusia meeting
- Attended City/County Managers meeting
- Discussed with City Attorney and County Manager 1545 US1
- Met with citizen on property maintenance issues on Live Oak
- Attended VLOC dinner in Ponce Inlet
- Attended United Way meeting

2. Community Development: **Pages 1/2**

- The final Remedial Amendments to bring the Comprehensive Plan into compliance based upon the DCA determination to find it in non-compliance were submitted to Linda Shelley who in turn will provide them to the DCA. All the DCA staff involved in the City's meeting in Tallahassee continues to be in DeLand participating in the Administrative Hearings for the Farnton Comprehensive Plan Amendment. Staff hopes to hear back from DCA on the amendment when DCA staff returns to Tallahassee. October 19 and 28 has been scheduled for First and Second Reading of the Remedial Amendments respectively. Linda will prepare the Settlement Agreement and inform DCA of the meetings.
- At the TCC meeting Karl Welzenbach indicated that FDOT is planning to use Revenue Toll Dollars to provide a soft match. Apparently, these dollars exist only on paper and are considered a "soft match." This works well for FDOT since no money is involved but the impact on Volusia County, the cities and Ormond Beach in particular is more severe. Since FDOT's soft match has no value, someone else will need to pick up the real dollar match. It appears that either local government will be required to have a greater dollar match as part of the XU pot or the match will be adsorbed by the XU funds. If you recall, the match for XU was reduced by the TPO board from 25% to 15%. Depending on where the make up in match comes from, XU funds could suffer further erosion. XU funds are used by local governments to do Safety, Traffic Operations and Pedestrian/bike enhancement improvements.

- Staff prepared an analysis of all parcels for the roadway corridors suggested by the Planning Board for possible placement of electronic message center signs. This analysis considered 4 criteria to determine possible number of signs. The Planning Department will be recommending a more conservative approach to permitting these signs. Consequently, staff has placed importance on whether or not there are multiple tenants, acreage size greater than 3 acres; minimum lot frontage of 200 feet; and 300 feet from all residential areas. The total number of possible areas was determined to be 26. The criteria can be amended to provide more locations IF the community becomes comfortable with the signs. If the community rejects the signs, the number of parcels permitted is few and dispersed. The work session for the Planning Board is on September 28th at 6:00 pm in Commission Chambers.
- 499 Nova Road (Bright Beginnings) received a stop work order since no site plan was provided and work on the exterior was occurring without permits. Site plans were received and SPRC recommended approval. A Development Order will be forthcoming.

3. Economic Development: **Page 2**

Airport Business Park

- Staff met with the CEO 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 is working with County Economic Development and Center for Business Excellence representatives to determine their eligibility and level of economic development incentives. The company is currently evaluating the available incentives.
- Staff met with the management of Emergency Communication Networks (ECN), a high technology company in the Business Park, to finalize plans for constructing a conduit and fiber cable between their current facility, located at 7 Sunshine Boulevard and 1 Sunshine Boulevard, which ECN has under agreement to purchase and expand their business and create approximately 20 new high wage jobs. Staff expects to a plan and application for the project as soon as next week.

4. Airport: **Page 3**

- Staff participated in an unannounced airport security review and inspection this week, conducted by the U.S. Department of Homeland Security (DHS). The airport passed inspection and was issued materials from DHS designed to increase awareness of security issues for general aviation airports.

5. Finance: **Page 4**

- **Finalization of self-audit of payroll taxes – Additional Assessment \$27,700.**

6. Fire Service: **Page 4**

7. Human Resources **Page 6**

Pay & Classification Plan

- Preparing reclassification information for the Human Resources Board on changes to the Pay and Classification Plan for adding the positions of Permit Manager for Joint Permit Center (as discussed with the Commission one-stop permitting and proposed police dept. reorganization requesting to eliminate Division Commander Position and add Police Lieutenant.

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. **Pages 11**

10. Police: **Page 11**

- Community Services & Animal Control. **Page 11**
- Criminal Investigations/Records. **Page 12**
  - Ten complaint affidavits for car burglaries have been sent to the State Attorney's office on a subject identified from latent prints taken at crime scenes.
  - A local (Daytona) gang member has been identified as a suspect in two car burglaries in zone 6. The subject is a 14 year-old known car thief. Charges will be filed when the investigation is complete.
  - A couple out of Flagler County has been committing numerous daytime kick-in residential burglaries. Investigators from Flagler County and Ormond Beach have been maintaining surveillance on the subjects for several weeks. The two subjects were recently caught in the act breaking into a residence in Flagler County. The two subjects are believed to be responsible for two burglaries in Ormond Beach. Investigation continues.
  - The number of residential daytime burglaries and nighttime car burglaries appear to be decreasing due to recent arrests.
- Operations – Summary of specific crimes. **Page 12**
- Neighborhood Improvement. **Page 14**

11. Engineering: **Page 14**

- South Ormond Neighborhood and Gymnastics Centers Improvements – New gym floor is within 98% of being surface finished. Ceiling installation and new roof are complete. Other interior improvements are about 50% complete.
- North US1 – Landscape Renovation – The contractor completed removing all the undesirable plant materials and started installing sod to cover the bare planting beds.
- City Hall Parking Lot Repairs – The contractor is scheduled to begin work after October 1<sup>st</sup>.

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 17**

- Preparing a response package to the request for additional information (RIA) correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. Modifications to population projections and service area map illustrations have been requested. Time extension granted to submit the information.
- Fire Hydrant Replacement Program – Contract documents are completed. A pre-construction meeting will be scheduled. **Page 18**