

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: August 19, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, City Clerk, HR Director
- Weekly staff meeting with Directors
- Biweekly meetings with Police Chief, Fire Chief and Planning Director
- Monthly meeting with Risk Manager
- Attended Claims Committee meeting

Spoke to, attended and/or met with:

- As requested met individually with Mayor, Commissioner Stowers and Commissioner Boehm to review commission agenda
- Attended Rotary meeting
- Attended Growth Management workshop
- Participated in FCCMA Executive Committee conference call
- Held Walk with the Manager, City Clerk was guest walker
- Met with S.R. Perrott owner, Michelle Connors, discussed plans for S.R. Perrott's 50th anniversary celebration
- Met with Budget Advisory Board Member Bud Fleuchaus
- Attended Daytona Chamber's Eggs & Issues

2. Community Development: **Page 2**

- Staff met with Bobby Moore, owner of Martin Motor Cars, which is a pre-owned luxury car sales business. Mr. Moore was interested in locating in the downtown from his site in Daytona Beach on Mason Avenue. When the Form Based Code was approved, one of the compromises was to permit the existing uses which should not be located in the downtown i.e. gas stations, use car sales, drive-thru, auto repair, etc. To permit Martin Motors, the use category would need to be amended to add "used car sales" in the downtown. It was explained to Mr. Moore staff could not support a code amendment but Mr. Moore had a right to file an amendment himself. Mr. Moore asked about a use variance but the Board of Adjustment does not have the authority to act upon these types of variances. Consequently, staff is working with Mr. Moore to see what can be done on US1 but outside the immediate downtown for relocation of his business.
- The workshop dates for the proposed Brownfield designation on US1 N that includes Ormond Crossings commercial and industrial areas have been established for September 27, October 11 and 25 and November 15. All meetings will be held at the Training Room in City Hall. A flyer similar to the one used for the Opportunity Zone will be sent to all owners and tenants within the proposed boundary.

3. Economic Development: **Page 2**
 - Ormond Crossings
 - Tomoka Holdings is preparing the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff by mid-September.
 - Special Economic Development Projects
 - Staff is preparing plans for the Strategic Economic Development Plan update for a community workshop on Saturday, September 17 from 8:30 am to 2 pm. A request for quotes was transmitted to several consulting firms to assist in the workshop and preparation of the updated plan. Strategic Planning Group has been selected and staff has met with the company representatives to outline the components of the plan and the public workshop. **Page 3**
4. Airport: **Page 3**
 - The Florida Wing of the Civil Air Patrol has formed an executive committee to oversee the project to construct a new headquarters facility at the airport. Staff has been advised that a meeting of the committee will be scheduled in the near future to discuss advertising for bids for design and construction of this new facility. **Page 4**
5. Finance: **Page 4**
6. Fire Service: **Page 5**
7. Human Resources **Page 6**
 - 2011 Employee Appreciation Day – Scheduled for 10-19-11. **Page 7**
8. Information Technology: **Page 8**
9. Leisure Services: **Page 8**
 - Athletics Maintenance. **Page 9**
 - Future Events at PAC. **Page 9**
 - Parks and Irrigation. **Page 11**
 - Building Maintenance. **Page 11**
10. Police: **Page 11**
 - Community Services & Animal Control. **Page 12**
 - Criminal Investigations/Records. **Pages 12-13**
 - Operations – Summary of specific crimes. **Page 13**
 - Neighborhood Improvement. **Page 15**
 - A summary of active code enforcement cases by zone is listed below.**
 - Zone 1
 - 1) 215 W. Lindenwood Cir. - Concern regarding front yard parking. This issue was raised regarding the number of cars parked on the property. This is a large family with older children all of which have vehicles. The owner was advised that the vehicles must be parked on the driveway or on an approved surface located behind the street side setback, behind the fence. Compliance has been set for August 8, 2011. The owners have contacted Planning and are processing their application for an approved temporary parking space in accordance with the temporary parking provisions. The car has been moved to the driveway. No further action is required.
 - Zone 4
 - 2) 317 Chardon Road – NID received a complaint about the condition of this property. This is a repeat violation. A citation of \$100 was issued to Jane McCollum dated June 24, 2011. This case was presented to the Special Master on Monday, July 25, 2011. The respondent was not present at the time of the

hearing. The Special Master made a finding that a violation of the site maintenance provisions did exist and required the respondent to take corrective action within 10 days from execution of the order. The respondent did pay the \$100 citation. Cost to present the case in the amount of \$29.06 is owed by the respondent. Failure to comply with the Special Master's order will result in a fine of \$50.00 a day for each day the property remains in violation beginning 10 days from execution of the order. The order was executed on August 5, 2011. Compliance must be achieved by August 15th. Compliance has not been achieved. This case will go back to the Special Master for a finding of "Failure to Comply" and a daily accruing fine. The complainant is aware of the status of this case. No further reports will be provided.

11. Engineering: **Page 15**

- Downtown Parking (Vining Court) - The contractor continued pouring the new concrete curbing, pedestrian sidewalks, driveway aprons and installed the asphalt in the new parking areas. (98% complete). The landscape contractor completed installing all the Sabal palms, eleven (11) of the Medjool palms and the remaining irrigation system.
- City Hall Landscape Renovation – The work is scheduled to begin on September 5th. **Page 16**
- Side Street Lighting Conversion – Staff is testing a sample fixture that has been installed on Tomoka Avenue by the library entrance. **Page 16**

12. Environmental Management Division: **Page 18**

- Asphalt/Concrete. **Page 18**
- Tree Crew. **Page 18**
- Street/Stormwater Maintenance. **Page 19**
- Street Sweeping. **Page 19**

13. Fleet Operations: **Page 19**

14. Utilities: **Page 20**

- Fire Hydrant Replacement Program – Construction is underway by contractor. Eleven hydrants were replaced to date. The first payment application was processed. Appropriate Outage notices and precautionary boil water notices and rescissions were prepared and performed by Water Distribution staff.
- Ormond Beach Wastewater Treatment Plant Expansion – A connection to the 36-inch main was completed to serve the proposed filter. Existing sodium bisulfite tanks are being removed. Work is continuing on replacing the chlorine contact tank bypass channel and the electrical building