

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: August 26, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, City Clerk, and Finance Director
- Bi-weekly meeting with Economic Development Director
- Held staff meeting with Directors and Division Managers, conducted dry run of EOC in anticipation of Hurricane Irene
- Took online course of NIMS/FEMA 700 & 800 series
- Met with Assistant City Manager and Planning Director on Volusia County Interlocal Boundary Agreement for Services - US1 Corridor
- Met with Assistant City Manager, and Acting City Engineer on John Anderson Drive redesign.
- Conducted site visit with Assistant City Manager to 1 Winding Way Trail and Vining Court
- Conducted pre-meeting with Assistant City Manager, HR Director and Finance Director to prepare for Collective Bargaining Session shade meeting
- Met with Assistant City Manager, Deputy City Engineer, Deputy City Attorney, CDM representative and Utilities Manager on the waste water treatment plant

Spoke to, attended and/or met with:

- Participated in State Emergency Response Team conference calls for briefings on Hurricane Irene
- Attended Volusia City/County Managers meeting
- Participated in FCCMA conference planning conference call

2. Community Development: **Page 2**

- Staff met with City administration to discuss the draft interlocal boundary agreement prepared by the Planning Department.
- Staff met with MainStreet to discuss the arts initiative and the role of the Quality of Life Board as it pertains to cultural enrichment activities in the City. While it was agreed the initiative did not require the Quality of Life board review and recommendation, individual arts projects that may occur in the public realm would require a Quality of Life Board review.

3. Economic Development: **Page 3**

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.

Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.

- Staff attended the annual conference of International Council of Shopping Centers in Orlando. Many of the cities in Volusia County worked together with Team Volusia to set up a booth and to meet with retailers and developers at the conference.

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.

4. Airport: **Page 4**

5. Finance: **Page 4**

- Preparation of interim and year-end audit.

6. Fire Service: **Page 5**

7. Human Resources **Page 6**

- The National League of Cities Prescription Discount Card Program - The July 2011 monthly report reflects savings of \$47,077 for City residents during the thirteen months that the program has been in effect in Ormond Beach. Over 1,096 residents have utilized the program during that time. **Page 7**

Employee/City Benefits Program Update

- Planning has begun for the 2011 Employee Health Fair, "Highway to Health," which will be held at the Nova Community Center on October 7, 2011 from 10:30 a.m. - 1 p.m. **Page 7**

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20 and November 9, 2011. Training sessions scheduled for 08-25-11 have been cancelled and rescheduled to 10-06-11 due to weather concerns. Next training sessions will be held on 09-08-11. **To date, 54% of full time employees have completed the customer service training.** **Page 7**

8. Information Technology: **Page 8**

9. Leisure Services: **Page 8**

- Athletics Maintenance. **Page 9**
- Future Events at PAC. **Page 10**
- Parks and Irrigation. **Page 11**
- Building Maintenance. **Page 11**

10. Police: **Page 12**

- Community Outreach
 - Ormond Beach PAL received a \$2,000 TARGET community grant to support components of the READ program which will be held in partnership with Ormond Beach Elementary School beginning in January 2012. **Page 12**
- 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) 1306 Overbrook Drive – Received a complaint that the owner brings home a trailer every evening and on weekends. The complainant believes the occupant is conducting a lawn maintenance business from his home and the trailer is associated with the business. There was no record of a home occupation authorized at this address. The investigation revealed that the owner of this residence had a home occupational license at a different address. The license was not changed to the new address. Building was notified and the owner now has transferred his license. An inspection was conducted and the commercial vehicle observed in violation of the conditions of the home occupation license approval. A notice of violation has been issued providing 10 days from receipt to correct the violation.

Zone 2

(2) 106 Magnolia Drive – Received a complaint about this house being rented out on a short term basis. An inspection was conducted on August 23, 2011. A Jeep w/Tennessee tag (957-WQQ) was in the driveway. No one answered door. The property owner Jim Anderson was contacted and informed of the concerns. He advised he would need to call back. Staff has yet to hear back from him.

11. Engineering: **Page 15**

- Downtown Parking (Vining Court) - The contractor completed all the concrete curbing, pedestrian sidewalks, driveway aprons and asphalt parking stalls. The landscape contractor installed an additional 8 medjool palms (19 of 25) and worked to complete the new irrigation system and repair private system impacted during construction. The curbs were painted yellow to indicate no parking zones and traffic markings center lines were marked for the permanent thermo-plastic. **Page 16**
- Wastewater Treatment Plant Expansion and Rehabilitation –Contractor is working on Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping, main electrical building, Sodium Hypochlorite/Bisulfite feed area, Alum/Polymer building modifications. The new generator was delivered to the site and Electrical MCC's were installed in various buildings. **Page 16**
- Andy Romano Beachfront Park – The second phase of the public engagement process "Choose" has been completed. This phase consisted of one public meeting, a meeting with the City's Quality of Life Advisory Board and Leisure Services Advisory Board, and was followed by a presentation to the City Commission in which 2 design concepts were presented. Based on the input received from the City Commission, the consultant is proceeding with finalizing the conceptual site plan. The Consultant intends to return on September 6th to present the revised concept plan for final approval by the City Commission. **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 19**

- Chemical Bids – A Commission Memo and supporting information was sent to the Legal Department for award to successful chemical suppliers for scheduling on the September 20th City Commission meeting. **Page 20**
- Fire Hydrant Replacement Program – Construction is underway by contractor. Hydrants are scheduled to be replaced on Fred Gamble Way, Riverview Drive and

Honorable Mayor and City Commissioners
August 26, 2011
Page 4

Domicilio Avenue. Appropriate outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff. **Page 20**