

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: October 7, 2011

1. City Manager: **Page 1**

City Manager

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Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney and City Clerk
- Biweekly meeting with IT Manager, Fire Chief and Economic Development Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Attended Welcome Reception for Fire Chief Stables
- Attended City Commission Meeting
- Spoke at the Ormond Beach Garden Club Luncheon
- Spoke at the Citizens for Ormond Beach Annual Meeting
- Meet with Bob Guido of the Trust for Public Land to discuss possible ECHO projects
- Attended Employee Health Fair
- Attended Benefit by Florida Hospital for the Children's Advocacy Center

2. City Clerk's Office: **Page 2**

- Commission Chambers Audio/Visual Upgrade:
 - Coordinating installation of projectors and screens for Commission Chambers.
 - Building Official Inspected Commission Chambers and made recommendations on installation of projectors and required distances from Fire Sprinklers.
 - Ordered additional VGA Cabling for Projector Installation to replace spliced VGA Cable.
 - Researched alternative audio streaming applications that are compatible with Apple iOS devices as well as other mobile devices.

3. Community Development: **Page 2**

- Staff continues to answer many inquiries via email, visitation and mail regarding the new flood maps, property determinations and the requirement for flood insurance when none was required previously.
- Staff attended a neighborhood meeting on October 6 at Mario's for the residents to review the proposed camouflaged communication tower planned for 610 S. Yonge Street.

4. 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 in early October.

Airport Business Park

- Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.
- Staff is working with an existing business on a possible plant expansion project.

Ormond Beach Chamber and Main Street

- Staff worked with the Chamber and Center for Business Excellence on the formulation of an Ormond Beach business survey, which was distributed this week to approximately 3,500 businesses that have licenses in the City. Staff met with the CBE to review the responses and is in the process of preparing a report of the results for a presentation to the City Commission on October 18.

Special Economic Development Projects

- Staff conducted the Strategic Economic Development Plan update for community workshop on Saturday, September 17 from 8:30 am to 2 pm. The workshop was attended by approximately 30 residents that represented interests in manufacturing, small businesses, downtown, and residents from throughout the City. The recommendations generated at the workshop will be presented to the City Commission at a workshop on October 18 at 5:30 pm.
- Proposals in response to the RFP for the development of the SW Quadrant were due Monday, September 26. One proposal was submitted and the Selection Committee met on October 7 to evaluate the proposal. Once the evaluation process is completed, staff will transmit the findings to the City Commission in November.

5. Airport: **Page 3**

- Staff continues to address additional requests for airport gate access cards in response to the new policy to discontinue access to the airport via input of an alpha-numeric code. All alpha-numeric access codes for the main access gates (gates 9 and 13) were cancelled as of September 26, 2011.
- Staff received a request from Embry-Riddle Aeronautical University to host a tour of the air traffic control tower at the airport on Thursday, October 13th at 2:30 PM. Students from the ERAU Airport Management Club will tour the control tower and meet with the airport manager and the control tower manager to discuss airport and air traffic management issues.
- Staff continued to work with FDOT to prepare amended Joint Participation Agreements for the group of projects that collectively comprise the Taxiway Alpha Relocation and General Airfield Improvements Project. FAA funding for this project will reduce the maximum project share for FDOT from 80% to 2.5% of the overall project cost. This may result in the availability of additional FDOT funds for security projects at the airport.

6. Finance: **Page 4**

- Preparation of interim and year-end audit.

7. Fire Service: **Page 5**

8. Human Resources **Page 6**

9. Information Technology: **Page 8**

10. Leisure Services: **Page 8**

- Athletics Maintenance. **Page 9**
- Future Events at PAC. **Page 10**
- Parks and Irrigation. **Page 12**
- Building Maintenance. **Page 12**

11. Police: **Page 12**

- Community Services & Animal Control. **Page 13**
- Criminal Investigations/Records. **Pages 13-14**
- Operations – Summary of specific crimes. **Pages 14-15**
- Neighborhood Improvement **Page 17**

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 0 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 7 Case initiated
- 5 tree removal permit requests
- 15 signs either removed or sign cases created.
- Administrative staff assisted with two walk-in and seventy-eight (76) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections.

Zone 1:

1306 Overbrook Drive – This case was initiated due to the installation of a carport type structure (tent) next to the house. This case was brought into compliance. The owner has 90 days from date of the September Special Master hearing to pay the \$200 citation. No further reports will be provided regarding this case.

The second issue is with regard to the operation of a “Home Occupation Type A” business but not meeting the conditions of the home occupational conditions of approval. The owner brings home his trailer that is associated with the business. A notice of violation was hand delivered. The owner is trying to find a way in which to keep his truck at his residence without violating the code. Staff has given some time for the owner to come into compliance hoping not to have to issue a citation.

Zone 4:

7 Queen Ann Court – received a complaint that the property is overgrown. A site inspection was conducted and the site was found to be in dire need of cleaning. The grass is over 18” in height. Fallen palm fronds exist on site and there is a problem with the pool barricade. The property preservation company for Wells Fargo has been notified and provided pictures of the site conditions. The property has been cleaned. No further action is required.

12. Engineering: **Page 17**

- Andy Romano Beachfront Park – The Consultant has submitted 60% plans to the FDEP, and City SPRC for permitting. The consultant has also met with the FDOT to discuss the project prior to submitting for the driveway and drainage connection permit.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, design 10 foot lanes, and include high back Type F curbing. Staff is negotiating with the consultant on the costs that were submitted for revising the design plans in accordance with the revised scope of work and also the additional costs the consultant incurred for preparing the design alternatives that were presented to the City Commission.

13. Environmental Management Division: **Page 20**

- Asphalt/Concrete. **Page 20**

- Tree Crew. **Page 20**
- Street/Stormwater Maintenance. **Page 21**
- Street Sweeping. **Page 21**

14. Fleet Operations: **Page 21**

15. Utilities: **Page 21**

- Fire Hydrant Replacement Program – Construction is underway by contractor. Coating is peeling from some of the recently installed hydrants. The manufacturer is paying to have hydrants recoated to the City's specifications. Hydrants on Royal Palm and Peninsula Drive are being replaced this week. A hydrant schedule to be replaced next week will require the closure of the north bound lane of Riverside Drive. Notifications of road closure were sent to the appropriate agencies. Appropriate customer outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pump 1 is operating; the other 2 pumps are out of commission. CenState was contacted to pull pump #2 and remove obstruction for placing back in operation to reliably support dewatering pump station force main relocation construction activities underway with Phase 2 Project. The dewatering pump station is presently being used for bypassing the influent pump station. Rerouting the force main will put the dewatering pump station out of commission until the work is completed. Adjusting pump 2 to remove rags from between the impeller and wear ring to allow the impeller to rotate seems to be the most viable option at this time. The manufacturer is researching semi-open impeller options to increase the reliability of this station. A tentative ship date is 11/12/11. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items.