

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: October 14, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meeting with City Attorney
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Attended Volusia Legislative Delegation Meeting
- Attended Ormond Chamber Business Sparkler
- Attending the Big Ideas 2011 Conference

2. City Clerk's Office: **Page 1**

- Commission Chambers Audio/Visual Upgrade:
 - Coordinating installation of projectors and screens for Commission Chambers.
 - Building Maintenance removed and patched old television opening in preparation for new projectors and screens.
 - Building Maintenance removed old monitors from dais repaired openings.
 - Submitted Requisition for Installation Services for Commission Chambers.
 - Tentatively scheduled installation of Screens and Projectors.

3. Community Development: **Page 2**

- Flood Plain Maps – On October 5th, 2011 the new Base Flood Elevations (BFEs) were published in the Federal Register. The 90 day appeal period will begin with the second newspaper publication date in the News Journal. Two publications in the News Journal directing anyone who may be interested where to go to view the revised BFEs. The publication will direct people to a website where they will view the information. Barring an unforeseen delay, those publications will occur on November 1st and 8th. The Department intends to place on the City Commission agenda a Resolution appealing some of the determinations in late December, 2011. A review of the appeals by FEMA is slated to be from 90-120 days after February 8, 2012. Upon completion of the appeals, there will be a 180 day acceptance period for local government to amend its flood plain ordinances to be consistent with the new Flood Plan Maps.

4. Economic Development: **Page 2**

Ormond Crossings

- Tomoka Holdings submitted the draft PMUD and design standards documents this week. Staff has scheduled a meeting to review and discuss the material on October 24. The documents will be sent to the Planning Board and City Commission upon resolution of any potential issues.

Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in November.

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.
- Staff met to discuss the Opportunity Zone Designation (Brownfield's Program) for portions of the City's business districts. In addition to the primary job creation and capital investment incentives offered by the State of Florida to businesses, the Brownfield's program is a bonus program used in many communities in Florida and around the country to provide additional corporate tax credits and other tax exemptions to businesses that create jobs and invest their capital.

5. Airport: **Page 3**

- Staff worked to acquire quotes from local contractors regarding obstacle clearing at the airport. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" have been identified by FDOT as potentially hazardous to air navigation.
- 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 worked this week to acquire and install new signage at the airport, which is designed to alert visitors to the presence of the new security surveillance system, and warn against trespass and interference with air traffic control.

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 7**

10. Leisure Services: **Page 8**

- Athletics Maintenance. **Page 8**
- Future Events at PAC. **Page 9**
- Parks and Irrigation. **Page 11**
- Building Maintenance. **Page 11**

11. Police: **Page 11**

- Community Services & Animal Control. **Page 12**
- Criminal Investigations/Records. **Pages 12-13**
- Operations – Summary of specific crimes. **Pages 13-14**
- Neighborhood Improvement **Page 15**

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Cases Initiated
- Zone 2: 3 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Case initiated
- 19 tree removal permit requests
- 34 signs either removed or sign cases created.
- Administrative staff assisted with one walk-in and forty-six (46) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been brought to my attention requested through the City Manager's office.

Zone 1

1306 Overbrook Drive –This case 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. The respondent has complied with the code. No further reports required.

12. Engineering: **Page 16**

- 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. On October 18th the consultant will present the 60% plans to the City Commission and an update on the project status.
- 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. This is scheduled for presentation to the City Commission on Nov 1st.

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

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

14. Fleet Operations: **Page 19**

15. Utilities: **Page 20**

- Fire Hydrant Replacement Program – Construction is underway by contractor. Coating is peeling from some of the recently installed hydrants. These hydrants are being replaced with hydrants recoated to the City's specifications. Thirty-four hydrants have been installed. 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. Pump #2 was pulled, rags removed and the gaps were reset. The pump motor was shorted out and would not start. Switching the motors for pumps 2 and 3 was recommended as a temporary solution so two pumps could be operational while the dewatering station was shut down for rerouting the force main. The pump manufacturer and contractor were notified to determine their capability to change out the motors. Staff received notice from the contractor indicating preliminary motor change activity scheduled for Tuesday October 18. 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.