

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: October 28, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney and City Clerk
- Biweekly meetings with Police Chief
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Attended the VCOG Joint Luncheon Meeting of Mayors and Managers
- Attended meeting regarding the use of the Old Memorial Hospital property
- Attended United Way Board of Directors Meeting
- Attended United Way Kickoff Luncheon for the City's Campaign
- Attended County Managers Meeting
- Attended Budget Advisory Board Meeting (cancelled for lack of quorum)
- Attended DARE Graduation at Pathways Elementary School
- Attended Meeting with CDM regarding the Influent Pump Station
- Conference Call with Today in America

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

- Commission Chambers Audio/Visual Upgrade:
 - Coordinating installation of projectors and screens for Commission Chambers.
 - Xerox Audio Visual Solutions installed the new screens and projectors in the Commission Chambers on Thursday, October 27, 2011.
 - Installed new Document Camera for visual aids at meetings.
 - Installed new timer software for use at public meetings.
 - Ordered equipment needed to add monitors to the dais for the City Commission and Advisory Board to view visual aids.
 - Researched alternative audio streaming solutions for public meetings, in order to eliminate the need to have an on-premise audio streaming server and encoding computer.

3. Community Development: **Page 2**

- Internal meeting among staff was held to discuss the long awaited Ormond Crossing Design Guidelines which will govern the development of the residential, commercial and industrial land uses. The ED Director was also in attendance. Staff will continue to hone the issues until we get to policy issues only before we present the staff report and Planned Mixed Use Development Zoning to the Planning Board and City Commission for approval. Comments will be due from all reviewers by November 11 for submittal to Tomoka Holding no later than November 15.
- Staff attended the semi-annual Interlocal Planning Meeting regarding the following issues:
 - Student Enrollment & Population Projections

- Growth, New Development, Infill and Redevelopment Plans
- School District Report & Capacity Changes
- Amendments to CSAs, LOS and/or School Attendance Boundaries
- Infrastructure Needs of New Schools
- Updates to CIE of Comprehensive Plans
- Staff has been notified by Volusia County that the CRA presentations have been scheduled for November 3, 2011 @ 9:30.

4. Economic Development: **Page 3**

Ormond Crossings

- Tomoka Holdings submitted the draft PMUD and design standards documents and staff met to review the material. The comments and suggested revisions will be transmitted to Tomoka Holdings for a joint meeting. The documents will be sent to the Planning Board and City Commission upon resolution of any potential issues.
- Staff met to discuss the feasibility of locating a sports stadium at the Ormond Crossings property. Following preliminary site evaluation, staff will arrange a meeting with Tomoka Holdings to discuss the stadium concept.

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.
- Staff met with the new CEO of Emergency Communications Management to discuss their sale to the Riverside Company. Staff is evaluating the Code Red emergency notification services offered by ECN.

Ormond Beach Chamber and Main Street

- Staff is preparing marketing material to be reviewed with the local banks to discuss lending options for business development.

Special Economic Development Projects

- 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.
- Staff prepared an RFP for the federal lobbying services contract, which will be submitted to the Commission on November 15.
- Staff is working with a prospective tenant with a purchase option for the reuse of Memorial Hospital. More detail on the feasibility of the proposal is expected next week.

5. Airport: **Page 4**

- Staff attended a meeting of the Volusia County Airport Advisory Council (VCAAC) this week. The VCAAC has distributed to the membership a draft marketing brochure featuring the five primary airports in Volusia County. Staff will prepare and submit comments on the draft for discussion at the next meeting.
- 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.

6. Finance: **Page 5**
 - 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 16**

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 8 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 3 Case initiated
- 21 tree removal permit requests
- 21 signs either removed or sign cases created.
- Administrative staff assisted with six walk-in and sixty (60) 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. Case # 1 is a new case.

Zone 1

- Case #1 - 166 Pine Cone Trail – Received a written complaint that there was a fire at this address. The roof was covered by a tarp but nothing has occurred since the fire to rectify the damage. The fire damage occurred in August 2011. NID staff conducted an inspection, took photos of the site, and conducted research only to learn that the property is under the jurisdiction of RBC Bank due to foreclosure. The representative from RBC Bank will ensure the tarp has been replaced. They are not in a position to initiate the roof repairs until they have full possession of the property. The complainant has been informed and is satisfied with the results.
- Corner of Highland & N. US #1 Hwy – Received a complaint about the site being overgrown. More specifically there is a concern about the overgrown vegetation extending out onto the right-of-way along Highland Avenue. These issues involve several differently owned parcels. Notices of violation have been issued via certified mail to each registered owner. The owners will have ten days from receipt of notice to correct the violations. The specific locations and actions are as follows:
- 195 Highland Avenue – the overgrowth along the right of way has been removed. No further action required.

- 205 Highland Avenue – The owner is out of state. The owner has contacted staff and advised that the situation will be taken care of by next week.
- 135 N. Yonge Street – a Notice of violation was send and the property posted on October 15, 2011. The owner contacted staff and does not agree that the property needs to be cut. Staff will continue to pursue action as needed.

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. On October 18th the consultant presented the 60% plans to the City Commission and stated that they would be proceeding through SPRC under the PBD process in order to seek approval for several non-conforming features of the site plan. A meeting with the FDEP in Tallahassee has been scheduled for October 31st.
- 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 November 15, 2011.

13. Environmental Management Division: **Page 19**

- Asphalt/Concrete. **Page 19**
- Tree Crew. **Page 19**
- Street/Stormwater Maintenance. **Page 20**
- Street Sweeping. **Page 20**

14. Fleet Operations: **Page 20**

15. Utilities: **Page 21**

- Fire Hydrant Replacement Program – Construction is completed by contractor. Hydrants with peeling coating were replaced with hydrants recoated to the City's specifications. Forty hydrants have been installed. A final pay request has been received for processing. The project was \$1,915 under budget. A deductive change order was prepared.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pumps 1 and 2 are presently in service. Pump 3 is out of service. 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.