

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: November 18, 2011

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1. City Manager: **Page 1**

Reviewed and prepared with staff as follows:

- Weekly meetings with City Clerk, Fire Chief, and HR Director
- Biweekly meeting with Finance Director and Assistant City Manager, and Planning Director, and Economic Development Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Attended Veterans Day Celebration Dinner
- Met with Mayor Kelley and Commissioner Boehm
- Attended Shade Meeting with City Commission to discuss collective bargaining issues.
- Attended City Commission Meeting
- Attended meeting regarding the Waste Water Treatment Plant Rehabilitation/Influent Pump Station with staff and contractors/consultants
- Attended FCCMA Executive Committee Conference Call
- Attended Neighborhood Improvement Advisory Board Meeting
- Attended Daytona Chamber Eggs & Issues Breakfast Meeting
- Attended Pace Analytical Open House/Ribbon Cutting
- Attended FCCMA Conference Committee Online Meeting
- Spoke with Main Street Executive Director Maggie Sacks regarding banners

2. City Clerk's Office: **Page 1**  
Status of Ongoing Projects

- Elections:
  - Continued working on the new "Elections Information Center" for the City website. The "Election Information Center" will include: Historical Election Information (e.g. Past Election Campaign Reports, Results, Qualifying Information, Election Forms, Commission Zone and Voting Precinct Information, Voter Registration Information, Frequently Asked Questions, and Contact Information).
- Digital Records Management System:
  - Continued working on 3-year Records Management Plan and timeline for Questys CMx upgrade, testing and potential roll out to City Departments starting in 2012.
- Paperless Agenda Automation System:
  - Completed second round of testing after vendor made requested changes.

3. Community Development: **Page 2**

- The Federal Emergency Management Agency (FEMA) is currently in the process of updating the Flood Insurance Rate Map (FIRM) in the City of Ormond Beach. Adoption of the new map panels is anticipated towards the end of 2012.

Based upon a review comparing the Preliminary FIRM and the last updated 2003 FIRM, it appears that approximately 800 properties in Ormond Beach may be going into the high

risk special flood hazard area. Any property mapped into a high-risk area will be required to purchase flood insurance if the owner has a mortgage through a federally regulated or insured lender. Also, 900 properties were identified as coming out of the high risk special flood hazard area and flood insurance will become optional for those owners. Notices will be sent out to affected property owners in January 2012 after meeting with the City Commission to provide an update. In January 2012, additional information including a list of potentially affected properties, frequently asked questions, and contact information will be posted on the City of Ormond Beach website.

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.

Airport Business Park

- Staff worked 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 has also completed renovations to their existing building. The open house/ribbon cutting event held on November 18 was well attended.
- Staff met with the new CEO of Emergency Communications Management to discuss their sale to the Riverside Company. ENC will provide staff with a presentation of the Code Red emergency notification services on November 22.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.

Special Economic Development Projects

- The Commissioners suggestions and comments will be included in the draft Strategic Economic Development Plan and submitted for Commission endorsement in December.
- Staff is working with a prospective tenant with a purchase option for the reuse of Memorial Hospital. The negotiations have progressed and staff is evaluating the available incentives for the project.

5. Airport: **Page 3**

- Staff worked to oversee contractor activity at the airport this week regarding the project to address obstacle clearing near the runways and taxiways. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" have been identified by FDOT as potentially hazardous to air navigation. The City is in receipt of a grant from FDOT to fund the majority of project costs.
- Staff continues to work with FDOT and HTA 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.
- Staff continued work to configure and optimize the new airport security surveillance system. The IT Department is planning to work with a network consultant to setup web-based access to the system.

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 12**
  - 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: 10 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 2 Case initiated
- 17 tree removal permit requests
- 28 signs either removed or sign cases created.
- Administrative staff assisted with thirty-four (34) 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.

Items No. 1 and 2 are new cases.

Zone 2

Riviera Park – Received a complaint about derelict/abandoned vessels at Riviera Park. Both vessels have current registrations. Both vessels have had a transfer of registered owner within the past 5 months. The 23' Olympic (sailboat) is gone. The 31' Trojan should be moving this week.

Case 1) 503 Lakebridge Drive – Received a complaint from the Lakebridge Property Owners Association regarding the site condition of this property and the mail boxes without doors. Staff investigated and has initiated a site maintenance case. There are no City codes that address the mail boxes. The complainant has been notified of staff's actions.

Case 2) 513 Lakebridge Drive - Received a complaint from the Lakebridge Property Owners Association regarding the condition of the roof of the garage, the view of bottles and trash from under the slightly opened garage door and the mail boxes without doors. There are no City codes that address any of these conditions. The complainant has been notified of staff's limitations concerning these matters.

12. Engineering: **Page 16**

- Andy Romano Beachfront Park - A meeting with the Planning Board on the PBD was held on November 10th. The project received unanimous approval. The project will now proceed to the City Commission for approval of the PBD on December 13th. The Consultant is preparing responses to the RAI received by the FDEP.
- John Anderson Drive – The City Commission approved Task 1 of Amendment No.1 and the Public Involvement and Coordination Service contract with Zev Cohen. The City Commission has requested staff to meet with the public in an attempt to garner the public's consensus on keeping a sidewalk along the project limits or constructing a sidewalk from SR40 to Colonial Circle. The City Commission has requested this be brought back to them within 90 days.

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 20**

15. Utilities: **Page 20**

- Response to 2<sup>nd</sup> request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report at SJRWMD. Collaborating with District staff for determination of year end water consumption totals for refinement of per capita values prior to preparation of draft Technical Staff Report. City forwarded notice of waiver to District providing additional time to evaluate results of 2011 year end water use data prior to final report preparation.
- Airport Road Force Main Extension – This project is the City's Alternative Water Supply Project as associated with the SJRWMD Water Supply Plan. Plans were bid and the apparent low bidder is Masci Corporation at \$6.4 million. An award memorandum is being prepared by the Engineering Dept. for CC consideration.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. Operations staff continues to coordinate plant operations activities with on-site contractor. New secondary clarifier nearing completion. Additional work activities include chlorine contact tank bypass channel and main electrical building construction. Quotations solicited for replacement of two isolation valves found defective inside RAS/ WAS Building. Brasfield and Gorrie provided the lowest cost to furnish and install the valves.