

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: August 10, 2012

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly staff meeting with Directors
- Weekly meetings with City Attorney and Acting City Clerk
- Met with Economic Development Director on upcoming projects
- Participated in City Clerk interviews
- Weekly budget discussion with Assistant City Manager and Finance Director
- Meeting with City staff to discuss fluoride workshop
- Attended meeting with City Attorney, Planning Director and outside legal counsel to discuss pending litigation.

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended National Night Out
- Participated in Team Volusia CEO/President interviews
- Presented shovels from beachfront park groundbreaking to County Council
- Held FCCMA budget meeting with FCCMA executive committee and Fiscal and Administrative Affairs Committee chair

2. Community Development: **Page 1**

- Staff met with Zev Cohen Associates and John Adams related to the vacant Memorial Hospital property. The property is 28.9633 acres of which 14.8351 acres are Public Institutional land use while the other half is Office Professional. At the very least the Public Institutional will require a land use plan amendment. Depending on the ultimate desired use of the property, the entire parcel may require a land use plan amendment. It will not be a small scale amendment but it can be processed through the expedited state review process assuming no critical state facilities are impacted by the plan amendment.
- Staff met with Volusia County School District staff along with representatives of Tomoka Holdings regarding school concurrency and the proposed dedication of two school sites.
- Staff held a workshop with the Planning Board to review the draft Finding of Necessity (establishes a need for a CRA designation) as a precursor to the preparation of a Master Redevelopment Plan for the US 1 corridor.

3. Economic Development: **Page 2**

**Ormond Crossings**

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. Staff is reviewing the material presented at the workshop and will schedule a public meeting as soon as possible. Following the meetings with the Planning Board, staff will present the finding to the City Commission for review and approval.

- Staff is arranging a meeting with a Jacksonville Industrial Developer to visit Ormond Beach and visit the Ormond Crossings property.
4. Airport: **Page 3**
    - Staff continues to work with CKS Productions regarding a proposal to host a large community event at the airport. Staff has requested that the initial proposal be scaled to work within an area of airport property that will allow for normal airport operations to continue uninterrupted.
    - Staff continues to work with the FAA Airports District Office (ADO) in Orlando regarding airport grant programming for the current and next fiscal year. Staff has advised the ADO that construction bids for our Taxiway Alpha Relocation & General Airfield Improvements project will expire on September 6, 2012 and that the City will be required to re-bid the project if unable to award a construction contract prior to that date.
    - An updated survey has been completed for the proposed TowerCom communications tower site at the airport. A proposed option and ground lease agreement is under review, and staff continues work to prepare this and other materials for review and approval by the FAA.
  5. Finance: **Page 4**
    - Finalize the five-year Capital Improvement Program.
    - Finalize the FY 2012-13 personnel and operating budget.
  6. Fire: **Page 4**
  7. Human Resources **Page 5**
  8. Information Technology: **Page 7**
  9. Leisure Services: **Page 7**
    - Athletics Maintenance. **Page 8**
    - Future Events at PAC. **Page 9**
    - Parks and Irrigation. **Page 10**
    - Building Maintenance. **Page 11**
  10. Police: **Page 11**
    - Criminal Investigations. **Page 11**
    - Community Service/Animal Service. **Page 12**
    - Operations – Summary of specific crimes. **Page 12**
    - Neighborhood Improvement. **Page 13**

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

Zone 1:

- 1) 153 E. Lindenwood Circle – Received a complaint about the condition of the residence. The property is in foreclosure. The gutter system is in disrepair. There is probably some fascia work that needs to be done. There is also a torn tarp located partially on the roof to the rear portion of the residence and partially on the ground. NID will process cases with regard to registration of the property and use of tarp for an extended period of time. No other issues can be addressed at this time. The roof repair is scheduled to be completed by August 22, 2012.
- 2) 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to

building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28<sup>th</sup>. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case is scheduled for the Special Magistrate hearing on September 24, 2012.

11. Public Works **Page 14**

- **Engineering: Page 14**
  
- Environmental Management Division: **Page 16**
  - Asphalt/Concrete. **Page 16**
  - Tree Crew. **Page 17**
  - Stormwater Maintenance. **Page 17**
  - Street Sweeping. **Page 18**
  
- Fleet Operations: **Page 18**
  
- Utilities: **Page 18**
  - Chemical Bids – Bids are due on August 9 at 2:00 PM at Palm Coast.
  - Hand Avenue Extension – Contractor is in the process of clearing the new water main so it can be placed into service and support removal of existing water main.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer.
  - Airport Road Force Main/Reuse Main Extension - The ATT fiber optic cable running along the southwest bound shoulder of Airport Road was broken in one location between Hangar Way and Sunshine Boulevard at approximately 8:00 AM, August 9, 2012, due to excavation by the Contractor, Masci Corporation, for installing new direct bury PVC reclaimed watermain pipe as part of the City's Airport Road Forcemain and Reclaimed Watermain Improvements Project. The Contractor had called for utility locates, which one (1) line was field marked for ATT service by the locator service. The contractor performed a soft dig and exposed the marked ATT line, then proceeded to excavate away from the located utility. The Contractor broke a separate, unmarked ATT fiber optic line, which was not field located by the locate service. ATT responded to the site and began the repairs which were completed at approximately 2:00 PM, August 9, 2012. The Contractor contacted the locate service, which revisited the site and admitted that they had not field located the second ATT line. ATT customers who suffered damages should check with their service provider (ATT) to see if they have service assurance warrantee.

12. Support Services/City Clerk **Page 22**

- Continue providing Agenda Automation System support.
- Continue to assist citizens with CodeRed sign up.
- Continue to assist with LDC conversion to web based format.