

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: August 9, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meeting with Public Works Operations staff
- Weekly staff meeting with directors
- One on one meetings with HR Director, Economic Development Director, Planning Director,
- Neighborhood observation with Assistant City Manager on the peninsula water main replacement project staging area and the former IHOP and Stacy's Buffet business area
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Rotary Leadership Institute (Saturday)
- Rotary meeting/Rotary golf tournament committee meeting
- United Way discussion with Alexandra Jennings and Alicia Casas on the government sector leadership
- Field Day with Leisure Services, assisted with set up with National Night Out
- Discussion with Lori Gillooly on Habitat for Humanity – grant opportunities for property in disrepair.
- National Night Out
- Pre-mediation meeting with City Attorney and outside counsel
- Claims Committee meeting
- Meet and greet with Congressman DeSantis, Mayor Kelley, and Economic Development Director
- As requested, general discussion with Commissioner Kent

2. Community Development: **Page 1**

- Staff met with the General Manager of the Grind Gastropub (aka Caffeine's) to discuss Kona Totem poles as permitted signs. The General Manager is attempting to run two different themes from the same property and needs signs for both. The resolution was to permit the Gastropub sign as a wall sign and two Kona Signs as interior window signage. The property is to be combined (currently two parcels) to make it a double frontage lot permitting signs on New Britain. The twin totem pole signs will be permitted as monument signs since double frontage lots are allowed to have two monument signs. Both signs may be placed on one frontage as alternative to one sign on each frontage with approval by the Department.
- Florida's Bureau of Economic and Business Research (BEBR) has informed us that as of 4/1/13 the City's population estimate is: 38,557. This is slightly down from the 2012 BEBR Estimate of 38,612. **Page 2**

3. Economic Development: **Page 2**
Airport Business Park
 - Staff completed its search with Emergency Communications Network to locate a suitable property for their headquarters relocation. ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. The City's growth assistance funding approved by the City Commission on August 7 played a key part in ECN's plans to remain and grow their business in Ormond Beach.Prospective Business Attraction/Retention/Expansion
 - **Mayor Kelley and staff hosted Congressman Ron DeSantis on a tour of the Energizer and Hudson Technology plants. Page 3**
4. Airport: **Page 3**
 - Staff received a copy of the recently completed FAA Facility Inspection Report for the air traffic control tower. The report identified no findings, and the FAA stated that "the management and staff at the OMN ATCT were, as always, very cordial and professional."
5. Finance: **Page 4**
6. Fire: **Page 4**
Significant Incidents
 - 8/7/13, 4:32 PM: 1070 Southern Parkway – Structure Fire – Units responded to District 92 for a trailer fire – column of smoke visible from Nova Road – upon arrival found a working fire with flames on two sides of structure and partial collapse of rear roof – structure was a single wide manufactured home with wood frame addition – resident was outside when smoke was noticed coming from structure – cause of fire undetermined due to multiple potential sources – total loss of structure and contents valued at approximately \$10,000. **Page 5**
7. Human Resources **Page 5**
8. Information Technology: **Page 7**
 - Notable Events:
 - Brighthouse Internet outage - Tuesday evening 8:40 pm - 2:30 am, due to a failure in their Ormond Beach Network Operation Center (NOC). Police connected to the Volusia County Sheriff's Office VPN connection during the outage and then switched back to the City's VPN when internet service was restored. Staff was in contact with Brighthouse with periodic updates.
9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 8**
 - Performing Arts Center. **Page 9**
 - Parks Maintenance. **Page 10**
 - Building Maintenance. **Page 10**
10. Police: **Page 11**
 - Community Service/Animal Control. **Page 11**
 - Criminal Investigations. **Page 11**
 - Comments:
 - Auto Theft: Stolen vehicle from Queen Ann Court recovered and processed for prints. Investigation continues.

- Residential Burglaries: Several residential burglaries on the west side of the city. Video of a suspect was taken and forwarded to the media via a News Release. Investigation continues. **Page 12**
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 14**
11. Public Works **Page 15**
- Engineering: **Page 15**
 - Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – The reclaimed water supply has been adequate to fully supplement the irrigation needs of the Breakaway Trails subdivision and maintain the storage tanks at proper levels. The storage tank interconnection between Breakaway Trails and Hunters Ridge is now being operated and the reclaimed water is being used incrementally to supplement the raw water used at the Hunters Ridge storage system.
 - Downtown Underground Utilities Conversion - A notice to proceed has been issued for this project with a commencement date of August 5, 2013. Carter Electric presented a preliminary (first draft) construction schedule at the weekly update meeting scheduled for July 31, 2013; this was distributed to the other utilities for input and will be finalized by the progress meeting scheduled for August 14, 2013. Carter scheduled their pre-construction video of the downtown for Wednesday, July 31, 2013 and Thursday, August 1, 2013. This video will be presented to the City for review once ready. Arrangements have been made for the contractor to use the lot at 70 West Granada (corner of Granada and Lewis St.) for the storage of materials; initial delivery of conduit from FPL is scheduled for Thursday August, 8, 2013. **Page 16**
 - Environmental Management Division: **Page 17**
 - Street Maintenance/Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 18**
 - Stormwater Maintenance. **Page 18**
 - Street Sweeping. **Page 19**
 - Fleet Operations: **Page 19**
 - Utilities: **Page 19**
 - Mainland, North & South Peninsula area 2-inch Water Main Replacement Projects are underway. Utilities Staff support is provided for scheduled shutdowns and meter installation activities. **Page 20**
 - Reclaimed Water Educational Program: Printer has provided second draft of the reuse customer brochure. Staff is reviewing the draft for acceptability and if satisfactory will approve printing. **Page 22**
 - Consumer Confidence Report (CCR): Staff is preparing the Certificate of Delivery acknowledgement to the Volusia County Health Department. The form and packet certifies the City has fulfilled its delivery requirements of the CCR to customers. The 2012 annual water quality report is contained on the City's website and notice was posted in the News-Journal regarding the availability of same to customers in addition to statements contained on customer billing statements throughout the month of June. **Page 22**
12. Support Services/City Clerk **Page 22**
- Audience Polling System **Page 23**
 - Project Status: Currently reviewing written quotes.