

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: December 20, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- One on one meetings with City Attorney, HR Director, Risk Manager, Police Chief, Economic Development Director, Assistant City Manager and Planning Director
- Shade meeting preparation with Assistant City Manager, HR Director and Finance Director
- Prepared information for Goal Setting session in January

Spoke to, attended and/or met with:

- City holiday parade
- Rotary meeting
- FL Hospital Memorial Medical Center breakfast
- Florida Business Watch task force conference call
- Loretta Wilary, United Way, general discussion
- FCCMA Executive Committee monthly conference call

2. Community Development: **Page 1**

- 2013 was a banner year for the Department. Fifteen (15) annexations involving 283 acres paying \$174,872 in ad valorem taxes were processed. This tax revenue number does not include the utility taxes on electric and stormwater utility fees. The only loss to the city is surcharge amount on out-of-city customers who pay a surcharge on water and sewer (\$137,000). All were non-residential except for three annexations: 2 multifamily involving (532 units) and a single family development with 63 units built and 185 units to be built.

Associated with these annexations were 15 land use and 15 re-zonings actions involving a total of 45 individual cases backed up by research, notice requirements, staff reports, and public hearings.

- Due to a record expenditure of TIF this past year on the downtown, it is estimated that less than \$10,000 will be carried forward to next year. This number will need confirmation from the 2013 Comprehensive Financial Report (CAFR) under preparation. Previously, each year's CAFR depicted a \$3 million plus surplus for carry over. The 2013 final financial tax roll by the Property Appraiser for TIF revenue was \$1,015,880 so it is projected that about \$1.25 million will be available to implement projects in the 2013-14 Capital Budget of the CIP.

Staff is exploring the possibility in concert with MainStreet of rewriting the Building Improvement Grant Program. The City can no longer afford a \$50,000 grant. Options to reduce the grant or explore the possibility of a zero interest loan to ensure a future revolving fund when the CRA eventually expires are possible program changes. Staff will be meeting with Main Street to discuss these issues next year.

The possible program changes, if approved by the City Commission, would take effect October 1, 2014.

3. Economic Development: **Page 2**
Prospective Business Attraction/Retention/Expansion **Page 3**
 - Staff met with the owner of the former Woody's restaurant property to discuss strategies for the construction of a new office building along East Granada Boulevard.
4. Airport: **Page 3**
5. Finance: **Page 3**
6. Fire: **Page 4**
Significant Incidents **Page 5**
 - 12/13/13, 10:14 AM, Thomas Dr. / Fleming Ave. – Structure Fire – En route crews visualized large column of smoke – upon arrival found two-story home 100% involved – all residents exited home with some escaping out second floor window – crews remained defensive throughout – two fire units from Volusia County assisted – no injuries reported – State Fire Marshall called to investigate.
 - 12/15/13, 8:46AM, I-95 North Bound, Mile Marker 275 – Motor Vehicle Accident – Provided automatic aid to Volusia County – upon arrival found single vehicle in woods with three patients inside – due to smell of gasoline a hose line was set up throughout call – two EVAC units on scene to transport patients.
7. Human Resources **Page 5**
8. Information Technology: **Page 6**
9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 7**
 - Performing Arts Center. **Page 8**
 - Parks Maintenance. **Page 9**
 - Building Maintenance. **Page 9**
10. Police: **Page 10**
 - Community Service/Animal Control. **Page 10**
 - Criminal Investigations. **Page 11**
Comments:
 - Sex Offender: Investigators obtained an arrest warrant for a subject on Carmel Court for failure to register as a sexual offender.
 - Burglary: Investigators obtained arrest warrants for suspect for two residential burglaries.
 - Burglary: Investigators obtained arrest warrants for suspect for a residential burglary and dealing in stolen property.
 - Operations – Summary of specific crimes. **Page 11**
 - Neighborhood Improvement. **Page 13**
11. Public Works **Page 13**
 - Engineering: **Page 13**
 - Tymber Creek Phase I – The southbound lane road base is being completed. Met with County inspector to determine forcemain shut down and relocation of existing valve which conflicts with new curbing at the intersection of SR40 and Tymber Creek Road widening. Staff is also working with the County to resolve

minor damage done during construction to the traffic control light at the Tymber Creek-River Chase Way intersection.

- Central Park Lake Interconnects – Hammock Lane was paved and the roadway is open to traffic. Off-road work is nearly complete with sidewalk and restoration work being completed. With both Hammock Lane and Hand Avenue open, the contractor has closed Division Avenue. The contractor has installed the culvert on Division and relocated the water mains and will be working on the retaining walls for the next two weeks. Completion of this last road closure is expected at the end of January. **Page 14**
 - Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 1/8/2014. The contractor's surveyor is preparing as-builts for Phase 3. The contractor has currently moved into Phase 4 for installation of primary conduit. Shut down of power for power switch over for portions of Phase 3 including the 5/3 Bank occurred Sunday, December 15, 2013; additional shut down for this area is scheduled for Saturday, January, 4, 2014. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4. **Page 14**
 - Environmental Management Division: **Page 17**
 - Street Maintenance/Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 17**
 - Stormwater Maintenance. **Page 17**
 - Street Sweeping. **Page 18**
 - Fleet Operations: **Page 18**
 - Utilities: **Page 18**
 - Concentrate Piping Connection to Reuse Storage Tank – Bids were received. Tomoka Construction was the sole bidder for \$167,220. The bid is being reviewed to determine where value engineering would be applicable to cut costs.
 - John Anderson Drive Project – A few residential service lines were discovered connected to hydrant lines. These connections were removed and newly installed service lines were connected directly to the main. **Page 19**
12. Support Services/City Clerk **Page 22**
- Audience Polling System
 - Project Status: Web training completed; IT coordinating installation on user stations