

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: April 27, 2012

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Updated ICMA credentialed manager work plan
- Weekly meetings with City Attorney, City Clerk and HR Director
- Bi-weekly meetings with Economic Development Director, Police Chief and Fire Chief
- Held weekly staff meeting with directors

Spoke to, attended and/or met with:

- Meeting with City staff and Diane Culpepper, Brighthouse, on potential Wi-Fi spots in city parks
- FCCMA conference call on annual conference
- Attended D.A.R.E. graduation at St. James
- Participated in a free ICMA webinar on economic redevelopment and solar energy
- Attended monthly Volusia City/County Managers meeting
- Attended meeting with County Manager, City Managers (Holly Hill, So. Daytona and Daytona Beach Shores), City staff and representatives from Sunoco team on Sunoco's expansion in the area
- Met separately with City staff and Sunoco team regarding sites in Ormond
- Discussion with Joni Hunt, FL Hospital, on the possibility of holding a Walking with the Manager event at Florida Hospital
- Participated in the Center for FL Local Government Excellence steering committee conference call
- Meeting with City staff and Patrick Harvey and David Butterfield, Tomoka Oaks HOA representatives, discussed the airport and island maintenance in the TO subdivision

2. Community Development: **Page 1**

- Staff attended a meeting with the City Managers and representatives of Sunoco who has development plans for sites in Ormond Beach (3), Holly Hill (1), Daytona Beach (5), South Daytona (1) and Daytona Beach Shores (1). The meeting was held at the Daytona Beach International Airport. The City's (3) sites for Sunoco's franchise expansion are located at:
 - 1546 W. Granada Blvd (I95 NB ramp)
 - 3 North Yonge Street (downtown)
 - 460 South Atlantic Avenue

Two of the three sites have development issues as it relates to buffers, setbacks, canopy sizes, canopy colors/signs as well as the proposed size of the highway commercial prototype store that is planned for the sites. The downtown site has additional issues regarding building placement and design as it relates to the city's form based code.

Development Services

- Work was substantially completed this week on the retaining wall between Olive Grove and the vacant parcel immediately west of the apartments.
- Jimmy Johns @ 2 South Perrot Drive - Final comments provided 04.25.2012.
- Pennorth Utility Connection @ 1350 North Ocean Shore Boulevard - Final comments pending.
- Chase Bank @ Ormond Mall (Ormond by the Sea). Project submitted on 04.24.2012, with Utility comments due by 05.02.2012.
- Maria Bonita, 195 West Granada Boulevard - Certificate of Occupancy issued on 04.20.2012.

3. Economic Development: **Page 2**

Ormond Crossings

- Staff finalized their comments to Tomoka Holdings regarding the draft Master Development Plan and design standards documents. Staff met with Tomoka Holdings on April 27 and discussed the remaining items and scheduling a workshop with the Planning Board and City Commission for review and approval.

Airport Business Park

- Staff is working with four existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle in the Business Park.
- Staff met with the new CEO of Emergency Communications Networks (ECN) to discuss their sale to the Riverside Company.
- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff walked the power line easement with FPL representatives to determine the area of vegetation clearing necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming which will require City participation. Staff is in the process of soliciting estimates for part of the clearing work.

4. Airport: **Page 3**

- Staff conducted a meeting with the new public information officer for the Ormond Beach Composite Squadron of the CAP. The CAP desires to keep the City informed of all planned activities, particularly those which involve local youths in the CAP Cadet Program.

5. Finance: **Page 4**

6. Fire: **Page 4**

Significant Incidents **Page 5**

- 4/21/12, 8:54 AM: Manderley Ln. – Structure Fire – due to cooking in garage – cabinets removed and ceiling pulled down to check for extension – fire contained to garage area.
- 4/22/12, 10:38 AM: Kingsgate Ct. – Structure Fire – flames and smoke upon arrival – pool heater on fire – exterior and attic of structure checked for extension – power turned off and attic ventilated.

7. Human Resources **Page 5**

City Events/Employee Relations Update **Page 6**

- Florida's Blood Centers will be holding a blood drive at City Hall on Monday, 04-30-12. Currently, we have ten (10) employees who have signed up to donate.

- Training & Development Opportunities **Page 6**
- LEAPS Academy is beginning training for all full time employees on "Ethics in the Workplace". The four hour sessions will begin 05-22-12.
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**
- Community Services & Animal Control. **Pages 11-12**
 - Criminal Investigations/Records. **Page 12**
Comments:
 - Stolen Vehicle: A Jeep and trailer were stolen from the hospital parking lot on the beach side. The jeep was recovered in Holly Hill at a home involved in manufacturing methamphetamine. The suspect of the auto theft was taken to the hospital for burns sustained while manufacturing methamphetamine at the Holly Hill residence. The subject fled the hospital when he realized investigators were on the way to speak to him. The subject was located and arrested on the methamphetamine charges and Ormond investigators are charging the suspect with grand theft auto.
 - 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 – Approximately 1,600 feet of new forcemain was constructed along Airport Road and approximately 900 feet of reclaimed watermain was constructed within the Breakaway Trails subdivision. The electrical panel for the new booster pump at the Breakaway Trails also began installation and assembly.
 - Williamson Median Landscape Renovation – The contractor has been instructed to hold off on planting the remaining western triangle bed until rain chances increase because there is no irrigation.
 - Andy Romano Beachfront Park – Bids were received and the base bid plus alternates exceed the available budget staff is working on value engineering items and will present this to the City Commission on May 1st.
 - Environmental Management Division: **Page 17**
 - Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 17**
 - Street/Stormwater Maintenance. **Page 18**
 - Street Sweeping. **Page 18**
 - Fleet Operations: **Page 18**
 - Utilities: **Page 19**
 - Concentrate Disposal Study – Permit applications are being processed by FDEP. Wastewater expansion plans provided to the consultant to assist with the design of the concentrate disposal piping connection to reuse transfer pump discharge line.

- Lift Station Repair and Replacement Project –The final pay request is pending until Worsham (Contractor) decides to accept final payment. Worsham hired an attorney to represent them on this project. Legal contacted the attorney who indicated that a demand letter may be forthcoming. Until the letter is received, the proposed meeting between Worsham and City staff will be postponed.

12. Support Services (formerly City Clerk's Office) **Page 22**

- Live Streaming Upgrade (ormondbeach.org/live):
 - Setup new live streaming system for use at the next City Commission Meeting on May 1, 2012.
 - The new live streaming system enhances citizens' ability to listen to the City Commission live as well as see all visual aids presented at City Commission meetings. Citizens will now also be able to access the live broadcast from mobile devices.