

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: May 4, 2012

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Met with Planning Director on Planning/Building issues
- Bi-weekly meeting with I/T Manager
- Weekly meetings with HR Director and City Clerk
- Budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Attended United Way meeting
- Attended Commission Workshop on Cross Connection Control
- Attended City Commission meeting
- Attended Chamber Leadership graduation
- Attended Quarterly Volusia County Economic Development update
- Attended United Way campaign finale fundraising event

2. Community Development: **Page 1**

Planning

- Staff attended the Tyler Technologies demonstration for the Enterprise Resource System RFP. The Planning Director attended the 2 day demonstration event because he is a member of the Selection Committee. Each member of the Selection Committee is now collecting information from employees who attended to ascertain their impressions of the features demonstrated and which system would be most responsive to the needs of the department in question.
- The May Planning Board Meeting will have public hearings on two LDC amendments: 1) the Architectural Guidelines which introduce a new style to accommodate modern designs (Neo-Eclectic) Sand; 2) wireless telecommunication towers. In addition, a workshop is planned to discuss outdoor display, play structures.
- The Board of Adjustment met, and based upon staff reports and testimony at the meetings: approved unanimously a variance for 176 Woodland Ave variance (pool screen enclosure) and denied unanimously a variance for 90 Raintree Lane variance (pool and deck).

Development Services

- SPRC met with Jimmy John's to discuss the proposed architectural design to their building which is to be located at the old Cunningham Gas site on W. Granada and Perrott.
- The SPRC received a Conceptual Site Plan Review for Dr. Batniji Medical Office which is to be a renovation of the vacant Woody's building on E. Granada.
- There are three building improvement grants that were submitted and under staff review. They are as follows:

- 1) 48 West Granada Boulevard (Ormond Garage): Request amount is \$50,000. Improvements include converting shingle roof to a decorative tin roof, pavers and landscape improvements.
- 2) 123 West Granada Boulevard (Frappes): Requested amount is \$2,150. Improvements include installation of an awning.
- 3) 119 West Granada Boulevard (Big Smoke): Requested amount is \$1,040. Improvements include installation of an awning.

- Maria Bonita submitted for the payment of two grants, each for \$50,000.
- The Shoemaker office building at 77 West Granada Boulevard has submitted a conceptual rendering of proposed façade updates and will be scheduled for the Ormond Main Street Design Subcommittee meeting.

3. Economic Development: **Page 2**
Ormond Crossings

- Staff finalized their comments to Tomoka Holdings. Staff met with Tomoka Holdings on April 27 and discussed the remaining items regarding the draft Master Development Plan and design standards documents. Staff is scheduling a workshop with the Planning Board in June to present the proposed documents. Following the meetings with the Planning Board, staff will present the finding to the City Commission for review and approval.

Prospective Business Attraction/Retention/Expansion

- Staff continues the annual business visits to survey existing businesses regarding their outlook of the economy and to present a variety of county and state economic development material. The visitation will continue over the next two months, which will be followed by a summary that will be provided to the Commission. Staff is providing the opportunity for the Commissioners to participate in the visits as well.
- Staff participates on monthly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities. Staff chaired the Economic Development Practitioners Council meeting and discussion was focused on Team Volusia's role in economic development within Volusia County and the services to be provided to the participating cities. In addition, there was also discussion regarding the preparation for the August International Council of Shopping Center's annual trade show in Orlando.

4. Airport: **Page 3**

- Staff continued to work this week to prepare for required land value appraisals scheduled to take effect at the airport in January of 2013. Airport financial data has been compiled and submitted to the proposed appraisal consultant for further evaluation. A formal proposal from the consultant is expected to be forthcoming.
- Staff continues to monitor aircraft activity on-site in the neighborhoods east of the airport, in an effort to determine the efficacy of voluntary noise abatement procedures established to reduce the perceived impact of aircraft noise on those and other areas. Observations continue to indicate that traffic pattern operations are normal and in accordance with recommended procedures. **Page 4**

5. Finance: **Page 4**

6. Fire: **Page 4**

Significant Incidents **Page 5**

- 4/23/12, 12:33 PM: Hollywood St. / Fern Ln – Provided automatic aid to Daytona Beach for a two acre brush fire with structural endangerment – fire contained with no homes damaged.
- 4/29/12, 2:30 PM: St. Georges Rd. – Dryer fire with smoke coming from apartment – extinguished smoldering dryer contents – ventilated apartment for smoke removal.

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**

- Community Services & Animal Control. **Page 12**
- Criminal Investigations/Records. **Page 12**
Comments:
 - Burglary: Subject was identified from latent prints lifted off a rear bedroom window in the Deer Lake subdivision. The print belonged to the victim's brother who he had suspected of breaking into his residence. Charges are being filed against the subject for the burglary and theft of a computer.
- Operations – Summary of specific crimes. **Page 13**

- Neighborhood Improvement. **Page 14**
- 11. Public Works **Page 15**
 - Engineering: **Page 15**
 - Williamson Median Landscape Renovation – The contractor is scheduled to complete the work on May 5th.
 - Ormond Scenic Loop- Discussed issues for maintenance of signs and coordination with existing City way finding signs. **Page 16**
 - Central Park Paving – The environmental resource permit from St. Johns River Water Management District has been issued. Staff and ZCA are working on finalizing the plans and specification for bidding the project. **Page 16**
 - 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**
 - City's Consumptive Use Permit (CUP) Compliance Report - SJRWMD. Forwarding District staff minor clarifications and comments concerning information contained in the technical staff report and proposed permit renewal conditions. District Board for CUP Compliance Report and renewal activities scheduled for Board review in early May 2012.
 - Airport Road Force Main/ Reuse Main Extension – Approximately 2,900 feet of new forcemain was constructed along Airport Road and approximately 700 feet of reclaimed watermain was constructed within the Breakaway Trails subdivision.
- 12. Support Services (formerly City Clerk's Office) **Page 22**