

City of Ormond Beach Memorandum

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: September 28, 2018

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Agenda Review
- Prep work for speaking engagement for Ormond Beach Lions Club
- Review of State of the City video with senior staff
- General discussion meetings with various members of senior staff

Spoke to, attended and/or met with:

- ICMA annual conference
- The OB Life
- Public Administration Advisory Board meeting
- Speaking engagement for Ormond Lions Club

2. Community Development: **Page 1**

- There is an informal neighborhood meeting notice for the property at 101 Fiesta Drive that abuts the recently renovated Hamlin building at 801 West Granada Boulevard scheduled October 9, 2018 at 5:30 pm at 801 West Granada Boulevard. The property owner of the Hamlin building at 801 West Granada Boulevard is seeking to construct a parking lot where a single-family residential house exists to serve the Hamlin building. In order to construct a parking lot to connect to the existing building, there are several steps that would be required. The project would need to amend the Comprehensive Plan land use designation and zoning designation for the property at 101 Fiesta Drive. Prior to any land use or zoning application, the applicant is hosting an informal neighborhood meeting (not required by the Land Development Code) to present the concept to property owners within 600' of the property. The informal meeting process has been used on a couple of previous projects to introduce a development concept and gather resident's comments prior to application. Any land use and zoning amendments would require a Planning Board review with public notice and City Commission action with public notice. If the land use and zoning amendment were approved, the parking lot would be reviewed and acted upon by the Site Plan Review Committee (SPRC). As part of the SPRC process, a neighborhood meeting with the submitted site plan is required.

3. Economic Development: **Page 3**

4. Finance: **Page 4**

5. Fire: **Page 5**

6. Human Resources **Page 5**

7. Information Technology: **Page 6**

8. Leisure Services: **Page 7**

- Athletics Field Maintenance. **Page 8**
 - Performing Arts Center. **Page 8**
 - Parks Maintenance. **Page 10**
 - Building Maintenance. **Page 10**
9. Police: **Page 10**
- Community Services/Animal Control. **Page 11**
 - Criminal Investigations. **Page 11**
 - Operations – Summary of specific crimes. **Page 11**
 - Neighborhood Improvement. **Page 14**
10. Public Works **Page 14**
- Airport: **Page 14**

 - Engineering: **Page 14**
 - Ph III 2-Inch Water Main Replacement – Mainland – Clean up and final restoration efforts are underway on Arrowhead Circle, Pine Street, Fir Street, Highwood Ridge Trail and Marsh Ridge Watch. Water main and meter switch overs have begun on Putnam Avenue.
 - Deer Creek Reclaimed Water – Contractor completed the directional drill and connection at the west end of project. The reuse main was tested for several days and worked satisfactorily. The Finance Department is issuing notices to the residents of Deer Creek informing them that they will be having their irrigation water converted to reuse and will be billed by the City at the \$8/month rate. The conversion will start on December 1. **Page 15**
 - Fishing Pier Repair – Bids for the project were received and the low bid contractor was determined to be non-responsive as the company owner does not have any type of contractor's license and no occupational license. In addition the company was just incorporated on August 10 and they do not have any past project experience on work of this capacity. Staff will be recommending award to the second low bidder at the October 16 CC meeting. **Page 15**

 - Environmental Management Division: **Page 16**
 - Street Maintenance/Asphalt/Concrete. **Page 16**
 - Forestry. **Page 17**
 - Stormwater Maintenance. **Page 17**

 - Fleet Operations: **Page 18**

 - Utilities: **Page 18**
 - Beach Street Manhole 13391 at 387 N. Beach Street – A disposition memo is under review to notify the City Commission of the emergency nature of the work being performed to remove the manhole. Additional piping needs to be replaced that was not anticipated. Permission to close the road Wednesday and Thursday night was granted by the County.
11. Support Services/City Clerk **Page 21**