

MEMORANDUM

FROM THE OFFICE OF THE CITY MANAGER

To: Mayor and City Commission

From: Pam Brangaccio, Interim City Manager

Re: **Interim City Manager Report – January 12, 2010**

Date: January 6, 2009

As of January 4, 2009, a written proposal has not been received from the representatives of the Flagler Hotel project for a transfer of the property, or for incentives. I do have upcoming meetings scheduled to discuss Flagler Avenue parking, and with representatives from the Hotel, but a formal proposal will not be available for the January 12th rehearing on the PUD/Master Development Agreement.

Action Plans have been drafted on the eighteen critical success factors, which have been forwarded to the Commission for their review for a suggested workshop on January 26th.

The Finance Staff has been working on the new budget format. Administrative staff training was held on 12/8/09 on the benchmarking system with FLA Consortium for major general fund departments.

The Planning Division has received informal notification from FDOT that capacity improvements to the intersection improvements at Canal Street and US1 may be moving up. The City needs to be an active participant in the design process to ensure a compatible design for Canal Street is utilized. This might also affect the Dunn Lumber property.

A new web-based format for a City Newsletter was published on Jan 4, 2010, as well as the application for the NSB Citizen Academy, which begins on March 4th.

An emergency repair was approved for the City's stormwater system, which closed Mary Avenue to traffic between US1 and Orange Street for one week, starting on January 4th. The purchase order is on the January 12th agenda.

Prospect Alpha Bravo continues to move through the County's Department of Economic Development, and may be reflected in a new Brownfield's designation outside the previously established CRA Brownfield.

The Mayor and City Manager are scheduled to meet with the Bert Fish CEO mid-January to discuss the priorities established in the revised CRA Plan.

The Westside Neighborhood Plan is being kicked off on January 25th, with a meeting of the Steering Committee, the Planning consultant, and City staff.

An agenda item is forthcoming regarding the request from the Marine Discovery Center (MDC) to reduce their monthly management fee by 10%, as well as to complete the purchase of two replacement motors for the current water taxis. The MDC will also review with the Commission, other cost saving revisions and new revenue streams.

There appears to be a renewed interest to establish a Nuisance Ordinance, as a code enforcement tool, to assist with remediation of violations if the property owners are unwilling or unable, to resolve the concerns.

There is also interest in a review of the City Sign Code, as it relates to real estate signage. Both of these items would be discussed by the City Commission to provide direction to City staff.

Another issue to resolve in 2010 is closure to the open building permits, from emergency repairs from natural disasters, beginning in 2004. The Engineering Director and new Building Official would work with the Board of Realtors and Building Industry to develop a work plan to address these open permits.

The Assistant City Manager continues to work on resolution, and clarification of the West Canal Streetscaping change order submitted to the CRA so it can move forward to the CRA, and the City Commission.

A local architect, Chris Frank, was brought on-board for the architectural drawings for a new dais and associated woodwork needed for the Commission Chamber. The architect is working from photos of similar Commission Chambers taken on field visits by Commissioner Grasty, the ICM, and City Clerk. Contact had been made as well with Daytona State College however; a decision would not have been forthcoming from the architectural program to meet a January completion date for the design. The Assistant City Manager will be meeting with the Commissioners once a concept is in-hand.

The Utilities Commission agreed to a Joint Meeting to be held in April 2010. The Interim City Manager and Utilities Commission CEO will be drafting an agenda for the meeting.

The Planning and Zoning Board will be holding up to two additional workshops in January the 14th and 21st, regarding the Evaluation Appraisal Report. Further delays could have a direct impact on submittal of any Large Scale Land Use Amendments in the two DCA windows available to the City in 2010.

Building Official interviews were conducted with six candidates on December 23rd. An offer has been extended to the top candidate dependent on completion of due diligence by the City's Human Resources Manager. A separate memorandum will be provided.

Mr. Tony Otte, an experienced CRA/City Manager began working as Interim CRA Director, on January 4th. The job description for the permanent Director is under review for possible inclusion of additional economic development duties.

However, I would prefer not to finalize that action until the Mayor and the City Commission workshop regarding the Economic Development Plan, for any possible impacts on the CRA Director position.

Notice has been provided to the Property Appraiser that the City might consider the adoption of a non-ad valorem assessment for the collection of stormwater fees. This is an item, which the City has been discussing for sometime for collection efficiency.

The Volusia County Parks and Recreation Department budget is being discussed at a workshop on January 7th by the County Council, a copy of the report has been provided to the Commission. There are FY11 budget reductions proposed that would have an adverse impact on cities, including maintenance and staffing on two beach parks in New Smyrna Beach.