

MEMORANDUM
FROM THE OFFICE OF THE CITY MANAGER

To: Mayor and City Commission

From: Pam Brangaccio, City Manager *PDB*

Re: **City Manager's Report – February 9, 2016**

Date: February 1, 2016

Ms. Amye King started on February 1st as the City's Planning and Zoning Director.

Just a reminder of the Mary S. Harrell Tribute Dinner on Thursday, February 4th at the Babe James Community Center beginning at 5:00 pm

The CM met with the Volusia County Schools Futures Foundation Program Coordinator Sheila Rees. Ms. Rees will be making a presentation to the City Department Heads in April with regard to a mentorship program.

FEMA is in the process of revising the flood maps for Volusia County, which will have an impact on the residents of New Smyrna Beach. FEMA has arranged an open house for County/City residents to review the preliminary changes, which will be conducted at the Port Orange Library February 25th from 4:00 pm – 7:00 pm. The information received from FEMA is also available at the City Engineering Office for review as necessary.

The CM, Vice-Mayor Reiker, Police Chief Coffin, Community Resource Coordinator Donna Banks, and Reverend Bob Brown met on January 20th to discuss the homeless issue and to brainstorm possible measures that can be taken to help alleviate the issue.

Please see attached permit application and supporting documents regarding the placement of pedestrian flags on Saxon Drive at Saint Peter the Fisherman Episcopal Church, 4220 Saxon Drive which has been submitted to the County for approval.

The CM and CRA/Economic Development Director Tony Otte attended the Historic Westside Meeting on January 25th. Mr. Otte made a presentation regarding the US 1 CRA District.

The CM and ACM attended the Volusia County Manager's meeting on Wednesday, January 27th where the City Manager of Daytona Beach discussed the Safe Harbor Project.

The CM attended a Community meeting February 1st at the Allen Chapel AME Church, facilitated by Reverend Dove to discuss the issue of homelessness in New Smyrna Beach.

A meeting is scheduled for Thursday, February 4 with the CM, ACM Khalid Resheidat and Utilities Commission General Manager Ray Mitchum to discuss the Swoope parking expansion and a possible joint Fleet Maintenance Facility between the City and the UC.

The CM and the ACM will be attending the FCCMA Winter Institute Conference “Preparing Today’s Leaders for Tomorrow’s Challenges in Lakeland, February 4th and 5th.

Please see attached information regarding the application process for the FDOT Quiet Zone Grant Program. The funding will be distributed statewide through individual agreements with the award recipients. Award funding will not exceed 50% of the total cost of any Quiet Zone capital improvement project. Funding will be awarded based on consideration given to the percentage contributed by the QZ applicant, the number of rail crossing closures submitted with the Quiet Zone corridor to enhance safety, and the availability of funds within the fiscal year deadline. The deadline to submit a grant request letter is Monday, February 29, 2016 with further overview of program details to be provided soon outlining the remainder of the application process and all deadlines associated with that process.

CRA/Economic Development Director Tony Otte will be presenting the Economic Development Plan at the February 23rd City Commission meeting. A joint meeting of the EDAB and the Neighborhood Advisory Council is scheduled on February 24th. There is also a joint meeting of the New Smyrna and Edgewater EDABs on March 16th. The first US 1 CRA meeting is scheduled for March 8th to adopt the budget.

The City and WSBB in conjunction with their broadcast partnership will be hosting a radio show the second Tuesdays of the month from 8:30 am – 9:00 am. . The following is the schedule planned thus far: February 9th – Planning; March 8th – Capital Projects; April 12- Recreation and Parks; May 10th – Police and Fire; June 14th – Upcoming Budget.

Please see attached information regarding the 2016 Annual Call for Projects. The River to Sea Transportation Planning Organization (TPO) is now accepting transportation project funding applications for the Priority Project Process. The deadline for submittal of all project funding applications is 12:00 pm on Friday, April 1, 2016.

Holly Smith, Marketing/PIO Manager submitted a summary of City and CRA initiatives and highlights for the month of January, which is attached.

You will notice over the next few weeks a minor adjustment on one of the southern beam connections, then the “glassing-in” of the Brannon Center will occur.

Should you have any questions or need additional information or clarification, on any of the items presented in this report, please let me know.

Kosorok, Tammy

From: Brangaccio, Pam
Sent: Friday, January 29, 2016 11:48 AM
To: Kosorok, Tammy
Subject: FW: News release: Federal flood zone changes will affect NSB properties; public meeting Feb. 25

[Add to CM report.](#)

From: City of NSB News
Sent: Thursday, January 28, 2016 4:47 PM
Subject: News release: Federal flood zone changes will affect NSB properties; public meeting Feb. 25

January 28, 2016

News media contact:
Kyle Fegley, city engineer
386.410.2811

NEWS FOR IMMEDIATE RELEASE

Federal flood zone changes will affect NSB properties

Many New Smyrna Beach properties will be required to carry flood insurance if proposed floodplain maps are adopted by the Federal Emergency Management Agency (FEMA). To ensure property owners are aware of the change to flood zone maps, the City of New Smyrna Beach is encouraging property owners to attend an informational open house from 4-7 p.m., Thursday, February 25, at the Port Orange Regional Library, 1005 City Center Circle, Port Orange, according to Kyle Fegley, city engineer.

Preliminary FIRM panels with the proposed map revisions to the adopted 2014 FIRM maps will be discussed as well as appeal and compliance periods and the map adoption process. The meeting is hosted by FEMA representatives. Staff from area cities, Volusia County and the State of Florida also will address citizen concerns, Fegley added.

When the proposed new FIRM maps go into effect, many properties will be added to the Special Flood Hazard Area. Areas that will see significant changes are along the east side of S.R. A1A and between I-95 and the Indian River. Properties may be either added or removed from special flood hazard areas (SFHA), Fegley said. Even properties that were removed from flood areas in 2014 again may be required to carry flood insurance if their mortgage is tied to a federally funded loan.

Revised maps are online at www.fema.gov/preliminaryfloodhazarddata.

For more information on FEMA FIRM maps, visit cityofnsb.com/fema-flood or call the New Smyrna Beach Engineering Department at 386.410.2811 or 386.410.2812.

-30-



City of New Smyrna Beach

Phone: (386) 424-2205 ■ Fax: (386) 424-2198

January 21, 2016

Thomas C. Kelly Administration Center
County of Volusia, Land Development Office
123 West Indiana Avenue. Room 202
Deland, FL 32720-4604

To whom it may concern,

Attached please find a permit application along with supporting documents on behalf of the city of New Smyrna Beach to place pedestrian flags on Saxon Drive in New Smyrna Beach (please see attached location map). I have checked with county staff and they indicated that a county right-of-way use permit will be required.

Should you have questions or concerns regarding this issue, please don't hesitate to contact me at 386-424-2209 or kresheidat@cityofnsb.com.

Thank you in advance for your consideration and approval-

A handwritten signature in blue ink, appearing to read "KRES" or similar.

Khalid Resheidat
Assistant City Manager

cc: Pam Brangaccio, City Manager

**COUNTY OF VOLUSIA
LAND DEVELOPMENT OFFICE
APPLICATION FOR USE PERMIT**



Mail or hand deliver the completed application to:
 Thomas C. Kelly Administration Center, County of Volusia, Land Development Office
 123 W. Indiana Avenue, Room 202, DeLand, Florida 32720-4604
 DeLand 386-736-5942, Daytona Beach 386-248-8157, New Smyrna Beach 386-423-3872
 Fax 386-740-5136

DIVISION 6 - USE PERMIT (USE)

- RESIDENTIAL
 COMMERCIAL
 UTILITY

PROJECT INFORMATION	
IF YOU USE AN INTERNAL PROJECT NUMBER, PLEASE ENTER IT HERE:	
PROPERTY ADDRESS:	Saxon Dr. at Sea Woods Subdivision & the St. Peter the Fisherman Episcopal Church
TAX PARCEL NUMBER(S):	County Right of Way
PROPERTY LOCATION:	<input type="checkbox"/> Unincorporated - in the community of
	<input checked="" type="checkbox"/> Incorporated - in the city of
DIRECTIONS TO PROPERTY:	South Saxon Dr. in New Smyrna Beach at St. Peter the Fisherman Episcopal Church

SCOPE OF WORK	
<input type="checkbox"/> MAILBOX LOCATED ON PUBLIC RIGHT-OF-WAY	
<input type="checkbox"/> ASPHALT/CONCRETE DRIVEWAY APPROACH	
<input type="checkbox"/> TO PAVED ROAD	<input type="checkbox"/> TO PAVED ROAD WITH CULVERT PIPE
<input type="checkbox"/> DRIVEWAY APPROACH	
<input type="checkbox"/> TO UNPAVED ROAD	<input type="checkbox"/> TO UNPAVED ROAD WITH CULVERT PIPE
<input type="checkbox"/> OPEN STREET CUT ON A PAVED STREET	Number of Cuts
<input type="checkbox"/> OPEN STREET CUT ON AN UNPAVED STREET	Number of Cuts
<input type="checkbox"/> BORE AND JACK	Number of Jacks
<input type="checkbox"/> DIRECTIONAL BORE	Number of Borings
<input type="checkbox"/> ROADWAY CONSTRUCTION OTHER THAN BY A SPECIAL ASSESSMENT DISTRICT, OR IN CONJUNCTION WITH THE DEVELOPMENT OF A SUBDIVISION	
<input type="checkbox"/> FIRE HYDRANT CONNECTION AND RELATED WORK	
<input checked="" type="checkbox"/> OTHER (SPECIFY)	Placing pedestrian flags at crosswalk on Saxon Dr at crosswalk in front of St. Peter the Fisherman Episcopal Church and Sea Wood Subdivision. The Crosswalk was done by Volusia County.

****STAFF USE ONLY****	
PROJECT NAME: _____	
USE PERMIT NUMBER: _____	RSN: _____

APPLICANT/OWNER INFORMATION

NAME: Khalid Resheidat
COMPANY: City of New Smyrna Beach
ADDRESS: 124 Industrial Park Ave
CITY: New Smyrna Beach STATE: Florida ZIP CODE: 32168
PHONE: (386) 424-2209 EXT: FAX: EMAIL: kresheidat@cityofnsb.com

All Information concerning this application will be directed to the applicant
The USE Permit will be issued in the name of the applicant

BILLING INFORMATION

TO BE COMPLETED IF A CENTRAL BILLING SYSTEM IS USED.

NAME:
COMPANY:
ADDRESS:
CITY: STATE: Florida ZIP CODE:
PHONE: EXT: FAX: EMAIL:
SPECIAL INSTRUCTIONS:

TO BE SUPPLIED AT THE TIME OF SUBMISSION:

- Completed Application (Authorization from the owner, if applicable)
A survey sketch or site plan to scale meeting the requirements of Section 72-691(d)(2) (5 copies)
A Maintenance of Traffic (MOT) detail included on plans, when applicable.

PURSUANT TO CHAPTER 556, FLORIDA STATUTES, AS AMENDED, AN EXCAVATOR OF THE WORK PERFORMED UNDER THE SCOPE OF THIS APPLICATION SHALL CALL THE "SUNSHINE STATE ONE-CALL OF FLORIDA, INC." AT 1-800-432-4770, NOT LESS THAN TWO OR MORE THAN FIVE BUSINESS DAYS BEFORE BEGINNING EXCAVATION.

BY SIGNING BELOW, YOU ACKNOWLEDGE THE REQUIREMENT FOR THE COMPLETE APPLICATION SUBMISSION AND ALL FEES TO BE RECEIVED IN THIS OFFICE. ADDITIONAL FEES MAY BE ASSESSED DURING THE APPLICATION REVIEW PROCESS AND SHALL BE PAID PRIOR TO ISSUANCE OF THE USE PERMIT. APPLICATIONS DETERMINED TO BE INCOMPLETE MAY BE RETURNED TO THE APPLICANT PRIOR TO ACCEPTANCE, OR APPROVAL MAY BE DELAYED. ACCESS IS HEREBY GRANTED TO COUNTY STAFF FOR INSPECTION AND REVIEW PURPOSES.

APPLICANT SIGNATURE: [Signature] DATE: 1/19/16

If you are not the property owner, you must have the owner complete the attached "Owner Authorization Form"

****STAFF USE ONLY****

PROJECT NAME:
USE PERMIT NUMBER: RSN:

CROSSWALK AT SAINT PETER THE FISHERMAN EPISCOPAL CHURCH - 4220 SAXON DRIVE LOCATION MAP



**Crosswalk with Pedestrian Flags
at Saint Peter the Fisherman Episcopal Church
4220 Saxon Drive**



**Pedestrian Flags and Buckets
to be placed at
these locations.**

Kosorok, Tammy

From: Brangaccio, Pam
Sent: Wednesday, January 20, 2016 3:07 PM
To: Kosorok, Tammy
Subject: FW: Florida DOT - Quiet Zone Award, Phase III
Attachments: FRA QZ Documents Package.pdf; SAMPLE GRANT REQUEST LETTER rev. 022415.pdf; Packet Intro Information (phase III).docx

Add to next CM report.

From: Megan Sirjane-Samples [mailto:MSirjaneSamples@flcities.com]
Sent: Tuesday, January 19, 2016 12:46 PM
Cc: andre.goins@dot.state.fl.us; Dunaway, Shannan <Shannan.Dunaway@dot.state.fl.us>
Subject: Florida DOT - Quiet Zone Award, Phase III

Good afternoon,

Please see the information below and distribute accordingly from the Florida Department of Transportation regarding the Quiet Zones Grant Program.

Thank you for your interest in information on the Quiet Zones Grant Program. Attached are the Federal Railroad Administration (FRA) documents and contact information (FRA Quiet Zone Documents Package) which includes details on how to establish a Quiet Zone in your community.

The Department of Transportation (Department) State Grant Funding Program for Quiet Zones requires a letter of request. A sample of the letter (Sample Grant Request Letter) is also attached above. Please note your request letter must include the following:

- *Complete Notice of Intent to Establish a Quiet Zone package*
- *Estimated costs to include the percentage to be provided by the Quiet Zone Applicant*
- *Anticipated project schedule*

Also note, the State Grant Funding Program for Quiet Zones is to be distributed statewide through individual Agreements with the award recipients. Award funding will not exceed 50 percent of the total costs of any Quiet Zone capital improvement project. The Department will distribute the funds with consideration given to the percentage contributed by the Quiet Zone Applicant, the number of rail crossing closures submitted within the Quiet Zone corridor to enhance safety, and the availability of funds within the fiscal year deadline.

We look forward to assisting you in your efforts to establish a Quiet Zone in your community.

Information on the Quiet Zone process can be found at <http://www.fra.dot.gov/search?q=Quiet+Zones>. If you need clarification on the Notice of Intent to Establish a Quiet Zone, or the Quiet Zone establishment process, please contact Tom Drake, FRA, at (770) 251-6186.

For grant funding questions and to discuss any questions or concerns, please contact Andre Goins, FDOT's Rail Operations and Programs Administrator at (850) 414-4620 or andre.goins@dot.state.fl.us.

Thank you.



Memorandum

To: [Distribution List]
From: Robert Keeth, Senior Planner
Date: January 28, 2016
Subject: River to Sea TPO's Annual Call for Projects

***** **FOR YOUR IMMEDIATE ATTENTION** *****

Announcing River to Sea TPO's Annual CALL FOR PROJECTS

The River to Sea Transportation Planning Organization (R2CTPO) is now accepting applications for projects to be added to our List of Priority Projects. These applications will be used by the R2CTPO to qualify and prioritize proposed transportation-related projects for feasibility study and/or implementation using federal and/or state transportation funding.

The deadline for submitting project applications is 12:00 p.m. (noon) on Friday, April 1, 2016.

Any previously submitted project application which was ranked, but has not yet undergone a feasibility study, will remain on the List of Priority Projects **only if the project's sponsor submits a letter indicating its continuing support for the project. This letter must be received by the R2CTPO on or before 12:00 p.m. on Friday, April 1, 2016.**

The R2CTPO has six categories of Priority Projects, which are:

- Strategic Intermodal System (SIS) Roadway Projects
- Regionally Significant Non-SIS Roadway Projects and Major Bridge Projects
- Public Transit Projects
- Traffic Operations, Safety, and Local Initiatives (traffic operations focused) Projects
- Bicycle/Pedestrian and B/P Local Initiatives (bicycle and pedestrian focused) Projects
- Transportation Planning Studies

Only applications for transportation-related projects in the following Priority Project categories will be considered at this time:

- Traffic Operations, Safety, and Local Initiatives (traffic operations focused) Projects
- Bicycle/Pedestrian and B/P Local Initiatives (bicycle and pedestrian focused) Projects
- Transportation Planning Studies

Applications are not being accepted for projects to be included on the List of Priority Strategic Intermodal System (SIS) Projects and the List of Priority Regionally Significant, Non-SIS Roadway and Major Bridge Projects. Only projects identified in the adopted Long Range Transportation Plan qualify for these lists. Projects to be included on the List of Priority Transit Projects are selected by the TPO in cooperation with the public transit agencies.

Traffic Operations, Safety, and Local Initiatives Projects and Bicycle/Pedestrian and B/P Local Initiatives Projects

All state and/or federal funded projects require a 10% local match for the feasibility study.

All state and/or federal funded projects that are not on the State Highway System (SHS) require a 10% local match for project implementation.

The process for reviewing and ranking Traffic Operations, Safety, and Local Initiatives projects and Bicycle/Pedestrian and B/P Local Initiatives projects is as follows:

1. For each proposed project, the applicant (project sponsor) will submit a completed R2CTPO Traffic Operations, Safety, and Local Initiatives Project Funding Application or Bicycle/Pedestrian and B/P Local Initiatives Project Funding Application. The application will indicate whether the applicant is requesting a feasibility study or project implementation. R2CTPO will accept an application for project implementation (design, right-of-way, construction) only if the proposed project has undergone a feasibility study or if a feasibility study will not be required.
2. R2CTPO staff will screen applications to ensure that they are complete and include only eligible improvements/activities.
3. Project applications for feasibility studies:
 - a. Applicant (project sponsor) will submit an official letter to the R2CTPO certifying that the project is supported by the applicant and agreeing to pay its required local share (10%) of the cost for a required feasibility study.
 - b. Traffic Operations, Safety, and Local Initiatives projects will be preliminarily ranked by the TIP Subcommittee; Bicycle/Pedestrian and B/P Local Initiatives Project Applications will be preliminarily ranked by the BPAC Project Review Subcommittee. The R2CTPO Board will approve a final ranking of all projects.
 - c. The R2CTPO's consultant will perform a feasibility study on each proposed project in ranked order as funding becomes available. The R2CTPO will pay 90% of the study cost; the applicant will be responsible for the remaining 10% (cash match).
4. Projects applications for project implementation (feasibility study or equivalent has been completed):
 - a. Applicant (project sponsor) will submit an application for project implementation and an official letter agreeing to provide the required local match for state and/or federal funds programmed on the project, and agreeing to pay for any cost overruns.
 - b. Traffic Operations, Safety, and Local Initiatives Project Applications will be preliminarily ranked by the TIP Subcommittee; Bicycle/Pedestrian and B/P Local Initiatives Project Applications will be preliminarily ranked by the BPAC Project Review Subcommittee. The R2CTPO Board will approve a final ranking of all projects.
 - c. R2CTPO will coordinate with the Florida Department of Transportation (FDOT) to program the projects in FDOT's Work Program and the R2CTPO's Transportation Improvement Program (TIP) in the order of priority set by the R2CTPO Board.

Local Initiatives Projects

These are projects that address complete streets retrofits, roundabouts, major technology improvements, climate change adaptation, aesthetics, and other improvements that support the goals of the Long Range Transportation Plan. Local initiative projects that focus on traffic operations will use the *Traffic Operations*,

Safety & Local Initiatives Project Application; those that focus on bicyclists and pedestrians shall use the *Bicycle/Pedestrian and B/P Local Initiatives Project Application*.

Regional Trail Projects

Projects that contribute directly to the completion or enhancement of the SunTrail Network will be eligible for inclusion on the Central Florida MPO Alliance's (CFMPOA) Regional Trail Projects List. For a project to be included on this list, the project's sponsor must submit a completed R2CTPO Bicycle/Pedestrian and B/P Local Initiatives Project Application and indicate on the application that the project is being offered for consideration as a Regional Trail Project.

Application Process Support

To help with the application process, the following items will be available for download from the R2CTPO's website (<http://www.r2ctpo.org/newsroom/2016-call-for-projects/>):

1. Schedule for the 2016 Priority Project Process
2. 2015 Lists of Priority Projects
3. R2CTPO's Priority Project Application for Traffic Operations, Safety, and Local Initiatives Projects
4. R2CTPO's Priority Project Application for Bicycle/Pedestrian and B/P Local Initiatives Projects
5. R2CTPO's Priority Project Application for Transportation Planning Studies
6. Supporting Resolutions

For questions regarding Traffic Operations, Safety, and Local Initiatives Projects and Transportation Planning Studies, contact Robert Keeth, (386) 226-0422, extension 20424.

For questions regarding Bicycle/Pedestrian and B/P Local Initiatives Projects, contact Stephan Harris, (386) 226-0422, extension 20428.

The deadline for submittal of all project funding applications is 12:00 p.m. (noon) on Friday, April 1, 2016. Applications submitted after the deadline will not be accepted.

City of New Smyrna Beach
Public Information Initiatives
Analytics Summary/Highlights: January 2016

- **City website www.cityofnsb.com**
 - 33,959 'unique' visitors in January.
 - Continually updating dept content and coordinating new graphics to flash on homepage to highlight projects/initiatives.
- **Proactive news releases:**
 - 5 proactive news release were distributed.
 - 9 print stories were generated from the releases in the newspaper of record. (Does not include other publications, several broadcast media stories or social media posts generated.)
- **City social media**
 - Posting a minimum of five posts each workday and gleaning content from several sources.
 - Replies and questions are monitored/answered.
 - 1,255 lifetime likes.
 - <https://www.facebook.com/cityofnsb>
 - 106 followers of Twitter page @CityofNSB
- **2015 Annual Report**
 - Turn-keyed the 2015 annual report from content creation to delivery.
 - Cost: \$604 for design and #500 copies (not including staff time)
- **Mayor's Fitness Challenge 2016:**
 - Created/managed pre-event online survey that garnered responses from 30 percent of participants.
 - Managing and responding to bi-tri-weekly social media posts for challengers.
 - Taking photos intermittently.
 - Cost: staff time.
- **Art Fiesta 2016:**
 - Planning/implementing traditional and digital marketing for 2016 event.
 - Projected cost: \$1,514 for collaterals and digital/traditional advertising + staff time.
- **Light the Night 5K:**
 - Planning event promotion.
 - Projected cost: \$400 + staff time.
- **Adopt a Park Program:**
 - Planning/implementing program launch promotion.
 - Projected cost: \$155 + staff time.
- **Brannon Civic Center project**
 - Continuing to update page with construction progress photos through completion and will extend page promotion using social media.
www.cityofnsb.com/brannonciviccenter
 - Posting updates/photos on social media

- **Misc jobs:**
 - Drafted 'presentation' and notes for staff for January and February events.
 - Monitoring of info mailbox used for incoming inquiries.
- **Do the LOOP! monthly LOOP E-newsletter:**
 - Collected/drafted content for February issue.
 - The publication has grown to 2,216 subscribers as of January 2016.
 - Includes coordinating monthly event lists with several groups and event hosts.
- **LOOP monthly rack cards:**
 - Collected/drafted content for March card.
 - 5,000 January cards created and distributed to various businesses inside and near the LOOP.
 - Cost: \$289 for #5,000 cards.
- **LOOP website www.nsbwaterfrontloop.com/events:**
 - 3,918 unique users in January.
 - Events continually are posted to the events page.
- **Facebook.com/nsbwaterfrontloop:**
 - 3,740 lifetime likes.
 - Daily posts are created.

