

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: September 16, 2011

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, City Clerk, and Finance Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Held quarterly Meeting with the Manager
- Conducted Walking with the Manager and had 17 participants; including Air Traffic Control Tower Manager Steve Brockett, and Aviation Advisory Board Chairman and City Resident Larry Volenec
- Participated in Local Government Summit conference call
- Attended 9/11 Service at Calvary Church
- Met with Builders Association Executive Director Sandy Burke Bishop, Scott Vanacore and Anthony Viscomi to discuss the Builders Association interest in jobs and having the City Commission waive impact fees.
- Attended Special City Commission Meeting
- Attended FDOT Public Hearing regarding SR40 Milling and Resurfacing Project
- Attended the Ormond Beach's Andy Romano Beachfront Park Plan Unveiling

2. Community Development: **Page 2**

- The last workshop in a series of workshops on the Granada Economic Opportunity Zone was held on the 13th. George Houston, of Florida Department of Environment Protection, gave a presentation on the program overall and the operations of how the incentives work. To date, staff has not received any correspondence from property owners within the proposed boundary requesting that their property be removed. The resolution recommending that the City establish a Brownfield designation for a portion of the downtown CRA and the area immediately surrounding the vacant Memorial Hospital site to include the hospital will be placed on the City Commission agenda for November 1, 2011. Two public hearings will be required.
- Staff attended an FDOT workshop on the SR 40 roadway improvements held at City Hall on the 15th. These improvements have been long in waiting and represent almost four years of effort by Planning, Engineering and Main Street to convince FDOT that the road resurfacing should consider traffic calming, landscape medians, relocate bicycle lanes and keep the on street parking.
- Staff is working on a Hunter's Ridge DRI Development Order amendment along with a land exchange which will be placed on the City Commission agenda concurrently with the DRI amendment coming first. The Ormond Beach DRI DO from 1991 contained some land dedications for facilities that are no longer needed or planned to offset Hunter's Ridge impacts. A western water treatment plant was eliminated as an approach to providing water to the western part of Ormond in 1994. The land dedicated for a park is made up of 1/3 wetlands. The land exchange will provide the City a 345 acre regional park developed by Hunter's Ridge with equestrian and bike

trails, observation towers, parking, eco tourism cabins, and public bathrooms. Flagler County has indicated this regional park is consistent with their county goals of eco tourism and has expressed a willingness to maintain that portion within Ormond according to representatives from Hunter's Ridge. It is hoped to have the amended DO and land exchange on the November 15<sup>th</sup> City Commission agenda.

3. Economic Development: **Page 3**

Ormond Crossings

- Tomoka Holdings is preparing the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff by mid-September.

Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in September.

Ormond Beach Chamber and Main Street

- Staff is working with the Chamber Economic Prosperity Committee to revise and update the joint business publication "Doing Business in Ormond Beach." The document is expected to be presented at the Chambers' annual State of the City address on September 29.

4. Airport: **Page 4**

- Staff worked with Hoyle, Tanner and Associates to finalize compilation of the Environmental Resource Permit Application and Report to the St. Johns River Water Management District, required as part of the Taxiway Alpha Relocation and General Airfield Improvements Project (Bid 2011-25). A bid opening for this project was conducted last week, and after bid tabulation it was determined that Halifax Paving of Ormond Beach was the low bidder for this project. A recommendation to award a construction contract to Halifax Paving will be prepared and forwarded to the City Commission for approval.
- Work continued this week to replace the swing gate located in FBO Area 1 with a compatible slide gate. The swing gate will be retained and installed at the air traffic control tower, allowing tower staff to park within the secure perimeter fence. Staff received bids from AAA Fence Company of Daytona Beach, Inc., Certified Electronic Systems, Inc., and Riva Fence, Inc. The most competitive bid was submitted by Riva Fence, Inc. The cost of this project will be 100% funded under the existing FDOT airport security grant.

5. Finance: **Page 4**

- Preparation of interim and year-end audit.

6. Fire Service: **Page 5**

7. Human Resources **Page 6**

8. Information Technology: **Page 8**

9. Leisure Services: **Page 8**

- Athletics Maintenance. **Page 9**
- Future Events at PAC. **Page 10**
- Parks and Irrigation. **Page 11**

- Building Maintenance. **Page 12**
10. Police: **Page 12**
- Community Services & Animal Control. **Page 12**
  - Criminal Investigations/Records. **Pages 13**
  - Operations – Summary of specific crimes. **Pages 14-15**
  - Neighborhood Improvement. **Page 16**  
**A summary of active code enforcement cases by zone is listed below.**
11. Engineering: **Page 16**
- Andy Romano Beachfront Park – On September 6<sup>th</sup> the City Commission selected the final draft plan and preferred architectural concept for the concession/restroom facility. The consultant has prepared the final plan rendering for display to the public. The public unveiling took place on September 15<sup>th</sup> at 7:00 PM at The Casements with approximately 40 citizens in attendance.
  - John Anderson Drive – The City Commission directed staff to delete the sidewalk, design 10 foot lanes, and include high back Type F curbing. Staff is negotiating with the consultant on the costs that were submitted for revising the design plans in accordance with the revised scope of work and also the additional costs the consultant incurred for preparing the design alternatives that were presented to the City Commission.
12. Environmental Management Division: **Page 18**
- Asphalt/Concrete. **Page 18**
  - Tree Crew. **Page 19**
  - Street/Stormwater Maintenance. **Page 20**
  - Street Sweeping. **Page 20**
13. Fleet Operations: **Page 20**
14. Utilities: **Page 20**
- Provided SJRWMD revised service area population projects with refined 2010 Census results for preliminary comment for responding to 2<sup>nd</sup> request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff continues pursuit of current 5 year report with preparation of responses to RAI #2.
  - Airport Road Force Main Extension – Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunters Ridge areas. Upon completion of final plans and specifications, documents will be distributed to pre-qualified contractors for solicitation of bids.
  - Fire Hydrant Replacement Program – Construction is underway by contractor. Coating is peeling from some of the recently installed hydrants. The contractor was directed to remove the hydrants and have them recoated in accordance with the approved shop drawings. Appropriate customer outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff.