

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: September 30, 2011

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1. City Manager: **Page 1**

**City Manager**

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Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney and Human Resources Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Attended United Way Board meetings
- Attended County Managers meeting
- Attended State of the City Luncheon
- Attended FCCMA Conference Planning session

2. Community Development: **Page 2**

- Preliminary application with Zev Cohen for the Andy Romano Beachfront Park.
- Met with Todd and Randy Hendrix regarding a site plan approval solely as a business warehouse at 1025-29 S. Nova Road. Randy will file a site plan amendment to delete business warehouse so that the site plan can have other uses beyond the business warehouse. Also, Todd to provide the City a detailed list of uses (parking requirements) that they would like to do within the B5 zoning category. Once all agree on the uses based upon the actual parking demand - not code requirement, this will be used to replace the business warehouse nomenclature. The parking waiver to the Board of Adjustment will not work since the site cannot meet any of the criteria.

3. Economic Development: **Page 2**

**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 in early October.

**Airport Business Park**

- Staff is working with a business prospect interested in leasing 6 Aviator Way, a 9,000 square foot industrial building that was recently vacated.
- Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.
- Staff is working with an existing business on a possible plant expansion project.

**Ormond Beach Chamber and Main Street**

- Staff worked with the Chamber Economic Prosperity Committee to revise and update the joint business publication "Doing Business in Ormond Beach." The document was distributed at the Chamber's annual State of the City address on September 29.

- Staff worked with the Chamber and Center for Business Excellence on the formulation of an Ormond Beach business survey, which was distributed in June to approximately 3,500 businesses that have licenses in the City. Staff met with the CBE to review the responses and is in the process of preparing a report of the results for a presentation to the City Commission in October.

Special Economic Development Projects

- Staff conducted the Strategic Economic Development Plan update for community workshop on Saturday, September 17 from 8:30 am to 2 pm. The workshop was attended by approximately 30 residents that represented interests in manufacturing, small businesses, downtown, and residents from throughout the City. The recommendations generated at the workshop will be presented to the City Commission at a workshop on October 18 at 5:30 pm.
- Proposals in response to the RFP for the development of the SW Quadrant are due Monday, September 26. One proposal was submitted and the Selection Committee is scheduled to meet on October 7 to evaluate the proposal and transmit the findings to the City Commission in November.

4. Airport: **Page 3**

- Staff worked with Hoyle, Tanner and Associates to plan the commencement of construction activity for the Taxiway Alpha Relocation and General Airfield Improvements Project. Based upon discussions with the FAA Airports District Office in Orlando, it is expected that full FAA funding for this project will be made available in January or February of 2012. A bid opening for this project (Bid 2011-25) has been conducted, and after bid tabulation it was determined that Halifax Paving of Ormond Beach was the successful bidder for this project.
- Staff worked with FDOT to prepare amended Joint Participation Agreements for the group of projects that collectively comprise the Taxiway Alpha Relocation and General Airfield Improvements Project. FAA funding for this project will reduce the maximum project share for FDOT from 80% to 2.5% of the overall project cost.
- Staff continued work to process final bids to upgrade the pedestrian gate located next to the main vehicle gate at the airport. The new gate will feature an automatic closing mechanism and an electronic key pad for more effective controlled access to the airfield. 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 4**

7. Human Resources **Page 6**

8. Information Technology: **Page 7**

9. Leisure Services: **Page 8**

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

10. Police: **Page 12**

- Community Services & Animal Control. **Page 12**
- Criminal Investigations/Records. **Pages 12-13**

- Operations – Summary of specific crimes. **Pages 13-14**
- Neighborhood Improvement. **Page 15**  
**A summary of active code enforcement cases by zone is listed below.**

11. Engineering: **Page 16**

- Andy Romano Beachfront Park – On September 6th the City Commission selected the final draft plan and preferred architectural concept for the concession/restroom facility. The consultant then presented the final plan rendering for display to the public. This occurred on September 15th at 7:00 PM at The Casements. No significant comments were received. The consultant is preparing the 60% design drawings for submittal to FDEP for permitting. The 60% design will also be presented to the City Commission at the October 18th Commission meeting.
- 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.
- Cardinal Beach Approach – The proposed design was reviewed by the County without comment. Staff will acquire the necessary County ROW permit. This project will be installed after the new lifeguard station is built by the County (Spring / Summer 2012).

12. Environmental Management Division: **Page 18**

- Asphalt/Concrete. **Page 18**
- Tree Crew. **Page 19**
- Street/Stormwater Maintenance. **Page 19**
- Street Sweeping. **Page 20**

13. Fleet Operations: **Page 20**

14. Utilities: **Page 20**

- Forwarded staff prepared response to 2<sup>nd</sup> request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report to SJRWMD.
- 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. Pre-bid Meeting scheduled for October 12 regarding contract bid documents with pre-qualified contractors. A teleconference was conducted with St Johns River Water Management District (SJRWMD) to discuss grant funding opportunities for this project.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Presently, Pump 2 jammed and cannot be restarted. Pump 1 is pumping the gravity flow into the lift station. Pump 3 is out of commission because the VFD does not work. A bypass pump is connected to the manhole to divert flow as a standby system and will remain in place until reliable pump operations are attained. The manufacturer is researching semi-open impeller options to increase the reliability of this station. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items. A scope of services was drafted for review of the pump station design and installation components.