

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: September 23, 2011

1. City Manager: **Page 1**

City Manager

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, City Clerk, and Finance Director
- Bi-weekly meetings with IT Manager, City Clerk, Planning Director, Economic Development Director, Police Chief, and Human Resources Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Met with Ghyabi and Associates with regard to the John Anderson Drive project.
- Attended City Commission Meeting
- Site visit to Nova Road warehouse business; discussed parking issues with Planning Director.
- Met with Phil Plastic of Smart Cool to discuss energy savings opportunities.
- Attended Volusia League of Cities Meeting

2. Community Development: **Page 1**

- The Technical Coordinating Committee of the MPO met this week and one of the issues on the agenda was the removal of Hand Avenue Extension and Howland Boulevard from the Project Priority Listing for Non-SIS roadways. Executive Director Karl Welzenbach indicated the MPO made a mistake of counseling the TCC that these projects could be added to the list. Mr. Welzenbach indicated that the Hand Avenue Extension was to be funded through local funding. By adding Hand Avenue Extension to the Priority List, the project was placed in the position to move forward with federal funds. If this occurred, another project within the Long Range Transportation Plan identified for federal funds would need to be deleted. Mr. Welzenbach indicated that if the situation remained, it was possible that the federal government could stop funding the LRTP because the approach of adding the Hand Avenue Extension to the Non-SIS Priority List directly conflicted with the adopted LRTP and needed to be rectified. In the Planning Director's opinion, this makes no sense and Mr. Welzenbach agreed but those were the rules stipulated by the federal government. This item was continued at the Planning Director's request, but there appears to be no compromise on this issue at the MPO staff level.
- The HLPB met on Monday night and indicated that both the MacDonald House and Ames House were important historical resources due to notable historical figures and the contribution each building makes to the area in which they are located. A separate memo will be forwarded summarizing the Board's rationale on the questions posed by staff.
- Workshops for the US 1 North Corridor/Ormond Crossing/Airport/City Business Park have been established for October 11 and 25 and November 8, 2011. The proposed boundary has 311 properties involving 2113 acres.

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 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 November.

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.
- 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 a.m. to 2:00 p.m. The workshop was attended by approximately 30 residents representing 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. The Selection Committee is scheduled to meet on October 7 to evaluate the proposals and transmit the rankings 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 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.
- Installation of surveillance camera systems at the airport was completed this week. Technicians installed components in the general aviation ramp area and near the vehicle access gates. Staff is now working with the contractor to configure and optimize the system, and to setup the web-based monitoring features of the system. It is expected that all web-based features will be online by early October.

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 8**
 - Future Events at PAC. **Page 9**
 - Parks and Irrigation. **Page 11**
 - Building Maintenance. **Page 11**
10. Police: **Page 11**
 - 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.
 - 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 18**
 - Street/Stormwater Maintenance. **Page 19**
 - Street Sweeping. **Page 19**
13. Fleet Operations: **Page 20**
14. Utilities: **Page 20**
 - Received acknowledgement from SJRWMD staff for acceptance of revised service area population projections with refined 2010 Census results and corresponding historic water use and projected future water demand as basis for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff finalizing responses to RAI #2 for forward to District.
 - 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/specifications, documents will be distributed to pre-qualified contractors for solicitation of bids. A teleconference was conducted with St. Johns River Water Management District (SJRWMD) to discuss grant funding opportunities for this project. The District has some grant funds available and this project is already designed and may be considered a good candidate for receiving available grant funding.

- 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. The contractor has not committed toward paying for by-pass pumping until the pump problems are resolved and the cause of the problems determined. 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.