

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: April 26, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meeting with Public Works operations staff
- One on one meetings with City Attorney, IT Manager, Police Chief and HR Director
- Weekly staff meeting with Directors
- Shade meeting preparation with Assistant City Manager, HR Director and Finance Director
- CIP meetings with departments

Spoke to, attended and/or met with:

- Rotary meeting
- Meeting with Mayor and Team Volusia executive staff on update of activities
- United Way Board meeting
- At the request of Lt. Colonel Joe Wisniewski of the Civil Air Patrol Composite Squadron, participated in award ceremonies.
- United Way allocation panel meeting
- Weekly call with FCCMA staff
- City Managers' meeting on CRA and Gas Tax Issues
- Monthly City/County Managers' meeting
- Budget Advisory Board
- Neighborhood Advisory Improvement Board
- JAD Public Meeting – project review
- Claims Committee meeting
- Open House to meet new pastor at Historic New Bethel A.M.E. Church

2. Community Development: **Page 1**

- The primer entitled “Wireless in Ormond Beach – Yesterday, Today, and Tomorrow’s Technology” has been prepared and reviewed internally. The document is to be sent to the Planning Board a couple of months before a scheduled workshop on the issue of macrocell towers. Due to the complexity of the issue, the Board members will need several weeks to read and digest its contents. Staff will be requesting the Planning Board to invite the five major carriers to a future workshop to discuss their long term wireless plans for Ormond Beach. Staff continues to work on finding a Radio Frequency (RF) Engineer to assist staff in reviewing macrocell tower applications as well as prepare a citywide coverage/capacity map as part of the Wireless Communications Plan.

3. Economic Development: **Page 2**

4. Airport: **Page 3**
 - The Ormond Beach Composite Squadron of the Civil Air Patrol will conduct an open house event on Monday, April 29th at 7:00 p.m. The event will take place at the CAP Hangar at 760 Airport Road.
5. Finance: **Page 4**
6. Fire: **Page 5**

Significant Incidents

 - 4/19/13, 12:07 AM: Live Oak Ave. – Structure Fire – Upon arrival found smoke showing from single family residence – fire started in bedroom from candle that ignited rags – fire contained to bed, window AC unit and surrounding wall – moderate smoke damage – occupants living in house without electricity – Red Cross contacted to assist family.
 - 4/19/13, 3:22 PM: South I-95, Mile Marker 265 – Motor Vehicle Accident – Single vehicle accident with SUV turned on side – extrication of four passengers – two survivors determined to be trauma alerts – firefighter paramedics rode in each EVAC unit to assist with patient care during transport.
7. Human Resources **Page 6**
8. Information Technology: **Page 7**
 - Notable Events: **Page 8**
 - Completed the process of migrating the individual Users' data files to the new virtual server. Data restore and rights replication occurred over the weekend.
 - Began the process of migrating the Departments' shared data to the new virtual server. This was expected to take several days as there are 2.1 million files consuming 875Gb of space. Had glitches in the move/replication that impacted many departments. IT staff spent the better part of 2 days working thru the issues. By Wednesday evening the move to the new server has been completed.
9. Leisure Services: **Page 9**
 - Athletics Maintenance. **Page 10**
 - Future Events at PAC. **Page 10**
 - Parks Maintenance. **Page 11**
 - Building Maintenance. **Page 12**
10. Police: **Page 12**
 - Community Service/Animal Control. **Page 13**
 - Criminal Investigations. **Page 13**

Comments:

 - Burglary-Vehicle: Suspect has been identified in a recent car burglary on John Anderson Drive. The property has been located at local pawn shop. Charges pending.

Crime Trends:

 - Investigators are working along with other local agencies concerning the recent influx of daytime residential burglaries. It appears that a group of Hispanic males are targeting homes by knocking on the door to see if anyone is home. When no one comes to the door they go to the rear of the home and force entry into the residence. These same types of burglaries have occurred in Daytona, Volusia County, Port Orange and Osceola County.
 - Operations – Summary of specific crimes. **Page 14**
 - Neighborhood Improvement. **Page 15**

11. Public Works **Page 16**

- Engineering: **Page 16**
 - Ormond Beach Airport Taxiway Project – Taxiways Alpha, Echo and Charlie are being paved with the final top lift of asphalt. New parking area off Hanger Way is being constructed. **Page 17**
 - Central Park Lake Interconnects – A pre-bid meeting was held and construction of the interconnects at Division Avenue and Hammock Lane are expected to begin in May. The contractor anticipates starting construction of the interconnect on Hammock Lane which will involve closing the road. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time. **Page 17**
 - Downtown Underground Utilities – A pre-bid meeting was held on 4/11. The final day for submittal of questions from respondents was 4/23; McKim and Creed is preparing to respond to questions with an addendum no later than 4/25. Bids are due to Purchasing on 4/30. **Page 17**
- Environmental Management Division: **Page 19**
 - Street Maintenance/Asphalt/Concrete. **Page 19**
 - Tree Crew. **Page 19**
 - Stormwater Maintenance. **Page 20**
 - Street Sweeping. **Page 20**
- Fleet Operations: **Page 20**
- Utilities: **Page 20**
 - Airport Road Force Main/ Reuse Main Project – Completion of pigging of the parallel 6-inch and 8-inch force mains resulted in increase flow rates to the Breakaway Trails storage tanks by 150/400 gpm dependent upon booster pump use. A control signal and pressure relief valve is being discussed to offer system reliability enhancement.
 - John Anderson Drive Roadway Improvements – Utilities Relocations – Met with consultant and Engineering Division to review modified plans. Final plans are being prepared. **Page 21**
 - Cross Connection Control Program (CCC): Shared webinar information with Utilities operation and administrative staff to determine impacts of upcoming FDEP rule changes in CCC regulations. Many of the proposed changes provide clarification to the existing regulations, while others provide the Utilities with flexibility within their program. The final rule could be approved as early as the fall 2013. **Page 24**

12. Support Services/City Clerk **Page 24**