

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: June 14, 2013

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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, Economic Development Director, IT Manager and HR Director
- Discussion with City Attorney's office, Economic Development Director and Airport Manager on proposed wireless communications tower, tie-downs and insurance issues at the airport.
- Held weekly staff meeting with directors

Spoke to, attended and/or met with:

- Rotary meeting
- Held Meeting with the Manager
- Met with G.G. Galloway discussed development ideas on A1A

2. Community Development: **Page 1**

- The Planning Director and Senior Planner Weedo met with Legal to discuss the annexation of Tomoka Landings and Chelsea Place.
- The Department received an annexation application for development of a restaurant at 1535 N. US1.

3. Economic Development: **Page 2**

**Airport Business Park**

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial sites. Staff is in discussion with an existing business in the Park regarding a large expansion project on their property.

4. Airport: **Page 3**

5. Finance: **Page 4**

6. Fire: **Page 4**

**Significant Incidents** **Page 5**

- 6/4/13, 6:18 PM: 1626 N. US1 – Motor Vehicle Accident – Assisted Volusia County – two vehicle accident with entrapment – Engine 93 provided lane blockage, secured vehicles and extricated one patient by removing driver's door.

7. Human Resources **Page 5**

8. Information Technology: **Page 7**
  - Notable Events:
    - Worked with Firefighters at station 91 to fix the weather station rain collector located at the station on a shade structure support pole. Firefighters used the opportunity as a training exercise in setting up the ladder truck. They provided safety instructions to the IT Manager as he carried out the inspection and repair of the rain collector. Debris including berries was cleared from the device.
    - Attended the Volusia Technology Council Meeting at LPGA.
    - Participated in the PD CJIS NexTest training as the Local Agency Security Officer (LASO)
    - Continuing to see high volumes of internet traffic at the firewall originating from outside mainland USA. Checked with other local IT Directors and they are seeing the same trends.
  
9. Leisure Services: **Page 7**
  - Athletics Maintenance. **Page 8**
  - Future Events at PAC. **Page 9**
  - Parks Maintenance. **Page 10**
  - Building Maintenance. **Page 10**
  
10. Police: **Page 11**
  - Community Service/Animal Control. **Page 11**
  - Criminal Investigations. **Page 11**  
Comments: Page 12
    - Burglary occurred at 190 Carib Drive approximately two (2) weeks ago. Latent fingerprints collected at the crime scene identified a suspect. Charges have been filed.
  - Operations – Summary of specific crimes. **Page 12**
  - Neighborhood Improvement. **Page 14**
  
11. Public Works **Page 14**
  - Engineering: **Page 14**
    - 2-Inch Waterline Replacement – North Peninsula - A first progress meeting was held for this project on June 5, 2013. The contractor is completing work within the A1A right of way. As-builts were submitted for review to the City and McKim and Creed for clearance of this work on June 6. ThadCon is continuing their work on Essex and Riverbreeze Drives. FDOT has scheduled a pre-construction meeting for their work on A1A at Lynnhurst for the afternoon of June 18, 2013, work in the A1A right of way is anticipated to commence soon thereafter. **Page 15**
    - 2-inch Water Main Replacement - South Peninsula – The contractor is in the process of securing a lay down area for materials and will begin work on Cardinal Avenue. A proposed schedule has been posted on the City’s website. **Page 15**
    - Revised FEMA Flood Insurance Rate Maps (FIRM) - Revised, final draft copies of the Flood Insurance Rate Maps for Ormond Beach were received by the City the week of May 13. Engineering and Planning staffs have reviewed the modifications and it appears that the “Proof” maps submitted to the City reflect the agreed upon changes per the City’s most recent meeting with FEMA’s consultant (Taylor Engineering). The maps will be reviewed by GIS one final time to ensure that the maps reflect the proper geography. **Page 16**
  
  - Environmental Management Division: **Page 17**
    - Street Maintenance/Asphalt/Concrete. **Page 17**
    - Tree Crew. **Page 17**

- Stormwater Maintenance. **Page 18**
  - Street Sweeping. **Page 18**
  
  - Fleet Operations: **Page 18**
  
  - Utilities: **Page 18**
    - Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids to be solicited next fiscal year. **Page 19**
    - North Peninsula 2-inch Water Main Replacement – Bacteriological sampling performed for FDOT A1A – Lynnhurst portion of the project. Services will be connected to the new main after clearance is obtained. As-builts were submitted by the contractor. A preconstruction meeting is scheduled by FDOT on June 18th for their work on A-1-A. **Page 19**
12. Support Services/City Clerk **Page 23**  
Status of Department Projects
- Audience Polling System
    - Project Status: Currently reviewing written quotes.