

## 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, 2016

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- General discussions with IT Manager, and City Attorney
- Agenda packet review
- Prep work for upcoming QLB meeting

Spoke to, attended and/or met with:

- Rotary meeting
- Phone discussion with Ms. Rojas regarding dangerous dog ordinance
- Meeting with Commissioner Partington, senior staff and outside counsel re: dog park.
- Individual Meetings with City Commission regarding Compensatory storage Team Volusia Executive Committee meeting
- Meeting with senior staff, attorney Rob Merrell, and representatives regarding Minto' Oasis and Birchwood/Cypress Trails projects
- Chamber of Commerce Board meeting
- Meeting with City administrative and legal staff and counsel for the YMCA re: Dog Park.

2. Community Development: **Page 1**

- ProjectDox: Staff monitors digital signatures on electronic plan submittals and has noticed that some of the digital signatures are highly suspect. It appears that some licensed design professionals do not have third party authenticated digital signatures as required by state law. Digital signatures appear to be self-authenticated. Staff has sent notice effective September 26, 2016, that all licensed design professionals submitting drawings to the City of Ormond Beach will be required to complete a Digital Signature Form and submit it to [ProjectDoxAdmin@ormondbeach.org](mailto:ProjectDoxAdmin@ormondbeach.org) for verification of their third Party Certification Authority. If the digital signature does not meet City requirements, the design professional will be notified how to correct it. Even if design professionals have already been submitting digitally sealed drawings to the City of Ormond Beach, the Department has indicated they still will be required to submit the Digital Signature Form so that their signature can be verified and the form is on file with Planning and Engineering. The Digital Signature Form can be found on the ProjectDox dedicated site on the City's main web page, [www.ormondbeach.org](http://www.ormondbeach.org).

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**

**Significant Incidents**

- 9/23/16, 6:10 PM: Kathy Dr. – Structure Fire – Provided assistance to Volusia County – upon arrival found a single family home with heavy fire in attic and garage – Quint 91 set up aerial device and secured a water supply – crews cleared scene at 9:37 PM.

- 9/24/16, 11:59 PM: Neptune Ave./Ocean Shore Blvd. – Motor Vehicle Accident – Responded to a single vehicle that hit curb and rolled over – one patient transported as a trauma alert – a firefighter paramedic assisted EVAC during transport.

7. Human Resources **Page 5**

8. Information Technology: **Page 6**

9. Leisure Services: **Page 6**

- Athletics Maintenance. **Page 7**
- Performing Arts Center. **Page 8**
- Parks Maintenance. **Page 9**
- Building Maintenance. **Page 9**

10. Police: **Page 9**

- Community Service/Animal Control. **Page 10**
- Criminal Investigations. **Page 10**
- Operations – Summary of specific crimes. **Page 11**
- Neighborhood Improvement. **Page 13**

11. Public Works **Page 13**

- Engineering: **Page 13**
  - 2-Inch Watermain Replacement Phase 2 – Mainland – Completed the remaining water meters for South Capri Drive. Completed tie-in for Willow Place, west end. Completed west end tie in for Washington Place.
  - Downtown Stormwater – Hardscape installation has commenced, final landscape grading is taking place, a landscape pre-construction meeting was held on Tuesday, September 20 where plant selections were finalized.
- Environmental Management Division: **Page 15**
  - Street Maintenance/Asphalt/Concrete. **Page 15**
  - Tree Crew. **Page 15**
  - Stormwater Maintenance. **Page 15**
  - Street Sweeping. **Page 16**
- Fleet Operations: **Page 16**
- Utilities: **Page 16**
  - Fire Hydrant Replacement Program – Contractor is underway with the second annual period scope of work. FDOT permit plans are completed for the hydrants at 400 S Atlantic and 621 S. Atlantic.

12. Support Services/City Clerk **Page 19**