

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: March 22, 2013

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Weekly meeting with Environmental Systems staff
- Weekly staff meeting with directors
- Completed ICMA annual City Manager credentialing report
- Completed 2013 Evaluation Memo to City Commission

Spoke to, attended and/or met with:

- Agenda Review with CM Boehm and CM Stowers (separately)
- Rotary Board meeting
- United Way Executive Committee meeting
- City Commission Shade Meeting
- FCCMA Executive Committee conference call
- Volusia Day in Tallahassee
- United Way Allocations Committee tour in DeLand
- County Council meeting on CRAs
- Radio Appearance – Goliath Radio – The Via Report with Roland Via
- Speaking engagement for CANDO
- Matt Mencarini – Ormond Beach Observer
- Walk with the Manager, one citizen participated

2. Community Development: **Page 1**

- April 19 at 10:00 a.m. is the confirmed date for a walkabout with residents and business people interested in the downtown improvements currently underway.

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. Staff arranged for a site visit for a company interested in leasing a portion of the StyleMark property. Delta P Carver has acquired 154 Sunshine Boulevard. The company is working with staff to prepare an application for job creation growth assistance.

4. Airport: **Page 3**

- Staff has been notified by an attorney representing the airport tenants that Velie Appraisal Services has been hired to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates.

5. Finance: **Page 3**
6. Fire: **Page 4**  
Significant Incidents **Page 5**
  - 3/11/13, 10:47 PM: San Marco Apartments – Structure Fire – Responded to three story apartment building for smoke in a structure – heavy gray smoke located in bathroom of one unit – source of fire found to be a dryer – thermal imaging camera used to check for extension of fire – fire contained to one unit – no injuries.
  - 3/14/13, 4:11 PM: St. Anne Cir. – Structure Fire – Responded to fire and smoke on outside of single story residential structure – fire located in storage shed within close proximity to residence – some damage to outside of home and fence – State Fire Marshal determined cause of fire to be electrical - no injuries.
  - 3/15/13, 12:30 AM: Sauls St. – Structure Fire – Responded to single story home with light haze of smoke showing – checked residence with thermal imaging camera and located source of heat – cover of air handler removed and found melted wires indicating blower motor had caught fire – damage confined to heater's air handler.
  - 3/16/13, 10:09 AM: Arabian Tr. – Brush Fire – Upon arrival found column of white smoke – brush fire located in moderate fuel approximately one acre – three Ormond Beach units, two Daytona Beach units and Department of Forestry with two tractors worked to contain area and all hot spots – cleared scene at 2:17 PM.
  - 3/17/13, 12:48 PM: SR40 and SR11 – Brush Fire – Assisted Volusia County with two acre brush fire – Tender 94 and Brush Attack 94 assigned to structural protection – cleared scene at 1:55 AM.
7. Human Resources **Page 5**
8. Information Technology: **Page 7**
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 12**
  - Criminal Investigations. **Page 12**  
Comments:
    - Burglary-Vehicle, 1 Rollingwood Trail, Suspect was identified after locating stolen property at Blue Dragon game store. After speaking with the suspect, it was learned that several other juveniles were responsible for five car burglaries in The Trails over the weekend. One suspect was arrested. Charges are pending on the other juveniles.
  - Operations – Summary of specific crimes. **Page 13**
  - Neighborhood Improvement. **Page 15**
11. Public Works **Page 16**
  - Engineering: **Page 16**
    - Downtown Granada Median Improvements - Work resumed after the Bike Week shut down. The contractor's current schedule anticipates a change in maintenance of traffic resulting in a lane shift as construction moves from the center lanes of the project to the outer lanes and construction activities related to on-street parking bulbouts, sidewalk, decorative paver, and pedestrian poles.

This phase of work is anticipated to continue through the end of March. Staff has appealed the permit denial decision to the FDOT District Secretary regarding the planting material in the medians.

- Wastewater Treatment Plant Expansion and Rehabilitation – All equipment and process units have been completed. The administration building modifications are being completed. The new perimeter road is constructed. Final site restoration is underway. Substantial Completion inspections are on-going. Operator training on completed components is on-going. **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 21**
  - Airport Road Force Main/ Reuse Main Project – The existing 10-inch force main was cleaned by pigging by Contractor for eventual reuse transmission conduit. A decision is pending as to whether the parallel 6-inch and 8-inch force main will be pigged by an outside contractor or whether it will be abandoned and grouted as defined in the original contract scope. Booster stations were tested March 14, 2013. A control signal from the high level float is needed for the shut off valve to activate it when the tank is full. The closure rate for the valve needs to be reduced to prevent excess pressure build up in the force main.
  - Consumer Confidence Report (CCR): Staff continues to compile the necessary information to complete the CCR. Staff supplied the required analytical data to the City's consecutive water system, Tymber Creek Utilities. The submittal satisfies the City's reporting requirement mandated by both the FDEP and EPA. **Page 24**

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