

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: May 3, 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
- One on one meetings with Economic Development Director, Planning Director, Fire Chief, and HR Director
- Met with City Engineer regarding John Anderson Drive project

Spoke to, attended and/or met with:

- Mayor's Health & Fitness Challenge awards ceremony
- Public Safety Awareness Day
- Rotary meeting
- Meeting with Brad Giles of Giles Electric, Inc. to discuss RFQ for alarm services and lighting work at Tomoka Christian Church.
- Reviewed Inglewood, CA, budget for GFOA
- Public Works Operations Staff
- One on one meetings with Mayor and Commissioners on collective bargaining
- Attended City Managers' meeting on CRA issues

2. Community Development: **Page 1**

- The Planning Director spoke with Mark Pallans of Pallans Associates regarding the possibility of his firm performing wireless application review and a coverage/capacity analysis citywide as part of the wireless plan that was distributed to the Planning Board for a future workshop. The former would be paid by the applicant requesting wireless approval while the latter would be paid for by the City from the Planning Department's budget.
- Staff met with Buddy LeClour concerning his plans for the vacant hospital site.
- On January 1, 2012, [sections 381.00771 - 381.00791, Florida Statutes \(F.S.\), The Practice of Tattooing](#) authorized the Florida Department of Health to regulate activities associated with tattooing. These statutes require licensure of tattoo artists and tattoo establishments as well as outline operational requirements for tattoo establishments and educational requirements/standards of practice for conventional and cosmetic tattoo artists. [Chapter 64E-28, Florida Administrative Code \(F.A.C.\), which became effective September 5, 2012](#), provides details regarding requirements for tattoo establishments and artists. The law as the Department understands it was enacted to require permanent makeup artists be subject to the same standards and educational requirements on blood-borne pathogens as professional tattoo artists. The legislation was supported by the Florida Medical Association, the Florida Society of Dermatology and Dermatologic Surgery, the Florida Professional Tattoo Artists Guild, Florida Blood Services, the Florida Association of Beauty Professionals and the Florida Professional Tattoo Artists Guild.

Taking into consideration the state law and the current LDC regarding tattoo artists, the Planning Director met with Dee Morgan regarding the classification of her profession as tattooing which requires location in the B5 zoning district only. Interpreted the definition in the LDC to permit her to do removal or repair of tattoos using a dry needle process. The definition of tattooing is the application of ink. Part of her work involves application of ink as permanent cosmetics which are defined as tattooing in the LDC which is not permitted.

3. Economic Development: **Page 2**
4. Airport: **Page 3**
5. Finance: **Page 3**
6. Fire: **Page 4**
7. Human Resources **Page 5**
8. Information Technology: **Page 7**
  - Notable Events:
    - Sunday afternoon – one of the domain controllers quit working as a domain controller and disrupted network access to files and folders. Once staff was notified, the root of the problem was identified and remediated. Full network services were restored within 2 hours.
    - Virtualized the Utilities Facilities Maintenance server OBPWMP2. This is a smaller server that handles the work orders and maintenance records for the utilities facilities (water and wastewater)
9. Leisure Services: **Page 7**
  - Athletics Maintenance. **Page 8**
  - Future Events at PAC. **Page 9**
  - Parks Maintenance. **Page 10**
  - Building Maintenance. **Page 11**
10. Police: **Page 11**
  - Community Service/Animal Control. **Page 12**
  - Criminal Investigations. **Page 12**
    - Comments:
      - Stolen ring from a N. Halifax Dr. burglary recovered. Suspect identified and under investigation (arrest pending).
      - Subject from Port Orange identified in several ATT account thefts (investigation continues).
      - Missing juvenile from Titusville located.
    - Operations – Summary of specific crimes. **Page 13**
    - Neighborhood Improvement. **Page 15**
11. Public Works **Page 15**
  - Engineering: **Page 15**
    - Downtown Granada Median Improvements - This week, the contractor had planned to begin the completion of the project by paving the friction course and applying the first layer of striping. However, with the large amount of rain experienced this week, the project is slightly off schedule. The final paving is now planned to occur May 7-10 with striping on May 10<sup>th</sup>. The second coat of striping is scheduled to be applied two weeks later per FDOT specifications, or May 23. During the two week wait time for the final striping, the contractor will

complete restoration and housekeeping efforts. The scheduled completion date for this project is May 23, 2013, which includes the original 105 day contract plus seven event days associated with Race Week, Bike Week, and twelve weather days.

- Environmental Management Division: **Page 18**
  - Street Maintenance/Asphalt/Concrete. **Page 18**
  - Tree Crew. **Page 19**
  - Stormwater Maintenance. **Page 19**
  - Street Sweeping. **Page 20**
  
- Fleet Operations: **Page 20**
  
- Utilities: **Page 20**
  - Cross Connection Control (CCC) Program Management Services – Specifications were prepared for procurement of dual check valve backflow devices for potable service protection in the recently expanded portion of the reuse service area. Bids to be solicited next fiscal year.
  - North Peninsula 2-inch Water Main Replacement - FDOT in bidding phase for the Lynnhurst Drive left turn lane project. Executed contracts were received from Thad Construction. A preconstruction meeting is scheduled on May 3, 2013.
  - North Peninsula Force Main by Volusia County – Reviewed 60% plans – received request from County for alternate wholesale sewer draft arrangement for consideration.
  
- Support Services/City Clerk **Page 23**