

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: October 25, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- One on one meeting with City Attorney
- Continued preparing and administering performance evaluations with directors
- Finalized Above & Beyond awards for Employee Appreciation Day luncheon
- Employee Appreciation Day luncheon
- Discussed Chamber Leadership 2014 with Risk Manager
- Field Day with Fleet Maintenance

Spoke to, attended and/or met with:

- Rotary board meeting
- Provided deposition for APEC
- Conference call regarding speaking engagement for FGFOA conference in 2014

2. Community Development: **Page 1**

- Staff has learned from the TPO that a Trail Study will be performed for the East Coast Greenway segment through Ormond Beach. Two corridors will be studied. The first corridor will be the Thompson Creek corridor which was approved by the City Commission for a trail development two years ago and the second corridor will be N. Beach Street. The existing Tomoka State Park Trail from Inglesa Avenue to the entrance of the Park has been so popular with visitors that the new Tomoka State Park Management Plan supports trail development in the park north of the entrance to Highbridge.

3. Economic Development: **Page 2**

Airport Business Park

- Staff met with an out of town manufacturer interested in a large building or vacant land for relocating their operation. Further discussions with the company are expected in the near future.

4. Airport: **Page 3**

5. Finance: **Page 4**

6. Fire: **Page 4**

Significant Incidents **Page 5**

- 10/17/13, 12:08 AM: 471 Airport Rd. – Structure Fire – Upon arrival found main part of house involved in heavy flames and fire venting through roof with partial roof collapse – aerial operations set up with defensive exterior attack only – manpower requested – two engines assisted from Volusia County – residents were not home – animals exited house safely – State Fire Marshall investigating.

- 10/19/13, 2:31 PM: Nova Rd. – EMS – Pediatric patient transported as a trauma alert after burning torso while playing with butane lighter.
7. Human Resources **Page 5**
8. Information Technology: **Page 7**
- Notable Events:
 - Updated the SSL Certificate on the Click2Gov web server to secure online Utility and Permits transactions for the next 3 years. It involved a complicated time sensitive implementation to keep the web site and transactions uninterrupted and secure.
9. Leisure Services: **Page 7**
- Athletics Maintenance. **Page 8**
 - Performing Arts Center. **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:
 - Death Investigation: A 46 year-old male was found deceased in his residence. The subject had a history of serious substance abuse problems and no foul play is suspected at this time.
 - Grand Theft: Investigators have obtained an arrest warrant for the subject responsible for selling the air conditioner unit coils from Hayne's Brothers Furniture Store. During the investigation it was discovered that the same subject had pawned items from a residential burglary on Bostrom Lane. Investigators have obtained an additional arrest warrant for that incident as well.
 - Grand Theft: \$10,000.00 worth of property was missing from a residence on Durrance Lane. Investigators are looking into several possible suspects who work at the property.
 - Operations – Summary of specific crimes. **Page 13**
 - Neighborhood Improvement. **Page 15**
11. Public Works **Page 15**
- Engineering: **Page 15**
Downtown Underground Utilities Conversion **Page 16**
The next bi-weekly progress meeting is scheduled for 10/30/2013. The contractor is continuing work with the installation of conduit in Phase 2; as-builts have been submitted for the conduit in Phase 1. FPL completed a walk through with the City, contractor, and surveyor to discuss layout of the conduit, transformers, and other features in Phase 3 on Tuesday, October 15, 2013; the contractor has currently moved into Phase 3 for installation of primary conduit. A schedule has been set by FPL for new transformer installation / primary service switch over for Phase 1 of the project. This includes the following:
 - Transformer Installation/Outage at Ormond Beach Elementary & Emmanuel Church of the Living God - Saturday, October 26, 2013
 - Transformer Replacement/Outage at Ormond Beach Police Department - Tuesday, October, 29, 2013
 - Transformer Replacement/Outage at 152-158 West Granada - Wednesday, October, 30, 2013

- Environmental Management Division: **Page 18**
 - Street Maintenance/Asphalt/Concrete. **Page 18**
 - Tree Crew. **Page 18**
 - Stormwater Maintenance. **Page 19**
 - Street Sweeping. **Page 19**
 - Fleet Operations: **Page 19**
 - Utilities: **Page 20**
 - Mainland, North & South Peninsula 2-inch Water Main Replacement – North Peninsula: Water Distribution staff continuing support for new meter installation along with coordination and scheduling of necessary outages. Mainland – Received final clearance from FDEP for Zone H.
 - Tymber Creek Road Phase 1 Utility Relocation Project – Utility conflict crossings are scheduled to be performed this week. Several hydrants and valve boxes scheduled for adjustments. The existing southbound lane is closed and traffic is diverted to a temporary lane. **Page 21**
12. Support Services/City Clerk **Page 22**
- Audience Polling System
 - Project Status: Currently testing system set up and software installation