

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: November 1, 2013

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Completed preparing and administering annual performance evaluations with directors
- Planning meeting with staff for VLC dinner

Spoke to, attended and/or met with:

- Rotary meeting
- United Way board meeting
- Held Walking with the Manager at Airport Business Park with Economic Development Director Joe Mannarino as Guest Walker
- Chamber of Commerce board meeting
- Monthly meeting with OB Chamber Executive Director Ric Fraser
- Halloween party at South Ormond Neighborhood Center
- FCCMA District II training on “Crisis Management: The Sanford Experience”
- Palm Cost BAC Business Expo and awards luncheon
- Doug Thomas regarding meeting locations for the Wendelstedt Umpire School

2. Community Development: **Page 1**

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**

- Preparation for year-end audit
- Closeout of fiscal year end accounts payable
- Petty cash audits completed

6. Fire: **Page 4**

7. Human Resources **Page 5**

8. Information Technology: **Page 6**

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:

- Armed Robbery: 524 South Yonge St. A known subject went to visit and pulled a gun on the resident demanding his wallet. When the victim could not find his wallet the subject took his phone and left the area. Charges have been filed.
- Grand Theft: A \$5,000 ring was reported stolen from a resident in Aberdeen. The victim's handyman is suspected of the theft.
- Dealing in stolen property: Investigators obtained warrants for the subject responsible for selling the air conditioner parts from Hayne's Brothers Furniture Store. The subject turned himself in at the County Branch Jail.
- Operations – Summary of specific crimes. **Page 13**
- Neighborhood Improvement. **Page 14**

11. Public Works **Page 14**

- Engineering: **Page 14**
 - Downtown Underground Utilities Conversion - 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 and has progressed into Phase 3; as-builts are expected this week for Phase 2.

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 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 AT&T Facility – Completed on October 24, 2013

Transformer Installation/Outage at Ormond Beach Elementary & Emmanuel Church of the Living God – Completed on October 26, 2013

Transformer Replacement/Outage at Ormond Beach Police Department - Completed on October, 29, 2013

Transformer Replacement / Outage at 152 – 158 West Granada - Completed on October, 30, 2013 **Page 15**

- Downtown Median Landscaping – The irrigation system is 100% complete. All 21 medjool palms have been installed. The electrical infrastructure is 85% complete. 90% of the bedding plants and bark mulch have been completed. **Page 15**
- Environmental Management Division: **Page 17**
 - Street Maintenance/Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 17**
 - Stormwater Maintenance. **Page 18**
 - Street Sweeping. **Page 19**
- Fleet Operations: **Page 19**

- Utilities: **Page 19**
 - Automatic Meter Reading Installation Project – Sent a meter sketch for Addendum 1 to Finance Department to clarify parts to be provided by the City and Contractor.
 - Tymber Creek Road Phase 1 Utility Relocation Project – Two fire hydrants were relocated; two air relief valves were installed on the sanitary sewer force main. The water main and force main were offset to avoid conflict with a stormwater cross drain. The existing southbound lane is closed and traffic is diverted to a temporary lane. **Page 20**

12. Support Services/City Clerk **Page 23**