

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: March 11, 2016

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- Reviewed Police Chief candidate applications
- General discussion meetings with IT Manager and Finance Director
- Agenda review
- Sign code regulation discussion with senior staff and City Attorney's office

Spoke to, attended and/or met with:

- Rotary meeting
- Meeting with senior staff, Dorian Burt and Clay Ervin regarding New Britain Ave.
- Discussion of a wireless facility at the airport with senior staff and Nextower representative David Boeff
- ICMA webinar, supervisory training, part 3 of 6 part series, The People Part: Hiring and Onboarding, Fostering Accountability, Evaluating Performance
- PACE board meeting
- NIAB meeting
- Walking with the Manager

2. Community Development: **Page 1**

3. Economic Development: **Page 2**

4. Airport: **Page 2**

5. Finance: **Page 3**

6. Fire: **Page 3**

**Significant Incidents Page 4**

- 3/1/16, 2:20 PM: 58 W. Granada Blvd. – Motor Vehicle Accident – Responded to a vehicle vs. pedestrian accident – parked car began to roll backwards – young child fell out of the moving vehicle – a firefighter paramedic assisted with patient care during transport to hospital.
- 3/3/16, 10:10 PM: 950 N. US1 – Motor Vehicle Accident – Upon arrival found two motorcycles down in roadway – one patient transported by Air One as a trauma alert and another patient transported by ground.

7. Human Resources **Page 4**

8. Information Technology: **Page 5**

9. Leisure Services: **Page 6**
  - Athletics Maintenance. **Page 6**
  - Performing Arts Center. **Page 7**
  - Parks Maintenance. **Page 8**
  - Building Maintenance. **Page 8**
  
10. Police: **Page 9**
  - Community Service/Animal Control. **Page 9**
  - Criminal Investigations. **Page 9**
  - Operations – Summary of specific crimes. **Page 10**
  - Neighborhood Improvement. **Page 11**
  
11. Public Works **Page 11**
  - Engineering: **Page 11**
    - Ph II 2-Inch Watermain Replacement – Mainland - Twenty new water meters were installed on Warwick Avenue. Fire hydrant relocation stubouts were installed on the new watermain along North Beach Street, and six water services were installed. The new water main section along North Beach Street is 90% complete. Minor restoration continues on various streets. **Page 12**
    - Ph II 2-Inch Water Main Replacement – North Peninsula – Clearances were received this week for the new mains installed on Brooks Drive and Hibiscus Drive, all mains have now been cleared. Work continues in this area with the relocation of water meters from the rear of the property to the front of the property, and switch over services. **Page 12**
    - Ph II 2-Inch Water Main Replacement – South Peninsula – A punch list walk-through occurred on this project last week, the Contractor has now completed all pavement (asphalt and concrete) restoration, and is in the process of making the final meter conversions. **Page 12**
  
  - Environmental Management Division: **Page 13**
    - Street Maintenance/Asphalt/Concrete. **Page 13**
    - Tree Crew. **Page 14**
    - Stormwater Maintenance. **Page 14**
    - Street Sweeping. **Page 14**
  
  - Fleet Operations: **Page 14**
  
  - Utilities: **Page 15**
    - Storage Tank Repairs and Maintenance – Birthplace of Speed logo sketches were received for review. A work authorization was prepared to perform a supplemental condition survey on the water plant elevated storage tank. Breakaway Trails Elevated Reclaimed Water Storage Tank Rehabilitation Work authorization is prepared and being submitted for City Commission review and authorization.
  
12. Support Services/City Clerk **Page 18**