

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: December 5, 2014

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- General discussion meetings with City Attorney, Fire Chief, and Planning Director
- Attended and spoke at several United Way kick-off employee meetings

Spoke to, attended and/or met with:

- Individual agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- Volusia Legislative Delegation meeting in DeLand
- DARE graduation at Pathways Elementary
- Volusia League of Cities dinner in South Daytona, had the privilege of swearing in the upcoming Executive Committee/Board.
- Returned call to Maurice Kurland of Alcalde and Fay
- PACE Annual Conference in Orlando

2. Community Development: **Page 1**

- Fifteen members from the Planning Department and Engineering Division attended ProjectDox training for 12 hours which was broken up into three 4-hour blocks of time. These people were identified as the power users or Subject Matter Experts (SMEs). Subjects reviewed: Introduction to ProjectDox software; Markups, and Work Flow. December 16-20 ProjectDox staff will be visiting the City to discuss with Planning, Building, and Engineering their respective work flows for site plan review; building plan review; and capital project review. All who were suppose to be at the training were at the training.

3. Economic Development: **Page 2**

Prospective Business Attraction/Retention/Expansion

- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers. The City Commission has approved the growth assistance agreement for SKYO Industries and the State of Florida is in the process of preparing a QTI contract for SKYO. A resolution is expected to be presented to the Commission on January 6 consenting to the sale of 2 Sunshine Boulevard to SKYO.

4. Airport: **Page 2**

5. Finance: **Page 3**

6. Fire: **Page 4**

Significant Incidents

- 11/25/14, 6:23 PM: N. Ravensfield Ln. – Motor Vehicle Accident – Upon arrival found one vehicle lying on passenger side between trees and a rock in a residential yard – fire hydrant

visible under vehicle – hydrant received a clean break and was not leaking – patient treated on scene.

- 11/30/14, 1:12 AM: N. US-1 / N. Nova Rd. – Motor Vehicle Accident – Upon arrival found a single vehicle into tree line – one passenger found sitting outside vehicle and was transported to hospital.

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 9**

10. Police: **Page 9**

- Community Service/Animal Control. **Page 10**
- Criminal Investigations. **Page 10**
- Operations – Summary of specific crimes. **Page 10**
- Neighborhood Improvement. **Page 14**

11. Public Works **Page 14**

- Engineering: **Page 14**
 - Granada Medians (West of I-95) – The contractor anticipates completing the project for final inspection on December 19th.
 - Beach Ramp Beautification – Cardinal Approach – The contractor completed the installation of the decorative paver sidewalk. The irrigation and landscaping is scheduled to be completed this month.
 - Hand Avenue Bridge Railing Repair - Repairs to the damaged sidewalk and handrail due to the September storm have been completed.
 - City Welcome Sign – Staff is finalizing drawings and cost estimates for final approval.
- Environmental Management Division: **Page 16**
 - Street Maintenance/Asphalt/Concrete. **Page 16**
 - Tree Crew. **Page 17**
 - Stormwater Maintenance. **Page 17**
 - Street Sweeping. **Page 18**
- Fleet Operations: **Page 18**
- Utilities: **Page 18**
 - Division Avenue Well Field Raw Water Piping – Permits for raw and potable water were received from Volusia County Health Department (VCHD) Wastewater Collection System Permit Application is being reviewed by FDEP. A bid number was issued.
 - Dual Check Valve Assembly Installation Services – Contractor continues installation of Dual Check Valves and Repair Kits in the Breakaway Trails (BAT) and Hunter's Ridge (HR) areas.

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