

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: December 19, 2014

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with Risk Manager, Economic Development Director, Utilities Manager, Fire Chief, and Police Chief
- Discussion with senior staff on Hunter's Ridge drainage
- Discussion with senior staff on various personnel issues

Spoke to, attended and/or met with:

- General discussion with Wayne Grant, Ormond Observer
- Rotary meeting
- Bob Elkins, Rotary discussion
- Senior staff and Riptides Gymnastics representatives James Terry, Hollie Terry and Shannon Barnwell regarding their gymnastics program
- Doug Thomas regarding Field House Rental
- Claims Committee meeting
- PAL Christmas party
- Eggs and Issues breakfast meeting, speaker was Sean Snaith, economist at UCF, who spoke on Central Florida's economy
- Joe Repole, Energy Systems Group, regarding energy savings
- John Orlando – City Resident

2. Community Development: **Page 1**

- Four of the five days this week ProjectDox technical people conducted workflow discovery with Planning and Engineering. Planning (site plan review process) and Building (building plan review process) were documented. Engineering work flow was also documented as to capital projects which may or may not involve Site Plan Review Committee review. Once all the processes have been adequately documented, ProjectDox will begin to build the work flow processes at their home office. ProjectDox is live and is being used internally to ensure staff does not forget how to operate in and around the system. Staff has uploaded a plan or two that is currently going through SPRC to ensure a consistent experience between training and actual projects.

3. Economic Development: **Page 2**

Ormond Crossings

- Staff met with Tomoka Holdings to strategize on options that would facilitate the extension of utilities and roads to open up the Commerce Park for industrial development. A meeting is scheduled for December 29 to discuss options.

Airport Business Park

- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park. A meeting to discuss financing options was held on December 17 and the prospective business will be pursuing these options.

4. Airport: **Page 2**

5. Finance: **Page 3**
6. Fire: **Page 4**
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 10**
 - Comments
 - Carbreaks: Detectives are investigating several carbreaks that have occurred over the last two weeks, primarily on the beachside. Suspects have been developed and one arrest has been made. Charges are pending against another suspect as well. Detectives are working with Detectives from the Holly Hill Police Department on these cases.
 - Operations – Summary of specific crimes. **Page 10**
 - Neighborhood Improvement. **Page 13**
11. Public Works **Page 13**
 - Engineering: **Page 13**
 - John Anderson Drive –The contractor has been directed to repave a 50 foot section of John Anderson Drive just north of Standish Drive where a dip exists and also to correct a driveway transition that was too steep. Once this work is complete, contract closeout will take place.
 - Granada Medians (West of I-95) – The contractor anticipates completing the project for inspection on December 19th. **Page 14**
 - OBSC Wayfinding Signs – The signs are currently being fabricated and are scheduled for installation in early January. **Page 14**
 - Environmental Management Division: **Page 16**
 - Street Maintenance/Asphalt/Concrete. **Page 16**
 - Tree Crew. **Page 16**
 - Stormwater Maintenance. **Page 17**
 - Street Sweeping. **Page 17**
 - Fleet Operations: **Page 17**
 - Utilities: **Page 18**
 - 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.
 - Utility Master Plan – Draft plan was presented to the Public Works Advisory Board. Staff reviewing and commenting on content. **Page 19**
12. Support Services/City Clerk **Page 21**