

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: January 16, 2015

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Utilities Manager, Risk Manager, and Fire Chief
- Staff meeting with senior staff
- Project Dox update discussion with senior staff
- Agenda packet review
- Discussed US1 corridor topics with senior staff

Spoke to, attended and/or met with:

- Weekly phone discussion with Wayne Grant, The Observer
- Rotary board meeting
- Roundtable of Volusia County Elected Officials meeting
- Employee of the Quarter committee
- Individual phone discussions on various topics with New Smyrna Beach City Manager and Holly Hill City Manager
- Ormond Crossings CRA meeting with Economic Development Director and representatives of Tomoka Holdings, including Glenn Storch
- City staff and US1 Corridor Coalition
- Phone discussion with Stetson student regarding a career in government administration
- DARE graduation at St. Brendan's school

2. Community Development: **Page 1**

- The Planning Director, City Engineer, IT Manager, Assistant City Manager and City Manager met to discuss status of ProjectDox. Workflow documents have been received from the vendor based upon the Discovery meetings in December and they are currently under review by members from the Planning Department and Engineering Division. A special Go-to-Meeting has been set up with Tallahassee-Leon County Growth Management Department to discuss digital signatures and FDOT's Professional Electronic Digital (PED) software.

3. Economic Development: **Page 2**

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff met with Chamber officials to review revisions to the "Doing Business In Ormond Beach" resource guide. An updated edition is expected in February of 2015.
- Staff met with Chamber and Volusia County Convention and Visitor Bureau officials to discuss the pending 2 week Athletx baseball tournament at the Sports Complex and Nova Fields in July.

4. Airport: **Page 3**

- The airport page of the City's website has been updated to include traffic statistics for the past year. The airport served 110,905 operations in 2014, which represents a 12.26% reduction in traffic since 2013.

5. Finance: **Page 3**
6. Fire: **Page 4**
7. Human Resources **Page 5**
8. Information Technology: **Page 5**
 - Notable Events:
 - Implemented new fiber optic connections to South Ormond and PAL offices. **Page 6**
9. Leisure Services: **Page 6**
 - Athletics Maintenance. **Page 7**
 - 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**
 - Operations – Summary of specific crimes. **Page 10**
 - Neighborhood Improvement. **Page 14**
11. Public Works **Page 14**
 - Engineering: **Page 14**
 - Traffic Signal Maintenance (Mast Arm Painting) – The contractor is planning to start work in mid-late January, a pre-construction meeting is being scheduled with the contractor.
 - Reforestation Street Tree Planting – The project is complete.
 - Nova Community Park Skate Park Expansion – Concrete work continues on the skate park elements with concrete. The utilities extension to the Pro Shop/Restroom building began this week and should be finalized by the end of next week.
 - 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**
 - Reuse Service Area Backflow Device Project: The contractor began installation of the backflow prevention devices in the City's reuse service area on October 31st. From January 2nd to January 10th, 64 new installations and 34 rebuild kits were installed. Staff continues to field calls from the residents regarding this project. **Page 21**
12. Support Services/City Clerk **Page 21**