

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: September 4, 2015

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Fire Chief, Police Chief and Finance Director
- Staff meeting with senior staff

Spoke to, attended and/or met with:

- Rotary board and membership meetings
- Quality of Life board meeting

2. Community Development: **Page 1**

- Staff met with NID and the Assistant City Attorney regarding the Itinerant Host License permits and Business Tax Receipts (BTR) for unincorporated county businesses. Notices will be send out reminding everyone that BTR's are required and in order for host license to be issued for recognized special events a BTR is required. NID is going to make a physical visit to each of the Itinerant Host License property owners to remind them that they must have their license October 1, 2015. Destination Daytona and Boot Hill are the only applicants to date.

3. Economic Development: **Page 2**

4. Airport: **Page 2**

5. Finance: **Page 3**

6. Fire: **Page 3**

7. Human Resources **Page 4**

8. Information Technology: **Page 5**

9. Leisure Services: **Page 5**

- Athletics Maintenance. **Page 6**
- Performing Arts Center. **Page 6**
- Parks Maintenance. **Page 7**
- Building Maintenance. **Page 7**

10. Police: **Page 8**

- Community Service/Animal Control. **Page 8**
- Criminal Investigations. **Page 8**
- Operations – Summary of specific crimes. **Page 9**
- Neighborhood Improvement. **Page 11**

11. Public Works **Page 11**

- Engineering: **Page 11**
  - South Peninsula Reclaimed Water Extension – Reuse is available to customers, final as-builts and pay request has been received. Job is complete.
  - Sports Complex Restroom Facility Construction – The facility is approximately 85% complete. Sidewalk construction is complete and utility installation is complete.
  
- Environmental Management Division: **Page 13**
  - Street Maintenance/Asphalt/Concrete. **Page 13**
  - Tree Crew. **Page 13**
  - Stormwater Maintenance. **Page 13**
  - Street Sweeping. **Page 14**
  
- Fleet Operations: **Page 14**
  
- Utilities: **Page 14**
  - Oak Drive Water Main Replacement – Water Distribution crew is scheduling work and material needs.
  - Staff collaborating with Fire Department regarding responses to ISO Survey information request related to the water distribution and storage system capabilities. **Page 15**

12. Support Services/City Clerk **Page 17**