

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: January 15, 2016

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- General discussion meetings with Utilities Manager, HR Director, Risk Manager, Police Chief, and IT Manager

Spoke to, attended and/or met with:

- Rotary meeting
- Assistant City Manager, Leisure Services Director and Greg McNair regarding beach access
- Reviewed agenda packet

2. Community Development: **Page 1**

- Eplan: The implementation of ProjectDox on October 1, 2015, and the acceptance by the overwhelming majority of engineers, architects, surveyors and general contractors has exceeded the Department's initial expectations. So much so that the Department is conducting ProjectDox open forums to encourage more of the "small job" contractors to submit electronically. **One open forum was held on January 14, another one is scheduled for January 21 at 3:00 p.m. in the City Commission Chambers.** A notice was sent to the smaller contractors whose plans do not require digital signatures or wet seals. These smaller contractors include roofing, window, heating/cooling and other trades...

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**

Significant Incidents

- 1/10/16, 8:43 AM: Wedgewood Cir. – Motor Vehicle Accident – Vehicle on Ocean Shore Blvd. hit three fences, a small block wall and rear of a residence – vehicle came to rest on the residence pool deck partially hanging over pool – vehicle was stabilized and door removed for driver to exit – accident possibly caused by a seizure – wrecker was able to remove car without it falling into pool – residence had minor damage to rear bedroom wall.

7. Human Resources **Page 5**

8. Information Technology: **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 9**
- Operations – Summary of specific crimes. **Page 10**
- Neighborhood Improvement. **Page 11**

11. Public Works **Page 12**

- Engineering: **Page 12**
 - Environmental Discovery Center – The Contractor is working to install the metal roofing, decking and wood ceilings on the porches, AC ducts, plumbing, and rough electrical.
 - Nova Community Park Trail – The contractor is working along the southeast side of the park and approximately 80% of the concrete work is complete.
 - North US1 Landscaping (Airport Road to I95) – The contractor started directional drilling under the turn lanes at Airport Road, working north.
- Environmental Management Division: **Page 14**
 - Street Maintenance/Asphalt/Concrete. **Page 14**
 - Tree Crew. **Page 14**
 - Stormwater Maintenance. **Page 14**
 - Street Sweeping. **Page 15**
- Fleet Operations: **Page 15**
- Utilities: **Page 15**
 - Breakaway Utilities Yard Electrical and Pump Upgrades – A proposal was prepared by the consulting engineer for review. Visited site and took photos of areas to be impacted by the electrical modifications.
 - Division Avenue Well Field Raw Water Piping – Punch list items are being addressed. Reviewed preliminary as-built drawings. Project is substantially complete and was placed into operation.

12. Support Services/City Clerk **Page 18**