

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: July 1, 2016

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meeting with HR Director
- Completed Operational Budget meetings with staff

Spoke to, attended and/or met with:

- Individual agenda review discussions with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- United Way Board meeting
- City Commission Healthcare Update Workshop and City Commission Meeting
- Team Volusia Board meeting
- Chamber of Commerce Board meeting
- Team Volusia Marketing Committee meeting
- General discussion meeting with Economic Development Director, Jim Cameron, Daytona Chamber and Naomi D'Antonio, Congressman DeSantis' office
- Claims Committee meeting

2. Community Development: **Page 1**

- The Department hosted a 3 hour workshop on ProjectDox for staff from New Smyrna Beach Engineering, Building and Planning Departments. This is the third workshop done for other communities. There appears to be interest by many communities in Volusia County to go electronic. As more communities go electronic, the more accepting customers are of paperless filing of documents. Ormond Beach has worked through issues with customers regarding training, electronic only (no paper) submittals, third authentication of digital signatures for plans requiring professional seals, and increasing ProjectDox usage by other professionals, such as fence contractors, thereby making it easier for other communities to go electronic.

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**

Significant Incidents

- 6/23/16, 5:31 PM: Baja Trail – Brush Fire – Upon investigation of area, a fire was located at a downed power line – fire was slow moving in light fuel – Brush Attack 94 and Engine 94 extinguished fire.

7. Human Resources **Page 4**

8. Information Technology: **Page 5**
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 12**
11. Public Works **Page 12**
 - Engineering: **Page 12**
 - North US1 Landscaping (Airport Road to I-95) – The Contractor is installing irrigation along the northbound on/off ramp. This work will complete the irrigation system for the project and they will start installing the trees around the Interstate. **Page 13**
 - Environmental Management Division: **Page 14**
 - Street Maintenance/Asphalt/Concrete. **Page 14**
 - Tree Crew. **Page 15**
 - Stormwater Maintenance. **Page 15**
 - Street Sweeping. **Page 16**
 - Fleet Operations: **Page 16**
 - Utilities: **Page 16**
 - Industrial Pretreatment Program – Staff inspected a permitted facility to note changes to their pretreatment process which could affect the WWTF. The inspections are required annually per the IPP permit. Staff prepared a response to FDEP confirming the inspection and sampling of all City permitted facilities. **Page 19**
12. Support Services/City Clerk **Page 19**