

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: September 9, 2016

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Economic Development Director, HR Director, Finance Director, Police Chief
- City Commission meeting
- Continued work on pay and classification meeting with senior staff
- Pay and classification project update meeting with directors and manager

Spoke to, attended and/or met with:

- Senior staff and Dr. Kaufman regarding property easement
- PACE Board meeting
- Held Walking with the Manager, guest walker Stefan Sibley, Assistant Leisure Services Director

2. Community Development: **Page 1**

3. Economic Development: **Page 2**

Airport Business Park

- Concentrated Aloe is preparing a site plan for the construction of their 40,000 square foot headquarters and manufacturing facility at parcel 2 along West Tower Circle in the Airport

4. Airport: **Page 2**

5. Finance: **Page 3**

6. Fire: **Page 3**

7. Human Resources **Page 4**

8. Information Technology: **Page 5**

Notable Events:

- Over the Labor Day weekend the IT team utilized the holiday opportunity to perform the update of the bios and firmware on the physical servers. This process takes several hours per server. It is an important component in keeping the servers secure and operating efficiently.

9. Leisure Services: **Page 5**

- Athletics Maintenance. **Page 6**
- Performing Arts Center. **Page 7**
- Parks Maintenance. **Page 8**

- Building Maintenance. **Page 8**
10. Police: **Page 8**
- Community Service/Animal Control. **Page 9**
 - Criminal Investigations. **Page 9**
 - Operations – Summary of specific crimes. **Page 9**
 - Neighborhood Improvement. **Page 11**
11. Public Works **Page 12**
- Engineering: **Page 12**
 - West Ormond Community Center – Staff is coordinating with its consultant on a scope of work for the next phase – Feasibility Study.
 - Environmental Management Division: **Page 13**
 - Street Maintenance/Asphalt/Concrete. **Page 13**
 - Tree Crew. **Page 13**
 - Stormwater Maintenance. **Page 14**
 - Street Sweeping. **Page 14**
 - Fleet Operations: **Page 15**
 - Utilities: **Page 15**
12. Support Services/City Clerk **Page 18**