

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: September 16, 2016

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meeting with IT Manager
- Quarterly staff meeting with directors and managers
- Meeting with staff and Brown & Brown to prepare for Commission Workshop – Health Insurance Update
- Agenda review
- Review status update for State of the City with staff
- Insurance Committee Meeting to review RFPs for General Liability Coverage

Spoke to, attended and/or met with:

- City Attorney and Outside Counsel Noah McKinnon – Dog Park options
- Reel in the Fun fishing tournament
- Rotary meeting
- Intro meeting with new Channel 9 reporter Mike Springer
- Roland Via, softball league play program
- Suzanne Heddy, Historical Society, various topics

2. Community Development: **Page 1**

3. Economic Development: **Page 2**

Airport Business Park

- A prospective manufacturer is interested in the purchase of 11 Aviator Way in the Airport Business Park, which was vacated by Germ Free Labs upon the relocation of their headquarters to 4 Sunshine Blvd.

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**

7. Human Resources **Page 4**

8. Information Technology: **Page 5**

9. Leisure Services: **Page 6**

- Athletics Maintenance. **Page 6**
- 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 13**

- Engineering: **Page 13**
  - Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being finalized. Construction funding is available in FY 16/17, therefore the project will be bid for award after October 1.
  - Forest Hills Connector Trail – Staff is working on the trail alignment and preliminary plans.
- Environmental Management Division: **Page 14**
  - Street Maintenance/Asphalt/Concrete. **Page 14**
  - Tree Crew. **Page 14**
  - Stormwater Maintenance. **Page 15**
  - Street Sweeping. **Page 15**
- Fleet Operations: **Page 15**
- Utilities: **Page 15**
  - Fire Hydrant Replacement Program – Contractor is underway with the second annual period scope of work. First phase of project is completed. FDOT permit plans are completed for the hydrants at 400 S Atlantic and 621 S. Atlantic.

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