

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: January 30, 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, Economic Development Director
- Tyler Technology overview of transparency portal with Finance Director
- Field day with Athletic Maintenance staff

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board Meeting
- County's Transportation Roundtable meeting
- Discussion on various topics with City Manager Jamie Croteau, Orange City
- City/County Managers' meeting
- Team Volusia annual meeting
- Historical Society annual dinner
- Claims Committee meeting
- Chamber of Commerce annual banquet

2. Community Development: **Page 1**

- The Building Official and Planning Director attended a meeting organized by Destination Daytona in response to a letter sent out to all Host Licenses. Process, expectations and inspections related to Bike Week were discussed. **Page 2**

3. Economic Development: **Page 2**

**Ormond Crossings**

- Staff met with Tomoka Holdings, prepared conceptual site plans for a 10 acre parcel in the Commerce Park that will be used in marketing for recruitment of an industrial development project. Staff is contacting possible developers to review the site opportunities.

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 7**
- Performing Arts Center. **Page 7**

- Parks Maintenance. **Page 8**
- Building Maintenance. **Page 9**

10. Police: **Page 9**

- Community Service/Animal Control. **Page 10**
- Criminal Investigations. **Page 10**
- Operations – Summary of specific crimes. **Page 11**
- Neighborhood Improvement. **Page 13**

11. Public Works **Page 13**

- Engineering: **Page 13**
  - Nova Community Park Paving Improvements - Temporary construction signs are being made for the entrances to the park to inform visitors of the location of access restrictions in various areas of the park during construction. The signs will be updated as the various parking areas and road paving is complete and becomes accessible to the public. At least one entrance will remain open to the park at all times. An electronic message board will also be posted along Main Trail when that entrance is closed for resurfacing. Construction is scheduled to begin February 2. Staff will coordinate with the contractor regarding events and activities at the park to minimize inconvenience due to the construction. **Page 14**
- Environmental Management Division: **Page 16**
  - Street Maintenance/Asphalt/Concrete. **Page 16**
  - Tree Crew. **Page 16**
  - Stormwater Maintenance. **Page 17**
  - Street Sweeping. **Page 17**
- Fleet Operations: **Page 17**
- Utilities: **Page 17**
  - Industrial Pretreatment Program: Staff issued a Notice of Violation to an industrial sewer user concerning a sludge discharge of an oily substance from facility. The discharge was discovered by City staff and ultimately removed by the facility. The NOV provides a timeframe for the organization to provide details of the cause and procedures to ensure the discharge will not reoccur. Additionally, staff is preparing the City's Industrial Pretreatment Annual Report for submittal to the FDEP. The data is outlining program accomplishments for 2014. **Page 20**

12. Support Services/City Clerk **Page 21**