

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: February 6, 2015

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Shade meeting preparation with staff
- Staff meeting with senior staff
- ICMA credentialing report preparation – ongoing
- Prep meeting with staff on Ballfield Maintenance and Gateway Signage workshops

Spoke to, attended and/or met with:

- Rotary meeting
- Commission workshop, and shade meeting
- Commission meeting
- FCCMA Winter Institute

2. Community Development: **Page 1**

- The staff report, ordinance, and public hearing ad for the Itinerant Merchant Criteria have been drafted. The criteria will be sent out to all Volusia County 2014-15 Host Licenses affected by the criteria for comment. Staff is looking for a site on the US1 corridor to hold a meeting in the latter part of March regarding the criteria. The Department has asked Destination Daytona if they would consider providing space for the meeting.

3. Economic Development: **Page 2**

4. Airport: **Page 2**

5. Finance: **Page 3**

6. Fire: **Page 3**

7. Human Resources **Page 4**

8. Information Technology: **Page 5**

9. Leisure Services: **Page 5**

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

10. Police: **Page 9**

- Community Service/Animal Control. **Page 9**
- Criminal Investigations. **Page 9**

Comments **Page 10**

- Detectives have obtained an arrest warrant for credit card fraud that is linked to several recent carbreaks within the City.
- Operations – Summary of specific crimes. **Page 10**
- Neighborhood Improvement. **Page 13**

11. Public Works **Page 13**

- Engineering: **Page 13**
  - Nova Community Park Skate Park Expansion – Storm drainage construction is continuing, flat work on the street elements (west side) is complete, vertical trick features will be poured this week. The final area (east side – bowl) is being laid out and formed this week and next week. Interior work continues on the pro-shop building. **Page 13**
  - Sports Complex Restrooms - The watermain extension has been designed and permitted and construction services have been retained to install the new main. Construction is anticipated to begin late February. **Page 14**
  - Downtown Streetscape Planting (Orchard to A1A) – Contracts are fully executed and the project is scheduled to begin in March. **Page 14**
- Environmental Management Division: **Page 16**
  - Street Maintenance/Asphalt/Concrete. **Page 16**
  - Tree Crew. **Page 16**
  - Stormwater Maintenance. **Page 16**
  - Street Sweeping. **Page 17**
- Fleet Operations: **Page 17**
- Utilities: **Page 17**
  - Backflow Prevention Device Testing, Certification and Repair Services – An agenda item was prepared for City Commission consideration on March 3 recommending award to lowest most responsive bidder. **Page 17**
  - Reuse Service Area Dual Check Valve Installation - Rebuild Project: The contractor accomplished installation of 18 new and 97 rebuild kits for recent weekly period. Staff continues to field calls from the residents with project related inquiries. **Page 20**

12. Support Services/City Clerk **Page 20**