

## City of Ormond Beach Memorandum

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report – EXECUTIVE SUMMARY  
Date: November 3, 2017

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1. City Manager: **Page 1**

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Public Works Director and Fire Chief
- Prep work with senior staff and consultant on sign code amendments
- Discussion with senior staff on Florida Job Growth grant fund

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting
- Individual general discussion meetings with Mayor Partington and Commissioner Littleton
- Councilmember Post, discussed various topics
- Julia Truilo, MainStreet, discussed the downtown
- Senior staff and Thompson consulting regarding FEMA hurricane reimbursements

2. Community Development: **Page 1**

3. Economic Development: **Page 2**

- Ormond Crossings
  - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. SFM's objective is to begin construction in November 2017. This week the parking, landscape plan, FEC railroad utility easement, and the schedule for submission of the plat were discussed by SFM consultants and City staff.

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**

7. Human Resources **Page 4**

8. Information Technology: **Page 5**

- TeleStaff Upgrade – This system helps automate the staffing of shifts and positions within the Fire Department. The TeleStaff upgrade go-live occurred Wednesday 11/1 as planned. The upgraded system will allow for direct export of time information into the new Tyler Munis payroll system. A great success for both IT and Fire Admin. This will also be a future benefit to Finance as we go live with the new Tyler Munis HR/Payroll system January 2018.

9. Leisure Services: **Page 6**
  - Athletics Field Maintenance. **Page 7**
  - Performing Arts Center. **Page 7**
  - Parks Maintenance. **Page 9**
  - Building Maintenance. **Page 9**
  
10. Police: **Page 9**
  - Community Service/Animal Control. **Page 10**
  - Criminal Investigations. **Page 10**
  - Operations – Summary of specific crimes. **Page 10**
  - Neighborhood Improvement. **Page 12**
  
11. Public Works **Page 13**
  - Engineering: **Page 13**
    - ARBFP Ramp Repair – the Contractor has demolished the damaged portions of the structure and has begun replacement work.
    - Cassen Fishing Pier Repair – A PO for Custom Built Docks is being prepared to repair the collapsed section of fishing pier on the north side of the bridge so we can re-open the pier from the Bailey Riverbridge Gardens side.
    - Cassen Park Improvements (Paving and Restroom Replacement) – All site survey work has been completed. The project Engineer and Architect are working on preliminary designs for staff approval. It was discussed to consider constructing a new bait shop adjacent to the bathroom and raising the floor elevations to comply with the 100 yr. floodplain requirements. If directed to proceed with this, staff intends to apply for an HMGP loan which would pay 75% of the cost. **Page 14**
    - Ormond Elementary Parking Lot Lighting Upgrade – Staff is soliciting quotations to install new LED parking lot lighting at the request of Ormond MainStreet so the lot can be utilized for the downtown area. Staff met to discuss the ramp/entrance design to Granada Blvd. **Page 15**
  
  - Environmental Management Division: **Page 15**
    - Street Maintenance/Asphalt/Concrete. **Page 15**
    - Forestry. **Page 15**
    - Stormwater Maintenance. **Page 16**
    - Street Sweeping. **Page 16**
  
  - Fleet Operations: **Page 16**
  
  - Utilities: **Page 17**
  
12. Support Services/City Clerk **Page 20**