

City of Ormond Beach Memorandum

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: May 18, 2018

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with various members of senior staff

Spoke to, attended and/or met with:

- Agenda review meetings with Mayor Partington and Commissioners Boehm and Littleton
- Elected Officials Roundtable meeting
- United Way Executive Committee meeting
- City Commission Transportation Update workshop
- City Commission meeting
- Interviewed individually by two Girls State students regarding City Manager responsibilities and general municipal government information
- PACE board meeting
- Crimestoppers banquet
- Meeting with Maryam Ghyabi regarding Transportation priorities.

2. Community Development: **Page 1**

3. Economic Development: **Page 2**

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**

- Significant Incidents
 - 5/13/18, 7:45 PM: N. Tymber Creek Rd. / I95 – Brush Fire – Fire located deep in woods at a homeless camp – Florida Forestry Service assisted by cutting a line around the ½ acre fire – crews back-burned inside the lines – approximately 3,000 gallons of water also used.

7. Human Resources **Page 5**

8. Information Technology: **Page 5**

- Notable Events: IT staff working to upgrade the Microsoft Office suite on all systems. The Microsoft process to do this upgrade does not work satisfactorily, therefore staff is required to do a complete uninstall of the old program and a fresh install of the new program on each machine. While working with each machine, staff is performing routine and preventative maintenance. **Page 6**

9. Leisure Services: **Page 6**

- Athletics Field Maintenance. **Page 7**

- Performing Arts Center. **Page 7**
- Parks Maintenance. **Page 8**
- Building Maintenance. **Page 9**

10. Police: **Page 9**

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

11. Public Works **Page 13**

- Engineering: **Page 13**

- Environmental Management Division: **Page 15**
 - Street Maintenance/Asphalt/Concrete. **Page 15**
 - Forestry. **Page 15**
 - Stormwater Maintenance. **Page 16**

- Fleet Operations: **Page 16**

- Utilities: **Page 16**

12. Support Services/City Clerk **Page 19**