

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: July 22, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, City Clerk, and HR Director
- Bi-weekly meeting with Planning Director
- Monthly meeting with Risk Manager
- Held weekly staff meeting with Directors
- Discussed airport event with Economic Development Director and Airport Manager

Spoke to, attended and/or met with:

- As requested, reviewed agenda individually with Mayor and Commissioner Boehm
- Attended Rotary meeting
- Met with County Manager Jim Dinneen regarding beachfront park
- Attended Operating Budget workshop
- Met with Dwight Durant of Zev Cohen regarding the County Council agenda item for the presentation on the beachfront park
- Met with citizen Janet Cater of Arroyo Parkway regarding her water quality concerns
- Met with Mike Scudiero regarding athletic field lease questions
- Attended ICMA webinar on navigating and utilizing ICMA Knowledge Network
- Attended County Council meeting with Zev Cohen for presentation on the beachfront park
- Attended Local Government Association Summit in Largo, Florida

2. Community Development: **Page 2**

- Work has begun to describe the redistricting boundaries of each of the four zones. It is expected that the work will take 3 weeks. The Resolution of Intent must have the boundary descriptions contained within the resolution. Consequently, to meet legal deadlines the Resolution will be placed on the September City Commission agenda for action – not August 16 as reported in the Timeline Schedule.
- Staff met with Kittelson & Associates, the consultants chosen by FDOT to perform the SR 40 PD&E Study. The Project approach and schedule was discussed as well as the project purpose and need. Future traffic volumes and design considerations were also discussed. The City's Comprehensive Plan has SR40 from US1 to western city limits as a 4 lane divided (LD) facility. FDOT has requested that the City amend its Comprehensive Plan for that portion of the SR 40 which is the Strategic Intermodal System (SIS) from Williamson to Breakaway Trails to reflect a 6 LD facility.
- Inspector of the Day Program - Staff is beginning a trial program to improve customer service and efficiency; we will have a staff person available each day from 2:30 to 3:30 for consultations. At any other time they can contact an inspector and make an appointment. Permits will be issued over the counter while the customer waits for such things as HVAC, re-roof, doors, windows and small electrical/plumbing. These

permits require a licensed Plans Examiner to review, and are in addition to the permits that we already issue over the counter which do not require a licensed Plan Reviewer: fences, business fire inspection, water heater change out, irrigation/reuse connection (with Public Works approvals), and special events/banners. **All permits submitted are required to be up to date with all licensing/registration requirements, and those requirements will not be waived to issue a permit over the counter.**

3. Economic Development: **Page 2**
Ormond Crossings
 - Tomoka Holdings is preparing the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff next week.
4. Airport: **Page 3**
5. Finance: **Page 4**
6. Fire: **Page 5**
7. Human Resources **Page 6**
8. Information Technology: **Page 8**
9. Leisure Services: **Page 8**
 - Athletics Maintenance. **Page 9**
 - Future Events at PAC. **Page 9**
 - Parks and Irrigation. **Page 11**
 - Building Maintenance. **Page 11**
10. Police: **Page 12**
 - Community Services & Animal Control. **Page 12**
 - Criminal Investigations/Records. **Pages 12/13**
 - Operations – Summary of specific crimes. **Page 13**
 - Neighborhood Improvement. **Page 15** *As requested by the Commission a summary of active code enforcement cases by zone is listed below.*
Zone 1
1303 Parkside Drive – Received a complaint regarding the condition of this property. The lawn is not maintained and the yard is essentially dirt (sand). When it rains the dirt from the yard seeps into the gutter of the roadway to the front of the complainant's property. *Bill Friel went to the site and took several photos of the accumulation of dirt in front of Mrs. O'Donnell's property. His investigation led him to believe that the dirt could not travel the distance and in the manner suspected by Mrs. O'Donnell. Bill met with Larry Haigh, Stormwater, at the site as well. Some of the dirt appeared to come from very nearby as a result of a broken sprinkler head that was funneling dirt onto the gutter in the roadway. Mrs. O'Donnell was not satisfied with staff's findings. The street sweeper has been assigned to clean the streets this week. Both Bill and Larry will go to the site again during the next rain to try to determine where the dirt is coming from before any contact is made with the neighbors. Mrs. O'Donnell was advised of staff's plan and seemed satisfied.*

 - 14 Edgewood Way** – Refer to the information contained in the report provided for 1303 Parkside Drive.

Zone 4

61 Magnolia Avenue – Received a complaint regarding overgrowth in the back yard, swimming pool not being cleaned and water infested with mosquito larvae. NID will investigate regarding the lack of site maintenance. The city has no regulations concerning pool maintenance but NID will contact Volusia County Mosquito control regarding mosquito larvae. *NID visited the site. The owner was there at the time of the inspection. He has shocked the pool and the water was circulating. He mowed the yard this week. No further action is required. The complainant is aware of staff's actions concerning this case.*

50 Magnolia Avenue – Received a complaint about the condition of the back yard and inoperable vehicles. *NID conducted an inspection and observed the yard overgrown and inoperable vehicles in the driveway. Notices have been issued for both violations. The owner will have ten days from receipt of each notice to correct the violations. The complainant is aware of staff's actions concerning this case.*

Lot from Midway, Magnolia West – Received a complaint about the condition of this property. NID will determine the location of the property and investigate the site conditions. *This is an extension of Magnolia Avenue that has never been built as a street. The property is City owned. Servello mows 12 feet from the edge of the road on an eleven time per year cycle. Servello went and mowed the site this week. No further action is required. The complainant is aware of staff's actions concerning this case.*

317 Chardon Road – **There has been no change in the status of this case.** NID received a complaint about the condition of this property. This is a repeat violation. A citation of \$100 was issued to Jane McCollum dated June 24, 2011. This case will be placed on the agenda for presentation to the Special Master on July 25, 2011.

11. Engineering: **Page 16**

- US1 Forcemain Extension Phase II – Contractor has filed suit against the surety and therefore is not completing the punchlist items remaining on the project, which will be addressed by other contractual services that will be procured through quotes.
- Rima Ridge Wells 54, 55 & 56 – Well clearance is in progress and is expected to be placed into service by the end of the month.
- Downtown Parking (Vining Court) - The contractor continued pouring the new concrete curbing and pedestrian sidewalks and driveway aprons. All the electrical conduits have been installed and inspected by the Building Division for the proposed lighting system. The irrigation contractor has completed the installation of all sleeving under the proposed sidewalk, curbs and existing roadway. City staff has installed all three water meters and the irrigation system is being installed.

12. Environmental Management Division: **Page 19**

- Asphalt/Concrete. **Page 19**
- Tree Crew. **Page 19**
- Street/Stormwater Maintenance. **Page 20**
- Street Sweeping. **Page 20**

13. Fleet Operations: **Page 20**

14. Utilities: **Page 20**

- Water Plant 4 Log Virus Inactivation - A draft permit was issued from Volusia County Health Department (VCHD). Prepared a written request to the Health Dept to reduce the minimum free chlorine residual requirement for lime softening and reverse osmosis treatment. The request is being reviewed prior to submittal to VCHD.

- A customer on Arroyo Parkway visited the office about the water quality at her residence. The distribution system in this area contains galvanized steel pipes that are corroded and scheduled to be replaced in the pipe replacement program. Staff was sent to flush the mains in that area which normally corrects customer concerns regarding color and odor. Later correspondence indicated that the flushing activity did not significantly improve the situation. Staff will perform additional flushing activity and replace the iron filter at the residence. The 1" flushing device will be checked to be certain that it properly functions. A temporary automatic flushing device will be connected to the fire hydrant on the corner of Arroyo Parkway and Alcazar to increase the flushing frequency in that area. The customer will be kept apprised of the efforts being made to improve the level of service. **Page 22**