

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: August 5, 2011

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Weekly staff meeting with Directors
- Bi-weekly meetings with Economic Development Director and IT Manager
- Weekly meeting with City Clerk
- Met with Risk Manager regarding insurance issue with a tow truck company
- Interviewed Fire Chief candidates Ed Moran and Jim Stables
- Discussed the upcoming airport community event with Economic Development Director and Airport Manager

Spoke to, attended and/or met with:

- Met with Leisure Services Director and Rick Ferrito regarding Pop Warner
- As requested met with Commissioner Boehm to review commission agenda
- Attended LEAPS customer service training, required for all employees
- Attended Volusia County Quarterly Economic Development Breakfast
- Met with Dwight Durant, Zev Cohen, to discuss ideas for civic engagement on the John Anderson Drive construction project
- Participated in FCCMA conference call on their winter conference

2. Community Development: **Page 1**

- Staff was informed by ISO that as a condition of continued participation in the Community Rating System (CRS) program, an annual Recertification was due each October 1. Since the City's cycle visit was completed during the ISO 2011 visit, annual recertification will not be required by October 1, 2011. The verification worksheet signed by the City as part of the five year recertification will substitute for the normal recertification for 2011. The City's next recertification will be due October 1, 2012.
- The Interlocal Boundary Agreement with Volusia County was revised based upon legal comments. This document is now considered sufficiently refined to send to Volusia County for opening negotiations. **Page 2**

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 Service: **Page 4**

7. Human Resources **Page 6**
8. Information Technology: **Page 7**
9. Leisure Services: **Page 7**
 - Athletics Maintenance. **Page 8**
 - Future Events at PAC. **Page 9**
 - Parks and Irrigation. **Page 10**
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10. Police: **Page 11**
 - Community Services & Animal Control. **Page 11**
 - Criminal Investigations/Records. **Pages 11-12**
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 14**

A summary of active code enforcement cases by zone is listed below.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been brought to my attention requested through the City Manager's office. Numbers 1, 2, 3 and 4 are new case items.

Zone 1

1) 801, 821, and 849 N. US 1 Hwy. – Received a complaint about trash being placed out in front of the businesses days prior to the pick up date, mainly over the weekends. An inspection was conducted. No violations were observed at the time of the inspection. A brochure containing the guidelines for time of placement of waste was provided to each business. Follow up inspections will be conducted to ensure trash is not placed outside prior to the time allowed.

2) 600 N. Beach Street – Concern registered regarding front yard parking. An inspection was conducted. There was no evidence of front yard parking at the time of the inspection. The inspector did stop and speak with the owner. He stated that his kids were visiting. The inspector explained the new ordinance to the owner.

3) 215 W. Lindenwood Cir. – Concern regarding front yard parking. This issue was raised regarding the number of cars parked on the property. This is a large family with older children all of which have vehicles. The owner was advised that the vehicles must be parked on the driveway or on an approved surface located behind the street side setback, behind the fence. Compliance has been set for August 8, 2011. Failure to comply will result in the issuance of a citation and subsequent hearing before the special master.

Zone 4

4) 50 Magnolia Avenue – NID received a complaint in July about the overgrown condition of the property and an inoperable vehicle parked in the driveway. NID conducted an on site inspection and left a business card at the door in hopes the occupant would make contact so that the issues could be explained. Notices of violation were issued on July 14, 2011 for site maintenance conditions and another for the inoperable vehicle, 1990 Jaguar, in the driveway. Both violations were corrected. NID has received a second complaint regarding inoperable vehicles. Staff will conduct another inspection. If a violation is determined to exist with regard to inoperable vehicles, staff will be in a position to issue a citation which could result in a subsequent hearing before the special magistrate.

5) 317 Chardon Road – 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 was presented to the Special Master on Monday, July 25, 2011. The respondent was not present at the time of the hearing. The Special Master made a finding that a violation of the site maintenance provisions did exist and required the respondent to take corrective action within 10 days from execution of the order. The respondent did pay the \$100 citation. Cost to present the case in the amount of \$29.06 is owed by the respondent. Failure to comply with the Special Master's order will result in a fine of \$50.00 a day for each day the property remains in violation.

11. Engineering: **Page 15**

- Downtown Parking (Vining Court) – The contractor continued pouring the new concrete curbing and pedestrian sidewalks and driveway aprons (80% complete). 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 three water meters and the irrigation system is 75% complete. The contractor installed fifteen (15) sabal palms.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is working on Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping, main electrical building, Sodium Hypochlorite/Bisulfite feed area, Alum/Polymer building modifications. The new generator was delivered to the site and Electrical MCC's were installed in various buildings. **Page 16**
- Cardinal Beach Approach – The proposed design is 90% complete and being reviewed by County staff. **Page 16**

12. Environmental Management Division: **Page 17**

- Asphalt/Concrete. **Page 17**
- Tree Crew. **Page 18**
- Street/Stormwater Maintenance. **Page 18**
- Street Sweeping. **Page 19**

13. Fleet Operations: **Page 19**

14. Utilities: **Page 20**

- Received acceptance for City request for time extension to SJRWMD for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff continues pursuit of current 5 year report with preparation of responses to RAI #2.
- Water Plant 4 Log Virus Inactivation - A written request was submitted to the Health Dept requesting that the free chlorine residual requirement be reduced by 50% to 0.7mg/L. The request was approved by the Health Department and the reduced chlorine residual was referenced in the modified performance criteria contained in the water plant certification notice.
- Concentrate Disposal Study – Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of reclaimed water available at the wastewater plant for mixing without exceeding conductivity limits established by FDEP. Staff recently approved a work authorization from Quentin L. Hampton (QLH) to revise the monitoring location for conductivity from the plant to the reuse storage tank to offer more operational flexibility for reuse production. Investigation of chemical additives to control snail growth is also included in the work authorization. **Page 20**