

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report – EXECUTIVE SUMMARY
Date: September 7, 2012

1. City Manager: **Page 1**

City Manager

Reviewed and prepared with staff as follows:

- Held quarterly staff meeting with Directors and Division Managers
- One-on-one meetings with commissioners and Economic Development Director to provide economic development updates
- Reception for new City Clerk, Scott McKee
- Weekly meeting with HR Director
- Bi-weekly meetings with Planning Director, Economic Development Director and Fire Chief.
- Met with staff on potential lacrosse sports event at the sports complex

Spoke to, attended and/or met with:

- Phone conversation with Mr. Patrick Daugherty regarding restaurant outdoor dining with dogs
- Phone conversation with Larry Volenec of FPL regarding power outage issues at the business park
- Weekly conference call with FCCMA staff
- Photo shoot with News-Journal for 2012 Influential Women in Business recognition
- Met with Jim Schultz, citizen, regarding City's water treatment processes

2. Community Development: **Page 1**

- Staff attended a neighborhood meeting on the Sunoco site on A1A. Only a few residents attended the meeting. It does not appear that residents have concerns regarding the redevelopment of the vacant gas station site to a Sunoco.
- **Development Review Page 2**
 - Met with representatives of Sunoco to discuss all three sites in the city. Staff had a pre-application conference with Sunoco and expects a PBD application for all three sites. Each site has compromises required of both sides, some of the compromises exceed code standards. It appears that the site located downtown will be supported by staff since both sides compromised on what was needed to make this site different than the other convenience/gas stations being built on A1A and at the SR40/I-95 Interchange.

3. Economic Development: **Page 2**

Special Economic Development Projects Page 3

- Staff is preparing the details for the Economic Development/Business Assistance Fund for discussion with the Commission.

4. Airport: **Page 3**

5. Finance: **Page 3**

6. Fire: **Page 4**
Significant Incidents
 - 8/30/12, 4:09 AM: Oakmont Circle – Structure Fire – A/C unit in enclosed porch caught fire – extinguished fire and removed unit from wall – utilized thermal imaging camera to check for fire extension in walls – heavy smoke damage to porch and heat damage to windows and furnishings – performed ventilation of structure.
 - 9/1/12, 12:14 PM: Crooked Tree Trail – Hazardous Condition – Two story residence with smoke showing on second floor – air handler cover removed to reveal burned motor and melted material – investigation performed in attic and thermal imaging camera utilized with no additional findings.
7. Human Resources **Page 5**
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**
 - Building Maintenance. **Page 11**
10. Police: **Page 11**
 - Criminal Investigations. **Page 11**
Comments: **Page 12**
 - Home Invasion Investigation: Incident is still under investigation and the victim has not cooperated with the investigation. It is believed that the suspects are known to the victim and he owed them money. Investigation continues.
 - Stolen property located at local pawn shops and charges are expected.
 - Community Service/Animal Service. **Page 12**
 - Operations – Summary of specific crimes. **Page 12**
 - Neighborhood Improvement. **Page 13**

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

Zone 1:

- 1) 153 E. Lindenwood Circle – Received a complaint about the condition of the residence. The property is in foreclosure. The gutter system is in disrepair. There is probably some fascia work that needs to be done. There is also a torn tarp located partially on the roof to the rear portion of the residence and partially on the ground. NID will process cases with regard to registration of the property and use of tarp for an extended period of time. No other issues can be addressed at this time. The roof repair is scheduled to be completed by August 22, 2012. Repairs have not been made. A \$50 citation and notice of hearing has been issued. This case will be presented to the special magistrate on Sept. 24, 2012.
- 2) 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28th. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing

has been issued to the property owner for the illegal conversion of accessory building. This case is scheduled for the Special Magistrate hearing on September 24, 2012.

Zone 2:

- 1) S. Ridgewood Avenue – From W. Granada Blvd. to Division Ave. – Staff received a complaint regarding the condition of the entire area. The following cases are still being acted upon:

144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case will be presented to the special magistrate on Sept. 24, 2012.

301 S. Ridgewood Ave. – C. Wright Landscaping, Inc. is being operated from this property. A Home Occupational License exists. The owner is in violation of the conditions of the home occupation license in that a boom truck, wood chipper, and stump grinder were observed in the driveway. A notice of violation has been previously issued. A citation and notice of hearing were generated on July 25, 2012. This case has been rescheduled from the August 27, 2012 special magistrate hearing to Sept. 24, 2012.

11. Public Works **Page 14**

- Engineering: **Page 14**
 - Andy Romano Beachfront Park – The contractor has installed water mains, sewer, and storm mains east of the CCCL line. Service connections were made and meters set on the west side. Construction of the storm water collection system is almost complete. CMU's are being placed for the walls for the restroom/concession building. Other site work is commencing. **Page 15**
 - Hand Avenue – The contractor has completed the installation of underground utilities in the first phase work area and is now working on the road reconstruction. On Monday August 20th the contractor began work on the phase 2 work area which will close Hand Avenue from Nova Road to Oak Brook Drive and begin utility work on that phase. Work is progressing on schedule. **Page 15**
- Environmental Management Division: **Page 17**
 - Asphalt/Concrete. **Page 17**
 - Tree Crew. **Page 17**
 - Stormwater Maintenance. **Page 17**
 - Street Sweeping. **Page 18**
- Fleet Operations: **Page 18**
- Utilities: **Page 18**
 - Hand Avenue Extension – Contractor performing phase 2 work. Hand Avenue closed from Nova Road to Oak Brook Drive. **Page 15**
 - North Halifax Drive Rehabilitation Reclaimed Water Main Extension – The contract award to P&S Paving is scheduled for the September 18th City Commission agenda. **Page 15**

12. Support Services/City Clerk **Page 22**