

# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: May 5, 2011

## **Fire Station #65 Update:**

The construction company, Boran Craig Barber Engel Construction, Inc., for Fire Station #65, has been notified both verbally and by the attached letter that the revised Substantial Completion Date of April 20, 2011 has passed and that the Final Completion date of May 17, 2011 is fast approaching. The contractor has also been notified that no further extension will be granted and that the provisions of the contract will be enforced should the building not be completed by the Final Completion Date (\$1,500 per day penalty). There has been significantly more activity occurring at the construction site the last two weeks and hopefully, the contractor will finish the project by May 17<sup>th</sup> or close to that date.

## **Press Releases for Economic Development Activities:**

Attached are copies of press releases for upcoming economic development activities in May including:

- Business Forum hosted by the City, Thursday, May 12<sup>th</sup>, 8:45 a.m. – 11:45 a.m., Commission Chambers;
- Grand Opening, AdKore Rehab, 1670 Providence Blvd., Monday, May 16<sup>th</sup>, 10:00 a.m.;
- Epic Theatre Groundbreaking Ceremony, Normandy Blvd., South of Graves Avenue, Friday, May 20<sup>th</sup> at 3:30 p.m.

## **Ongoing/Upcoming Events:**

- **City Commission Workshop Meeting** – Monday, May 9<sup>th</sup>, 4:30 p.m., 2<sup>nd</sup> flr. Conference Room.
- **Concert at the Amphitheatre & Antique Car Show** - Saturday, May 14<sup>th</sup>, 7:00 – 9:00 p.m.; Deltona Amphitheatre; Performing: Hayfire
- **Regular City Commission Meeting** – Monday, May 16<sup>th</sup>, 6:30 p.m., Commission Chambers
- **Memorial Day Holiday** – Monday, May 30<sup>th</sup>, City Administrative Offices Closed
- **West Volusia Summit Meeting** – Hosted by City of Deltona, Saturday, June 11<sup>th</sup>, 8:30 – Noon; location to be determined

CITY MANAGER'S OFFICE

2345 Providence Boulevard, Deltona, Florida 32725

(386) 878-8100 Fax (386) 878-8851

Webpage: [www.Deltonafl.gov](http://www.Deltonafl.gov)

- **Senior Expo** – Saturday, June 11<sup>th</sup>, 10:00 a.m. – 2:00 p.m.; Commission Chambers
- **Farmer’s Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.



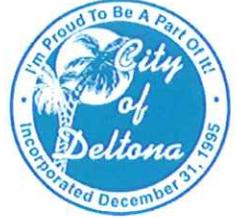
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Faith G. Miller  
City Manager



# City of Deltona

## Fire Department



Robert Staples  
Fire Chief

1685 Providence Blvd.  
Deltona, FL 32725  
Bus: 386-860-7177  
Fax: 386-860-7198

EMERGENCY -  
DIAL 911

Craig Wilbret  
Boran Craig Barber Engel Construction, Inc  
3606 Enterprise Ave  
Naples, FL 34104

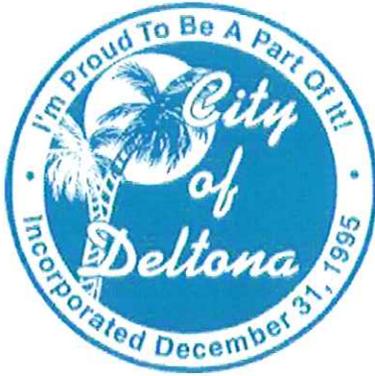
May 6, 2011

Dear Craig;

As we had discussed at our OAC meeting of May 3, 2011 this letter is to officially notify you of the passing of the revised Substantial Completion Date of April 20, 2011. It appears to me that we have not met this goal. Further, the Final Completion date of May 17, 2011 is fast approaching. The City of Deltona has concerns with the schedule and the need for us to occupy the facility in June. As you know we are beginning to plan for the dedication and ribbon cutting ceremony for June 18<sup>th</sup> and need to be sure the facility is complete and occupied by then.

If there is anything I can do to assist in our meeting this deadline, please feel free to contact me.

Robert Rogers, Deputy Fire Chief  
City of Deltona Fire Department



Contact: Lee Lopez  
Public Information Officer  
City of Deltona, 2345 Providence Blvd.  
Deltona, FL 32725-5550  
Phone: (386) 878-8755  
Fax: (386) 878-8751

## **City of Deltona Hosts Inaugural Local Business Conference**

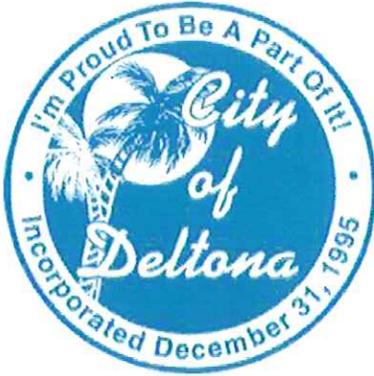
**April 28, 2011**— The City of Deltona is bringing together its local business leaders for a brainstorming/creative solutions Conference, the morning of Thursday, May 12<sup>th</sup>, in the Deltona City Hall Commission Chambers. The Conference begins at 8:45am and the first session, addressing business obstacles, starts at 9:30am. The second session begins at 11:00am and looks at the business community's progress in Deltona. The Conference wraps up at 11:45am.

In addition to the sessions, business development agencies will operate booths, to assist conferees map out their companies' growth in central Florida. They can meet with the Florida First Capital Finance Corporation, Florida Business Development, both Chambers of Commerce, Team Volusia, the Volusia County Department of Economic Development, and the Small Business Development Corporation, representing the Small Business Administration.

The focus of the Conference is to energize local businesses and find ways to assist in strengthening business strategies. Additionally, participants will discuss future business expansion in Deltona and southwest Volusia County. By coming up with new ideas as a collective voice, Deltona's business community will get the practical direction it needs to

build its way out of the unemployment issues in central Florida.

For more information on the Deltona Business Conference, contact Jerry Mayes/Business Development Administrator at [jmayes@deltonafl.gov](mailto:jmayes@deltonafl.gov).



Contact: Lee Lopez  
Public Information Officer  
City of Deltona, 2345 Providence Blvd.  
Deltona, FL 32725-5550  
Phone: (386) 878-8755  
Fax: (386) 878-8751

## **City of Deltona and Developer Break Ground for 12 Screen Movie Theatre**

**May 4, 2011**— The City of Deltona and developer Deltona Retail Holdings, LLC will mark the start of commercial development in the Deltona Activity Center, with the ground-breaking ceremony for EPIC Theatres. This event, which is open to the public, will take place on Friday May 20<sup>th</sup> starting at 3:30pm. The ground breaking will be at the site of the movie theatre, on Normandy Boulevard, south of Graves.

EPIC Theatres' new facility will house 12 screens, and have a seating capacity of more than 2,400 patrons. Construction has begun on the theatre, and is scheduled to be completed before the end of the year. The Activity Center has been part of the City's economic development plan for several years, and is in one of the few remaining locations along the I-4 Corridor that is slated for commercial development.

For more information regarding the EPIC Theatres ground-breaking ceremony, please contact either Jerry Mayes at [jmayes@deltonafl.gov](mailto:jmayes@deltonafl.gov), or Lee Lopez at [llopez@deltonafl.gov](mailto:llopez@deltonafl.gov).



PLEASE JOIN US FOR THE  
GRAND OPENING OF

**AdKore Rehab**

10 a.m., monday, may 16

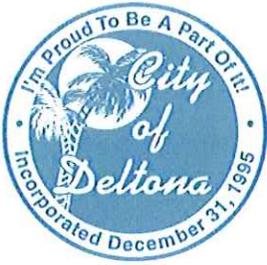
AdKore Rehab Deltona

1670 Providence Blvd., deltona, florida

rsvp to jennifer ezelle,

[network@adkorerehab.com](mailto:network@adkorerehab.com) by may 13





# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: May 6, 2011

## CITY MANAGER'S OFFICE:

### COMMUNICATION: 5/4/11

- Wendi is compiling information from the Office of Economic Development, Grants and Communication offices for the City Manager's budget templates.
- Shot video at the Annual Arbor Day celebration.
- Shot video at Relay for Life.
- Completed script for video project with CGI Communications.
- Assisted with a mail out for the upcoming Business Forum.
- Broadcast the May 2 Regular City Commission Meeting.
- Relocated the Community Information Specialist Office.
- Used social networking to send out reminders about Arbor Day/Earth Day, Relay for Life and Spruce Up Deltona.
- Helping to promote Adult Soccer signups, Café Murder (Deltona High School) and a book sale and fundraiser the Friends of the Deltona Library are hosting.
- Updated the DeltonaTV broadcast schedule.
- Added UCF and WHC programs to DeltonaTV programming line up.
- Finished the May issue of the employee newsletter, the Pride.
- Created and sent out invitations for the May 12<sup>th</sup> Business Forum.
- Created invitations for the May 20<sup>th</sup> EPIC Theater Ground Breaking ceremony.

### Media Relations ~

- Provided information to Mark Harper of the *News-Journal* regarding the City Attorney Search.
- Provided information to Al Everson of the *DeLand Beacon* regarding the City Attorney Search.

### Press Releases ~

- Business Forum
- EPIC Theater Ground Breaking
- Concert in the Amphitheater/Hayfire
- (Distributed two press releases from the Friends of the Deltona Library)

### Business Development ~ 5/2/11 to 5/6/11

- Attended 'Business Target Zone' initial meeting, re: Elkcam and Howland. Initiated process on (1) Elkcam between Lake Helen-Osteen Road, Alley 1915 and Center Road and (2) DuPont Lakes Park.
- Met with Mildred Piper regarding her commercial properties in Deltona and how she and the City of Deltona can work together. Also started discussion on scrub jay issue on one of her properties.
- Completed and submitted OED Budget for 2012.

- Met with John Hanrahan of Florida First Capital Finance Corporation, an SBA 504 Commercial Real Estate financier. Discussed working together to assist businesses wishing to expand to their own building, or businesses building/buying a building as they move into Deltona.
- Met with the Owners of Courtland Square (plaza of former Winn Dixie at Courtland & Doyle). Discussed their plans for best utilization of building.
- Met with Danny DuBosque of Florida Hospital Fish Memorial and John Wanamaker of Coldwell Banker Commercial AI Group. We continued discussion of the three medical clinics the hospital is going to open in 2011 and early 2012. The first is expected to be at 2783 Elkcarn Blvd in the Publix shopping center. It is projected to open in July. The second is planned for Deltona Landings, utilizing part of the space that was formerly occupied by Blockbuster Video. This site is expected to open later in 2011. The third site is in the area of Ft. Smith Blvd and Courtland Blvd. and is currently in preliminary negotiations with a late 2011 to early 2012 projected opening.
- Attended 'Deland-Deltona Economic Development Meeting' with Bob Turk, Economic Development Manager, City of Deland.
- Met with Michael Richards, Chairperson for the Deltona Beautification Advisory Board. Discussed how the Deltona Beautification Advisory Board and the Deltona Economic Development Advisory Board could work together for the betterment of Deltona.
- Met with Vinay Shukla and Dinesh Chokshi, owners of property in the Deltona Activity Center. They are interested in attracting restaurants to their property. The Deltona Office of Business Development and the Deltona Economic Development Advisory Board will work with them toward that goal.
- Attended the Team Volusia Economic Practitioners Council meeting in Daytona Beach. Primary discussion was on state, county, and local incentives.
- Met with George Voss, owner of J&J Security Systems, a long time Deltona resident and business owner. Discussed current economic happenings in Deltona and how Mr. Voss can play an active part in helping Deltona become the city he envisions.
- Attended Volusia County Economic Development Department's 1<sup>st</sup> Quarter County Economic review.

**BUILDING & ZONING SERVICES: Week of 4/22/11 thru 4/29/11:**

• Building Permits issued for the week	100
• Valuation of work permitted for the week	\$291,590.39
• Inspections completed for the week	169
• Total Permits issued for Fiscal Year 10/11	1804
• Valuation of work permitted for the year 10/11	\$21,698,930.86
• Solar Rebates Processed this week:	1
• Total Solar Rebates processed since 2/1/10:	84

**Permits Issued 4/22/11 – 4/29/11:**

AC Change Out	25
Dock	1
Door Replacement	5
Driveway	3
Electrical	7
Fence	13
Fire Alarm	2
Garage Door Replacement	2
Generator	1

Interior Repair	1
Mechanical	1
Other	2
Patio Cover	1
Plumbing	2
Pool Enclosure	1
Reroof	13
Right Of Way	5
Shed I	1
Site Engineering	1
Solar Panel Install	2
Water Heater Replacement	2
<u>Window Replacement</u>	<u>9</u>
Total	100

**CITY CLERK'S OFFICE: Week of 4/25/11 – 4/29/11**

**Department Staff:**

- 2<sup>nd</sup> Floor HR/CC Walk-In Customers: 95
- 2<sup>nd</sup> Floor calls Answered: 30
- Packages Picked Up:
- Packages Received: 35
- A/P Invoices Opened: 106
- Newspapers: 16 (8.5 hours)
- Public Records Requests Received: 5
- Public Record Request Amount Rec'd: \$27.14
- Documents imaged, pages: 3541
- Large scale drawings imaged, pages: 89

**ENFORCEMENT SERVICES DEPARTMENT:**

- Responded to 306 requests for services this week.
- Animals impounded at the humane societies: 43.
- Citation warnings issued: 14.
- Courtesy notices: 85.
- Abatement notices: 38.
- Citations issued: 3
- Code Enforcement telephone calls: 137.
- Solid Waste calls: 86.
- Citizen walk in requests for Code Enforcement assistance: 18.
- Citizen walk in requests for Solid Waste assistance: 2.
- Properties requiring grass to be cut by contractors: 35 at a cost of \$700.00.
- 49 certified mailings were sent out at a cost of \$273.91.
- Money collected for Animal tags, liens and return to owners: \$985.00.
- Foreclosures last week: Deltona 4

Volusia County 14  
 Total 18

**FINANCE DEPARTMENT:**

- Meet with HR to coordinate gathering of information for bi-annual OPEB valuation (Other Post Employment Benefits).
- Moving forward with transition team for Tyler Content Manager.
- Selection committee meeting with Merchant Services respondents to finalize recommendation.
- Finalizing process and documentation for CRW/Munis systems monthly reconciliations as recommended by auditors.
- Working with Deltona Water to determine process for data entry of utility fixed assets.
- Attended quarterly FGFOA local chapter meeting and training.
- Working with Planning & Development to establish process for developer escrows.
- Met with Ernie Peterson regarding property tax issues.
- Working on Finance Dept. budget for FY 11/12.
- Staff members attended Defensive Driving Course.
- Attended meeting with Planning and Development regarding CDBG and NSP audit.
- Working on updating Munis with the Fire Dept. inventory information. Scheduled Water/Public Works for the month of May.
- Processing April credit cards.
- Received approval to put items on Gov. Deals. Working to get items posted.

<b><u>Accounts Payable Section</u></b>		
<b>Check Run Date:</b>	<b>4/1/2011</b>	
Checks Processed	264	\$767,047.79
Carol	263	\$351,570.96
Julia/Jacque	162	\$406,236.89
UB Refunds	141	\$9,239.94
Total	566	\$767,047.79
<b>Check Run Date:</b>	<b>4/15/2011</b>	
Checks Processed	335	\$3,856,834.60
Carol	312	\$3,423,927.46
Julia/Jacque	153	\$419,135.24
UB Refunds	206	\$13,771.90
Total	671	\$3,856,834.60
<b>Check Run Date:</b>	<b>4/29/2011</b>	
Checks Processed	215	\$927,245.56
Invoices Processed:		
Carol	285	\$335,723.01
Julia/Jacque	156	\$586,684.52
UB Refunds	88	\$4,838.03
	529	\$927,245.56

<b>Payroll Section</b>		
<b>Check Run Date:</b>	<b>4/14/2011</b>	
Total Employees	316	
Time Sheets Processed	632	
Checks Processed	22	
Direct Deposits Processed	305	
Total Payroll including benefits	\$700,238.92	
<b>Miscellaneous:</b>		
Flexible Spending Reimbursements	24	
<b>Check Run Date:</b>	<b>4/28/2011</b>	
Total Employees	317	
Time Sheets Processed	634	
Checks Processed	21	
Direct Deposits Processed	305	
Total Payroll including benefits	\$700,047.11	
<b>Miscellaneous:</b>		
Flexible Spending Reimbursements	24	

**FIRE DEPARTMENT:**

**Fire Chief:**

- Reviewed possible financial outcomes as proposed by three EMS Billing companies to determine feasibility of providing fire department-based EMS transport. This was in comparison with data provided by EVAC Ambulance for calendar years 2009 and 2010. All vendors believe they can easily increase collections rates of those presented by EVAC resulting in a positive cash flow for the City if we begin providing this service.
- Researched options for alternative service-delivery vehicles that provide limited firefighting capabilities and EMS transport. Concepts include Ambulance units with Compressed Air Foam Systems (CAFS) or a unique unit with a small fire pump, water tank, CAFS and ambulance component. Both of these will be presented at a future Commission Workshop.
- Researched and provided information to ITSD and Purchasing on Mobile Data Computers, Mounting hardware and ancillary items necessary for the transition to countywide 911 communications.
- Attempted to coordinate meeting with VCFS, Orange City, VCSO and Deltona personnel to develop "Run Cards" determining the order and apparatus deployment schema for the consolidated dispatch. Closest-unit and automatic aid would be part of the overall plan to provide the most efficient and timely use of resources. Still waiting on VCFS to coordinate the meeting as they develop "Bleed" maps to address CUR areas.
- Attended a meeting with VCSO, Volusia County Human Resources personnel and Deltona Telecommunicators on the transition plan, application process and open discussion on salary, benefits and scheduling options. Employees will have until July 1 to apply with VCSO/Volusia County. Those that apply and are accepted will be offered training and Volusia County orientation during the month of September to be prepared to start work with Volusia County on October 1, 2010.

**EMS:**

- Corrected and submitted EMS reports to the State.
- Scheduled paramedic clearance with FF Nazario for 5/11/11.
- Received and submitted to the Chief, 2 EMS billing company proposals to add to the one he has already.
- Submitted EMS budget.
- Submitted to the Chief - SOP 616 - Contingency Medical Transport for review and revision to align with Volusia County Contingency Transport Program.
- Met with Chief Faer and VITAS to discuss their services and services they could offer to our citizens.
- Completed Instructor update for American Safety and Health Institute (ASHI).
- Completed 3 Target Safety Assignments and assigned 2 EMS classes.
- Attended Day 1 of Emergency Services Leadership Institute (Module 4).
- Submitted the monthly EMS data to the County (response times, medication usage, procedures performed, closest unit response info).

**Fire Loss:**

- Four fire investigations, two shed fires that are arson one on Leeward and one on Hampshire. One grass and fence fire that was set by a 7 year old boy in Deltona woods area. And one brush fire that was a set fire across from Pine Ridge.
- A court ordered Juvenile fire setter class was completed for a 13 year old boy who set another boy on fire, Oct of last year on Flamingo.

**Information, Communications & Education:**

- Met with VITAS Hospice about partnership in educating our members and the citizens in long care assistance. (Faer & Chief Hughes)
- Reading at Sunrise Elementary for Literacy Campaign. (Faer - 60 children)
- Communication consolidation process work continuing.

**HUMAN RESOURCES DEPARTMENT:**

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders: 1<sup>st</sup> Floor lobby- (5) added, 2<sup>nd</sup> FL Lobby (5) added; (To date 5/4/11) total # of Deltona JOBS Program folders taken – (951).
- Applications received: (1) Enforcement Service Officer, (6) Parks Attendant, (10) Utility Systems Tech (3) Waste Water Operator II.
- New Job Posting- Wastewater Operator 2.
- Gathered health insurance information that Finance requested for the OPEB valuation.
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- Separations including exit interviews: A. Grimsley, Enforcement Services Officer (retirement)
- Working on HRD's FY 2011/12 budget.
- Coordinated and interviewed 4 youths for the Spring student work program through TechBridge.
- Met with ICMA Representatives regarding their 457 voluntary retirement plan.
- Coordinated with Chief Staples and hosted Volusia County Human Resources team who provided transition information to the City's Telecommunicators (two sessions) regarding application procedures, pay and shift assignments, retirement information, as well as county health and related benefits information.
- Prepared Acting City Attorney recruitment ad for submission to target agencies such as Volusia County Bar Association and others.

**PARKS AND RECREATION DEPARTMENT: Week ending 4/29/11**

**Administration:**

- Farmers Market: 8 vendors, 132 cars.
- Attended City Commission Workshops.
- Prepared agendas for P&R Advisory Board and Youth Advisory Sub Committee.
- Met with B&L Paint to discuss City Hall painting.
- Organized and hosted Arbor Day/Earth Day event.
- Assisted with Relay for Life event.

**Facility Use Permits include:**

- Deltona Community Center – 5 permits issued. Weekly attendance – 1,171.
- Harris M. Saxon Community Center – 2 permits issued. Weekly attendance – 448.
- Wes Crile Park – 6 permits issued. Weekly attendance – 1,693.
- Skate Park – 9 new passes. Weekly attendance – 1,086.

**Special Events/Programs:**

- Amphitheater: Concert and Car Show, May 14<sup>th</sup> from 7:00-9:00pm. Country/Western Group “Hayfire”.
- Deltona Community Center: Zumba dance classes Thursdays at 7:00p.m.
- Dewey Boster Sports Complex:
  - The Orlando City Soccer Club continues training.
  - Little Linksters Spring session will end on May 7<sup>th</sup>.
  - Memorial Day Soccer Tournament scheduled for Saturday, May 28<sup>th</sup> and Sunday, May 29<sup>th</sup> (all day, both days)
- Dupont Lakes: Kids All American Fishing Derby has been rescheduled to July 16<sup>th</sup>.
- Harris M. Saxon Community Center:
  - Zumba dance classes Mondays at 7:00p.m.
  - Boys and Girls Club After-School program continue.
- Wes Crile Park: Youth Flag Football continues.

**City Leagues Currently Underway:**

- Seniors Softball league continues.
- Men’s and Church leagues continue.

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season continues.
- Deltona Youth Soccer travel and in-house spring season continues.
- FBVA spring season continues.

**Parks Maintenance:**

**Mowed, edged and weed-eated the following Parks:** City Hall, Thornby and Veterans Memorial.

- Dupont Lakes – Restroom repairs due to vandalism.
- Keysville Dog Park – Repaired fence in small dog area.
- Lake Gleason Park – Painted over graffiti in pavilion.

- Thornby Park – Repaired irrigation line.
- Tom Hoffman Park – Changed irrigation timer.
- Vann Park- Replaced damaged top rail on bleacher.
- Veterans Memorial – Check irrigation timer and ran through zones.

#### **Parks Maintenance – Miscellaneous**

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing paper towel and toilet paper dispensers.

- Returned Eggstravaganza supplies to storage.
- Picked up supplies from storage and Depot for Arbor Day/Earth Day.
- Picked up plants and trees from various nurseries for Arbor Day/Earth Day.
- Made up “No Parking” signs for Farmers Market.
- Delivered tables, tents and chairs for Relay for Life.

#### **City Hall, Fire Station, Sheriff’s Department and 1691 Providence (Sheriff) Building Maintenance:**

Weekly tasks include cleaning the Fire Station; inspecting Sheriff’s building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrub; walking the grounds and picking up trash; sweeping sidewalk; setting up commission chambers for various meetings and resetting afterwards, checking temperature throughout the building; vacuuming the chambers, replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Trimmed trees and hedges in courtyard and around building, mulched beds in preparation for Arbor Day.
- Assisted with Arbor Day festivities; set up and cleaned up inside the chambers and outside.
- Finished repairs at old Sheriff’s Department on Deltona Blvd.
- Repaired door at Sheriff’s Office – Providence Blvd.

#### **Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex.
  - Baseball and Pony League Fields.
  - Vann Park.
  - Dupont Lakes.
  - Wes Crile Park.
  - Repaired Irrigation at Vann Park.
- Sports Complex:
  - Repainted soccer fields and placed nets for Orlando City Soccer.
  - Set up and cleaned up for Relay for Life.

**PLANNING & DEVELOPMENT SERVICES DEPARTMENT:**

**Executive Summary ~**

The Planning and Development Services Department is making major advancements on the completion of home rehabilitation within the NSP 1 program and the increase in sales. There are eight (8) units remaining to rehabilitate and two (2) to construct, which include the Habitat for Humanity assigned properties. This is an 81% completion rate for rehabilitation. The Department is also working diligently to bring the Land Development Code to the City Commission for review, as well as processing the Small Scale Comprehensive Plan Amendments for the Business Target Zones.

**Planning ~**

The Planning Section is working to complete the remaining steps on the Deltona Village project. This includes review of the Preliminary Plat for the entire ±130 acres to ensure that the comments generated at DRC have been incorporated into the plan set. Following Preliminary Plat acceptance, the applicant will submit an application for the Final Plat that needs to be reviewed by the City Commission. Construction of the movie theater continues for Phase I.

Staff is also processing the Final Site Plan applications for the Lohmans Funeral Home and the Shops of DuPont Lakes that are coming before the City Commission on May 16<sup>th</sup>. The Deltona Commons project is being brought to the May 19<sup>th</sup> Development Review Committee. The anticipated adoption of the revisions to the Land Development Code has led to staff looking at a comparison of the existing regulations and ways to further streamline the development review process. Finally, a summary of Growth Management Act revisions will be brought to the Planning and Zoning Board on May 18<sup>th</sup> to discuss a summary of proposed changes to the State planning processes.

**Housing & Community Development ~**

The Housing and Community Development Section is hosting HUD activities this week. There was a HUD Environmental Training for Units of Local Government session held in the Commission Chambers that attracted attendees from several states in the Southeast region of the country. While most of the attendees were from Florida, a few travelled as far away from Kentucky and Tennessee; giving Deltona more national exposure. Also, the Community Development Section hosted the HUD Technical Advisors for NSP 3 to assist us with new procedures for that version of NSP.

The City is gaining marketing momentum and, as of today, there will be four (4) homes sold in the program. There are seven (7) more contract offers that are working towards closure. Currently, the application to contract offer ratio is 10:1; ten contracts to one closed offer. This is roughly half of the national average at 20:1.

Finally, there are two (2) down-payment assistance applicants for roughly \$40,000 each, seven (7) final inspections for completed homes, two (2) home repairs at approximately \$25,000 each, and five (5) minor home repairs remaining in SHIP to finalize efforts.

**PUBLIC WORKS: 4/25/2011 to 4/29/2011**

**Traffic Operations** ~ Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
  - Removed garage/yard sale signs throughout the City.
  - Completed 3 sign repair work tickets throughout the City.
  - Fabricated & installed (9) sets of street name signs.
- **Asphalt:**
  - Completed 13 asphalt work tickets – 2 ½ tons.
  - 3139 Tillery – repaired 12'x 20'; 14'x 4'; 4'x 7' section of road for stormwater – 3 ½ tons.
  - 3153 Tillery – repaired 15'x 4' & 6'x 2' section of road for stormwater – 1 ½ tons.
  - 3109 Newhope – repaired 12'x 20' section of road for stormwater – 4 tons.
  - Ft Smith & Hyde – repaired 40'x 8' section of road from hydraulic leak – 6 tons.
- **Thermoplastic Stripping/RPM:** Yellow RPM's – 46 installed
- **Misc:**
  - Highland & Courtland – repaired school flasher that had the wrong time.
  - Firwood & N Normandy- removed rocks off sidewalk.
  - Whipple & Newmark – removed flashing lights above stop signs that were not operating properly.

**Field Operations** ~ Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
  - Medians – Providence Blvd; Normandy Blvd; Howland Blvd.
  - City Homes – 591 E Firwood; 1049 Falcon; 1177 Hastings; 1787 Ft Smith.
  - City Signs – Saxon Blvd.
- **Concrete:**
  - Sidewalks – Parnell Ct – 53'x 8'; 1214 Pilgrim – 61'x 4'; 2257 Union – 8'x 8'.
  - Grinding – 2249 E Union – (4) locations; 2241 E Union – (4) locations.
- **Clam Truck:** Debris – 3.
- **Slope Mowing:** Brighton & Derby – 120'; Austin & Gramercy – 160'; 2846 Gramercy – 80'; 2822 Gramercy – 80'; 2750 Gramercy – 80'; 2735 Gramercy - 160'; 2588 Ludlow – 160'; 2970 Waco – 160'; 2850 Surf – 80'; 2950 Surf – 80'; 2560 E Waco – 80'; 2937 Waco – 80'; E Waco – 560'; 2682 E Waco – 120'; E Waco & Corrigan – 320'; Waco & Sweet Springs – 80'; 2738 E Waco – 80'; Haulover & Utah – 250'; Slater – 620'; 2853 Monarch – 80'; 2871 Beckwith – 220'; Discovery Elementary – slope mowed fire break along fence line; 817 Pine Bluff – 200'.
- **Misc:**
  - Day Rd – repaired ruts where truck got stuck.
  - 1538 Ft Smith – evaluated a complaint a resident had about soothing that was broke while trimming was being done on her tree (informed resident trimming was done by power company).
  - 551 Courtland Blvd, Plant 11 – removed tree for water department.
  - Public Works Depot – sprayed rock bed around building with weed killer.

**Fleet Maintenance Division ~**

- **Vehicles:** PM – 1; Repairs – 6.
- **Equipment:** PM – 3; Repairs – 24.
- **Road Calls** – 5.
- **Parts Run/Vehicles Delivery:** 2.

**Stormwater Division ~** Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
  - Tillery – poured collars around boxes; poured driveway; cut out road crossings for asphalt; reshaped swales for sod..
  - 614 Goodrich – took out old road crossing and replaced with 40' of dual 12" ADS pipe; built a box; poured a miter end; reshaped swales for sod.
- **Drainage Rehabilitation Crew:** 2481 Whitehorse – extended pipe outfall pipe 10'; filled in area with dirt; put erosion mat down; built a wall around pipe.
- **Drainage Area Maintenance ( Aebi Mowing):**
  - 3.3 acres mowed.
  - Ditches mowed – 928 Hugo; 945 S Watt Cir; 985 Dean Cir; 2598 Travida; 2546 Rusk; 1974 Montfort; 2481 Beck; 2841 Maldiva; 869 Galt; 2481 India; 1091 Joel; 2318 Matthew Cir; 2831 Matthew Cir; 2097 Wallingford; 1071 Santa Clara; 2056 Courtland Blvd; 3281 Lackland; 3221 Elkcam; 3202 Tulsa; 2664 Hoover; 3089 Riverhead; 2657 Courtland; 2617 Courtland; 2972 Windsor Heights; 2800 Elston; 2765 Huron; 2897 Huron.
  - Ponds mowed – 2056 Courtland Blvd; 2808 Huron; 675 Goodrich.
  - Pump Stations mowed – Norwood; Ferendina.
  - Ditches hand mowed – 2415 Haulover; 760 Fairbairn.
- **System Cleaning (Vac Truck):**
  - 300' of stormwater system cleaned.
  - 8.5 yards of debris removed.
  - Road crossings jetted – 1540 Deerfield; 2912 Cardinal; 1565 Seahorse; Hallcrest & Monticello.
  - Watered newly laid sod city wide.
- **Right of Way Mowing Crew:**
  - 8 miles of right of way mowed.
  - Sectors mowed – 13; 14; 15; 16; 17.
  - Main Roads mowed – India Blvd; Elkcam Blvd; Montecito.
- **Right of Way Litter Crew:**
  - 618.75 gallons of litter removed.
  - Main roads – Catalina; Wolf Pack Run; Tivoli; April; Haulover; Newmark; Courtland; Humphrey; Captain.
- **Misc:**
  - 1510 N Page Dr – took lids off box for liner crew.
  - 201 Howland Blvd – unload grates from truck.

**UTILITIES: Customer Service**

April / May 2011	25	26	27	28	29	30	1	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	1006	406	305	307	389	X	X	2413
Ebox	226	259	140	128	240	X	X	993
Call Center Calls	547	427	325	275	351	X	X	1925
Walk-ins/Drop Box	315	178	188	154	235	X	X	1070
On-line Payments	147	135	143	142	206	107	136	1016

**Customers Disconnected for Non-Pay**

April 2011	26	Total
	Tues	
<b>Cycle</b>	7	
Total on Disconnect List	124	124
Off in error/DW error		
Off in error/Munis error		
Misapplied Payment		

**Construction Log & Service Orders**

April / May 2011	25	26	27	28	29	30	1	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs	2							2
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box	1	3	18	3	1			26
Locates Received	19	10	43	17	9			98
Locates Completed	12	21	18	35	19			105
Main Leaks		1		2				3
Service Leaks				1	3			4
Sewer Repairs								
Sewer Blockage								
KV2 Valves			2	1				3
Service Replacements			2					2
Meter Change Outs	3	7	7	2	7			26
Service Orders	88	117	106	104	99			514
Disconnects		124						124
Drainfield Leaks								
Meter Retirements	8		1		2			11