



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: May 20, 2011

CITY MANAGER'S OFFICE

Communication:

- Created agenda for the Epic Theatres ground breaking.
- Working on the final details of the Epic Theatre ground breaking.
- Photographed ribbon cutting/grand opening ceremonies for the Skreemn Chicken and AdKore businesses opening in Deltona.
- Created a draft flyer for the upcoming Torkays Concert in the Amphitheater.
- Continue to communicate with the account executive selling advertising to Deltona businesses for the CGI project.
- Used social networking to promote Friends of the Deltona Library book sale and 6v6 soccer signups.
- Assisted the Office of Economic Development with the first Deltona Business Forum.
- Broadcast the May 16 City Commission Meeting.
- Photographed several staff members and Commissioner Fred Lowry speaking to students at the Spirit Elementary career day.
- Prep for May 23 Commission Workshop recording for broadcast.
- Videotaped Deltona Business Conference to be posted as program.
- Planning Memorial Day "The American Veteran" mini-marathon for DeltonaTV.

Media Relations:

- Sent brief e-mail to media contacts informing them of the Concert in the Amphitheater cancellation.
- Provided information to Kathleen Rasche/*News-Journal* regarding the Summer Events in Deltona, for the *News-Journal's* Our Town section.
- Provided information to Keith Landry/*WOFL Ch. 35* regarding the soccer field temporary showers.
- Provided information to Al Everson/*DeLand Beacon* regarding the City's internet café ordinance.
- Provided information to Mark Harper/*News-Journal* regarding the City's ribbon cutting coverage, for businesses along Providence Blvd.
- Provided information to Blaine Tolison/*WFTV CH. 9* regarding the proposed ordinance for illegal auto repair shops in residential areas.
- Provided information to Blaine Tolison/*WFTV CH. 9* regarding the EPIC Theater ground-breaking.
- Spoke with Mark Harper/*News-Journal* regarding an article correction concerning an inaccuracy with staff quote.

Press Release/s:

Foreclosure Prevention Workshop

Business Development: 5/16/11 thru 05/20/11

- City Elected Officials, City Staff, local Chamber of Commerce, and business neighbors attended the Ribbon Cutting and Grand Opening for AdKore Chiropractic and Rehabilitation on Providence Boulevard.
- Met with Chief Rogers to discuss the proposed Ribbon Cutting and Grand Opening (in June) for Fire Station 65.
- Attended Monday night's City Commission Meeting. The City of Deltona welcomed a new funeral home (Lohman's Funeral Homes) and a new retail center (Paul Scarpello's Shops of DuPont Lakes).
- City Elected Officials, City Staff, local Chamber of Commerce, and business neighbors attended the Ribbon Cutting and Grand Opening for Skreemn Chicken Wing and Sub Factory on Providence Boulevard.
- Met with Al Pell to discuss his and the City's views on the 23 acres he owns at Howland Boulevard and SR415.
- Met with Aileen Pruitt, the Community Development Officer for PNC Bank.
- Attended DRC for Brandon Partners, the developer for Deltona Commons (Ft. Smith and Courtland). Planning 4500 square foot retail building.
- Met with Chris Collier regarding the potential of a scrub jay ITC (Incidental Take Permit) for the City to assist commercial land owners and developers in more fully utilizing property.
- Met with Joe Cerrato, Manufacturing Sub-committee Chairperson, Deltona Economic Development Advisory Board (DEDAB) on how Sub-committees will function with DEDAB.
- Ceremonial Groundbreaking for Epic Theatres at the Graves Avenue and Normandy Boulevard site.

BUILDING & ZONING SERVICES Week of 5/6/11 thru 5/13/11:

- Building Permits issued for the week76
- Valuation of work permitted for the week\$556,834.34
- Inspections completed for the week177
- Total Permits issued for Fiscal Year 10/111,943
- Valuation of work permitted for the year 10/11\$22,579,852.20
- Solar Rebates Processed this week:1
- Total Solar Rebates processed since 2/1/10:85

Permits Issued:

A/C change out	15
Addition.....	1
Building comm	1
Concrete flat work	1
Door replacement	2
Driveway	1
Electrical.....	4
Fence	12
Fire sprinklers.....	1
Garage door replacement.....	3
Interior repair.....	1
Plumbing	1
Plumbing repipe	1
Pool above ground.....	1

Pool in ground	1
Reroof	6
Right of way	2
Screen enclosure.....	2
Shed I.....	3
Siding.....	2
Solar panel install	3
Water heater replacement	7
Window replacement	5
TOTAL	76

CITY CLERK'S OFFICE Week of 5/9/11 – 5/13/11

Department Staff:

- 2nd Floor HR/CC Walk-In Customers:99
- 2nd Floor calls Answered:23
- Packages Picked Up:1
- Packages Received:32
- A/P Invoices Opened:118
- Newspapers:16
- Public Records Requests Received:1
- Public Record Request Amount Rec'd:\$32
- Documents imaged, pages:1,816
- Large scale drawings imaged, pages:0

ENFORCEMENT SERVICES DEPARTMENT

- Requests for services this week:269
- Animals impounded at the humane societies:31
- Citation warnings issued:21
- Courtesy notices:97
- Abatement notices:32
- Citations issued:5
- Code Enforcement telephone calls:98
- Solid Waste calls:104
- Citizen walk in requests for Code Enforcement assistance:14
- Citizen walk in requests for Solid Waste assistance:4
- Properties requiring grass to be cut by contractors:20 *(at a cost of \$700.00)*
- Certified mailings sent out:20 *(at a cost of \$111.80)*
- Money collected for Animal tags, liens and return to owners:\$0.00
- Foreclosures last week:

Deltona	8
Volusia County	49
Total	57

FINANCE DEPARTMENT

- Meet with ITSD to discuss City-wide fixed asset inventory of computers and related equipment.
- Met to discuss consolidation of Arbor Ridge & Saxon Ridge streetlights from 9 to 2 separate districts.
- Scheduling fixed asset inventory for City Hall departments.
- Working on first draft of operating budget.
- Gathering departmental information for capital budgets.
- Working with Wachovia to ensure seamless transition to Wells Fargo.
- Completed physical inventory at the Water Department and scheduled Wastewater Treatment Plant inventory. Scheduled additional locations for inventory throughout the coming weeks.
- Posted computers on GovDeals.
- Working on getting GSA pricing (Federal pricing) from CDW for laptops for the Fire Dept.
- Submitted Monthly Financial and Investment Report to City Manager.

FIRE DEPARTMENT 5/19/11

EMS:

- Celebrated EMS week by providing lunch for each crew (Tues, Wed, and Thurs).
- Provided CPR/First Aid training to City employees.
- Provided CPR training for the Community and workplace and First Aid to the public.
- Sent out customer survey cards.
- Worked on the records management system, NEMESIS, EMSTARS, and QA.

Training & Safety:

- Reminder: "Courage to be Safe" is scheduled for June 28th–30th at City Hall from 9am–1pm.
- Conducted the JOSH (Fire Dept. Safety) Committee meeting.
- Worked on Target Safety Assignments.
- Investigated car fire with Deputy Chief Nabicht.
- Reviewed Safety Plan for Special Ops Drill on May 20th
- Reviewed Out of Class Packet for Engineer Yocum.

- Revised some of the forms located within the working out class packet.
- Techbridge summer students started and are working to clean each fire station.

Fire Loss:

- Reviewed plan for the underground fire sprinkler at Deltona North waste water plant.
- Responded to one arson investigation of a stolen car.
The car was taken from Medford Ave on 5/14/11 and recovered burning at Graves and I4 in the woods on 5/16/11. VCSO and the State Fire Marshal are assisting. A reward of up to \$2,500 for information leading to an arrest is offered. 1-877- NO-ARSON.

Information, Communications & Education:

- Attended FPL Hurricane preparedness Webinar for Communication Centers (Faer & Rogers).
- Meeting reference CAD Data transfer (Interact to Tiburon CAD) (Faer, Huth, Rogers and VCSO).
- TeleStaff Usage Review training (DFD & TeleStaff via computer).
- PIO work ref two brush fires; Montecito & Elkcam Blvd & Newmark Ave.

HUMAN RESOURCES DEPARTMENT

- Performance Evaluations processed:1
- Deltona JOBS Program Folders:
 - 1st Floor lobby: (5) added
 - 2nd FL Lobby: (5) added
 - As of 5/18/11 total # of Deltona JOBS Program folders taken (951)
- Applications received: (3) *Waste Water Operator II*
- New Job Postings
 - Utility Customer Service Rep III
 - Utility Customer Service Rep I
 - Public Works Tech
- Scheduled interviews & prepared questionnaires for Utility Systems Tech & Parks Attendant
- New hire orientations: Utility Customer Service Rep & Temporary Administrative Assistant
- Audited Excess Risk billing and submitted request for adjustments.
- Working with Finance to prepare for processing of Well Days Plus benefit for eligible employees.
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- Separations including exit interviews: M. Brundage, WW operator (resignation)
- Attended webinar with NeoGov to view a demo of the system.
- Participated in 7 interviews for Enforcement Services Officer.
- Monitoring Acting City Attorney and City Attorney Recruitment.
- Met with department heads and Deputy City Manager regarding each department's Budget Personnel Reclassifications.
- Prepared/submitted proposal regarding market conditions impacting water/wastewater operators.
- Met with Deputy Fire Chief Rogers to review a formal complaint submission.

Risk Management:

- Coordinated DDC class
- Conducted City Hall Emergency Plan training
- Revised the City Hall Emergency Plan
- Met with insurance attorneys regarding two cases
- Responded to three resident claims of damage (City not liable in any case)
- Developing emergency plan for Deltona Water Administration Building/Customer Service

PARKS AND RECREATION DEPARTMENT Week ending 5/13/11

Administration:

- Farmers Market: 5 vendors 133 cars
- Provided logistical support for the grand opening/ribbon cutting ceremony at Adkore Rehabilitative Clinic and Skreemin Chicken
- Met with Volusia County Health Department to discuss on-site sewage application at Dewey Boster.
- Hosted the Citizen Accessibility Sub Committee meeting.
- Met with Enterprise citizens to discuss adding a pavilion at Thornby Park.
- Met with DRMP to discuss the installation of the metal building at Dewey Boster.
- Met with Fox 35 News to discuss Orlando City Soccer.
- Met with Morris Sign Company to discuss placement of the VCSO & Fire Department sign out front of 1691 Providence Blvd.

Facility Use Permits include:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 1 permit issued | Weekly attendance – 904 |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 452. |
| • Wes Crile Park | 7 permits issued | Weekly attendance – 2,395 |
| • Skate Park | 9 new passes | Weekly attendance – 986 |

Special Events/Programs:

- Amphitheater:
 - Concert and Car Show on June 11th from 7:00-9:00 p.m. Vegas Style Rock-A-Billy “Torkays”.
- Deltona Community Center:
 - Zumba dance classes Thursdays at 7:00 p.m.
- Dewey Boster Sports Complex:
 - The Orlando City Soccer Club continues training.
 - Memorial Day Soccer Tournament scheduled for Saturday, May 28th and Sunday, May 29th (all day, both days)
- Dupont Lakes:
 - Kids All American Fishing Derby has been rescheduled to July 16th.
- Harris M. Saxon Community Center:
 - Zumba dance classes Mondays at 7:00 p.m.
 - Boys and Girls Club After-School program continue.
- Wes Crile Park:
 - Youth Flag Football continues.

City Leagues Currently Underway:

- Seniors Softball league ends this week.
- Men’s leagues continues until the 1st week of June.

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 has ended.
- FBVA spring season continues.

Parks Maintenance:

- Campbell – Repainted benches due to vandalism.
- Dewey Boster – Prepped and painted pavilion restrooms and floors; made restroom repairs.
- Dwight Hawkins – Trimmed trees and shrubs around pavilion and grills per fire inspector.
- Harris Saxon – Painted outdoor restroom.
- Tom Hoffman – Replaced missing weather cover on outdoor outlet per fire inspector.
- Veterans Memorial – Repaired Zone 10; planted flowers throughout park; removed small section concrete uneven with sidewalk and poured new concrete; repaired sections of chain link fence.
- Wes Crile – Pressure washed and painted entrance sidewalk and exterior racquetball court; pressure washed area by water fountain.

Parks Maintenance – Miscellaneous: Weekly tasks include opening all the parks in the morning, 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.

- Picked up supplies from Airgas.
- Took supplies to storage and picked up tents for Lee Lopez.
- Delivered tables to Dewey Boster Sports Complex.

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 shrubbert; walking the grounds and picking up trash; sweeping sidewalk; setting up commission chambers for various meetings and resetting afterwards, checking temperature throughout the building; 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.

- Painted 2nd floor hallway.
- Assisted office staff with relocation and office set-up.
- Escorted Electrical Solution.
- Escorted Mike Parker for fire inspections.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
- Sports Complex:
 - Repainted soccer fields and placed nets for Orlando City Soccer.
 - Sod repair; fertilized fields.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT May 17, 2011

Executive Summary:

The Planning and Development Services Department appreciates the City Commission's review, analysis, and approval of the five items on this week's Commission Agenda. All items passed—that includes the first reading of the ordinances for amendments to the landscape and screen wall requirements and expansion of Group Homes/Nursing Homes in certain zoning districts, the resolution to allow the Lohman's Funeral Home as a Conditional Use, and two Final Site Plans (Lohman's and Shops of DuPont Lakes). The two ordinances will be on the June 6th Commission Agenda for second and final reading.

Planning:

The Planning Section is focused on bringing the reorganized Land Development Code to the City Commission at the June 13th Commission Workshop. Work continues on the application package, data, and analysis for the two Small Scale Future Land Use Map Amendments and rezoning of DuPont Lakes Park, and to assist Deltona Retail Holdings, LLC, on the completion of the Preliminary Plat and Final Plat for the Deltona Village project.

A summary of changes to Florida Statutes, Chapters 163 and 380, which govern State Growth Management, are brought to the Planning and Zoning Board at the May 18th meeting. House Bill 7207 provided sweeping changes to streamline the development review process, amend Florida Administrative Codes, grant the Florida Department of Community Affairs (DCA) new powers, redefine the scope of other State agencies, and restructure local government concurrency management systems.

Finally, this week's DRC includes review of the McDonald's petition along Deltona Boulevard to add a second drive-through lane, and the proposed outparcel addition for the Deltona Common project at the intersection of Ft. Smith and Courtland Boulevards.

Housing & Community Development:

The Housing and Community Development Section is nearing the end of rehabilitation for all of the homes not assigned to Habitat for Humanity. The City will have 46 homes on the market for sale by the end of the summer, with pending closings on nine units and four sold. Staff is meeting with the local Habitat office to start their projects in order to have their three units completed by December 2011. Each unit will be new and will have greater market potential and value. It is anticipated that the new units will increase property values in each respective neighborhood. Finally, staff is completing the steps for the Request for Release of Funding (RROF) for NSP 3 to begin identification, due diligence, and acquisition of the 10-15 properties that can be purchased in that program.

PUBLIC WORKS 5/9/2011 to 5/13/2011

Traffic Operations:

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Completed 4 sign repair work tickets throughout the City.
 - Fabricated & installed (21) sets of street name signs.
 - Fabricated & installed (1) stop sign at Pinder & Abigail.
 - Fabricated & installed (1) school crossing sign at Deltona Blvd & Normandy Blvd;
 - Fabricated & installed (1) ahead sign at Deltona Blvd & W Wellington.
 - Fabricated & installed (1) arrow sign at Deltona Blvd & Normandy Blvd.
- **Asphalt:** Completed 27 asphalt work tickets – 4 tons.
- **Message Boards:** Installed for concert at Saxon Blvd & Normandy Blvd and Eustace & Elkcam.
- **Misc:**
 - Newmark & Whipple – installed (2) stop sign warning signs.
 - Rookery & Ft Smith Blvd – reprogrammed school flasher to operate at the correct time.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians –
 - Providence Blvd – pulled weeds & trimmed bushes; edged and defined all mulch beds; sprayed magnolia trees with second pesticide application.
 - N Normandy Blvd
 - Howland Blvd
 - City Signs – Howland Blvd; Saxon Blvd.

- **Concrete – Sidewalks:**
 - 3036 Beal – 15'x 5'
 - Courtland Blvd between Kenlake & Doyle – 54'x 8'
 - Elkcam Blvd & Little Farms – 75'x 8'
- **Clam Truck:**
 - Debris – 58
 - Trimming – 11
- **Misc:**
 - Glencove; Tillery; Newhope; Whitehorse; Wakefield – watered all areas where new sod was installed.
 - Elkcam Blvd & Montecito – placed barricades over broken sidewalk.
 - 656 S Wellington – evaluated resident concern with contractor dumping concrete and children playing on it.
 - Courtland Blvd & Doyle Rd – removed broken trash can caused by accident.
 - 1465 Deltona Blvd – evaluated resident concern about tree that was hit by lightning – informed resident it was on private property.

Fleet Maintenance Division:

- **Vehicles:** PM – 3 Repairs – 2
- **Equipment:** PM – 1 Repairs – 8
- **Road Calls – 2**
- **Parts Run/Vehicles Delivery – 1**

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:**
 - 1101 Anderson St – took out miter end and built a box; filled in area and sodded.
 - 1510 Page – dug up pipe and repaired it so it can be lined.
 - 109 Courtland Blvd – took out and poured back collar around box and fill in ruts and sodded.
 - 3137 Loblolly – inspected pipe and filled holes.
 - Glenhaven/Courtland Blvd – put up one panel of wood fence.
 - 1420 Lombardy – put up 100' of chain link fence.
- **Drainage Area Maintenance (Aebi Mowing):**
 - .3 acres mowed.
 - Ponds mowed: Tallwood; next to 597 Tradewinds.
- **System Cleaning (Vac Truck):**
 - 50' of stormwater system cleaned.
 - 1 yard of debris removed.
 - Pipes Jetted: 1341 Lombardy; 1141 Ring St.
 - Watered newly laid sod city wide.
- **Right of Way Mowing Crew:**
 - 29.5 miles of right of way mowed.
 - Alleys mowed: 484; 485; 498; 500.
 - Main Roads mowed: Haulover; Captain; Cloverleaf; Anderson; Alexander; Ft Smith; Normandy; Elkcam; Tivoli; Deltona Blvd.
 - Sectors mowed: 18; 19; 20; 21; 22; 23; 24; 25; 26.

- **Right of Way Litter Crew:**
 - 300.75 gallons of litter removed.
 - Main roads – ½ Courtland Blvd; Normandy Blvd; Elkcam Blvd.
- **Misc:**
 - Ft Smith Blvd – picked up box and U wall from construction site.
 - 1056 Wakefield Cir – laid 1 pallet of sod behind house.
 - 614 Goodrich Dr E – laid 1 pallet sod.
 - 1724 Whipple Dr – picked up debris behind property.
 - Belltower Ave – picked up trash in area.
 - Eustace Ave – put grate back on box.
 - Roseboro – picked up debris in ditch.
 - 1141 Ring St – mudded in box and filled in holes with dirt.
 - 1188 Hancock Dr E – laid 1 pallet of sod.
 - 1290 Baton Dr & 1477 Meadowlark Dr – replaced grate with pedestrian grate.
 - Soccer Complex – Back up training with truck and trailer.
 - Timbercrest Dr & Arslan Dr – installed a “No Trespassing” sign; 2 pieced of concrete pipe to stop cars from going to lake.
 - Radcliff St – hauled pipe from county job to recycle plant.
 - Coronet Dr – put drain lid back on.

UTILITIES

Customer Service:

May 2011	9	10	11	12	13	14	15	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	745	401	343	315	320	X	X	2124
Ebox	224	306	152	134	293	X	X	1109
Call Center Calls	486	435	317	293	436	X	X	1967
Walk-ins/Drop Box	310	216	255	166	223	X	X	1170
On-line Payments	146	145	156	139	206	145	93	1030

Customers Disconnected for Non-Pay:

May 2011	10	11	Total
	Tues	Wed	
Cycle	1	2	
Total on Disconnect List	64	30	94
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders:

May 2011	9	10	11	12	13	14	15	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								

Fire Hydrant Installs							
Fire Hydrant Replacement							
Fire Hydrant Repair							
Replace Meter Box	8	6	5	2	2		23
Locates Received	26	9	5	14	10		64
Locates Completed	24	17	4	12	16		73
Main Leaks	1		1	2			4
Service Leaks			2	2	1	1	6
Sewer Repairs							
Sewer Blockage		1					1
KV2 Valves	1		3	3	2		9
Service Replacements			1	1	3		5
Meter Change Outs	3	2	5	4	7		21
Service Orders	64	102	89	76	71		402
Disconnects		64	30				94
Drainfield Leaks							
Meter Retirements	16	9	9	13	7		54