



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: July 1, 2011

CITY MANAGER'S OFFICE thru 6/29/2011

Communication:

- Used social networking and E-blast to promote the upcoming July 4th event.
- Cancelled travel arrangements to the FEMA training in Emmetsburg, MD.
- Used social media and E-blast to promote a County redistricting meeting at the Deltona Regional Library.
- Sent invitation to Kidz Kare ribbon cutting on behalf of the Office of Economic Development.
- Taped the June 23rd Commission Workshop for re-broadcast.
- Attended training session for new City Website.
- New broadcast schedule for the week of July 3rd for DeltonaTV.
- Downloaded new programs from UCF and White House Chronicle for DeltonaTV.
- Programmed Acoustic Spotlight Marathon for July 4th on DeltonaTV.
- Completed Employee Newsletter Pride for July.
- Completed proposal for Farmers Market federal grant.
- Prepped for videotaping July 4th celebration.

Media Relations:

- Provided information regarding bus benches and shelters for Al Everson/Beacon.
- Provided information regarding July 4th Fireworks for Jen Horton/Beacon.
- Provided information regarding the Mayor's Letter/Tanner Andrews column to Barbara Shepherd/Beacon.
- Provided information regarding Kid Kare Pediatrics to Bob Koslow/News Journal.

Press Releases:

- DeltonaTV going acoustic for July 4th.
- July 4th Follow Up Press Release.

Business Development:

- Attended the West Volusia Regional Chamber of Commerce Governmental Meeting in Orange City. Discussion on 'Small Business Hurricane Preparedness Seminar' to be held at Deltona City Hall (tentative date, July 28th). Also discussed whether the Small Business Expo could be held at Deltona City Hall.
- Met with Gordon French, resident, regarding Assisted Living Facilities and Medical Care Commercial Pods within Deltona. French has considerable background in this area and many contacts he is willing to share.

- Held ‘Industrial Flex Park & ALF Site’ brainstorming session to gain insights into areas deemed potential sites for these two types of development. Suggestions from attendees, City Manager, Deputy City Manager, P&D Director and staff planners.
- Attended meeting on redevelopment at DuPont Lakes area... City’s option for these areas.
- Spoke with Pastor Kelly Santos of Cornerstone Community Church. She advised that the church is continuing to make slow but steady progress at their newly acquired Lake Helen-Osteen Road site. We discussed the potential of future development at that site and the church’s utilization of the Howland Boulevard location.
- Met with Eric Alexander, Commercial Realtor at Prudential Realty. We discussed two commercial lots that Alexander has for sale on Howland Boulevard.
- Spoke via telephone to Steve Taub, Senior Vice President, Investment Strategy-Renewables GE Energy Financial Services, regarding ECO-V electric car assembly facility. Discussion on viability of product, market share, etc. He is concerned with low speed of vehicles versus listed speeds of competitive products and will contact the ECO-V representatives next.
- Attended meeting with Blue Chip Energy in Lake Mary to discuss solar energy facilities. Prospective costs, locations, etc. were discussed.
- Attended meeting to discuss potential of a Scrub Jay mitigation area for the City of Deltona. Attendees included City of Deltona employees, Audubon Society volunteer, Volusia County representative, Florida Wildlife Commission, and US Fish & Wildlife. Brainstormed ways and means to accomplish a project in a reasonable time at a reasonable cost.
- Met with new DEDAB member, Franklin Welch, for introduction to DEDAB and review of By-laws, membership, etc.
- Attended E-City Services Training.
- Attended ‘Trails 2011 Meeting’ in Debarry.
- Met with Albert Pell to discuss economic development of his property in the Deltona and Osteen area.
- Attended meeting on Economic Development portion of new City Website.
- Attended Volusia County Hispanic Chamber of Commerce meeting.
- Attended Departmental Budget Reviews.

BUILDING & ZONING SERVICES thru 6/30/11

Building Permits issued for the week	74
Valuation of work permitted for the week.....	\$279,629,99
Inspections completed for the week	166
Total Permits issued for Fiscal Year 10/11	2,353
Valuation of work permitted for the year 10/11	\$24,827,880.35

Permits Issued:

A/C change out	21
Concrete flat work.....	3
Door replacement	5
Electrical.....	4
Fence	11
Fire alarm	1
Fire sprinklers.....	1
Generator.....	2

Pool above ground.....	3
Pool in ground.....	1
Reroof.....	7
Screen enclosure.....	1
Siding.....	2
Solar panel.....	1
Water heater replacement.....	5
Window replacement.....	6
 Total	 74

CITY CLERK'S OFFICE thru 6/24/11

Department Staff:

2nd Floor HR/CC Walk-In Customers.....	78
2nd Floor calls Answered.....	34
Packages Picked Up.....	2
Packages Received.....	33
A/P Invoices Opened.....	132
Newspapers.....	16
Public Records Requests Received.....	0
Public Record Request Amount Received.....	\$0
Documents imaged, pages.....	2,939
Large scale drawings imaged, pages.....	167

(8 hours)

ENFORCEMENT SERVICES DEPARTMENT thru 6/24/2011

Requests for services this week.....	203
Animals impounded at the humane societies.....	43
Citation warnings issued.....	14
Courtesy notices.....	52
Abatement notices.....	22
Citations issued.....	1
Code Enforcement telephone calls.....	137
Solid Waste calls.....	77
Citizen walk in requests for Code Enforcement assistance.....	11
Citizen walk in requests for Solid Waste assistance.....	5
Properties requiring grass to be cut by contractors.....	14
Certified mailings sent out.....	37
Money collected for Animal tags, liens and return to owners.....	\$14,250.00
Foreclosures last week:	
Deltona	19
Volusia County	32
Total	51

(at a cost of \$490.00)

(at a cost of \$206.83)

FINANCE DEPARTMENT thru 6/30/2011

- Met with Public Works to discuss Transportation and Stormwater 5 year CIP plan.
- Finalizing presentation for Commission budget workshop.
- Finalized & distributed General Fund draft budget for workshop.
- Finance Director & Accounting Tech attended annual FGFOA conference.
- Working on payroll projections for budget.
- Working with Grants on grant fiscal year end closeouts.
- Completed fixed asset inventory of Construction Services.
- Went to property on 591 N. Firwood for interested parties to tour, but there was no turnout. Minimum bid on house is \$76,500.
- Prepared Agenda Memo for July 28th Commission Meeting for Primary Rate Interface service to award to Brighthouse Networks.
- Updating Munis/Fixed Asset Module.

FIRE DEPARTMENT thru 6/30/2011

Fire Chief:

- Met with Risk Manager and EMS Chief on vendor for Firefighter physicals.
- Met with Key Fire Department personnel on organizational changes for FY 2011-12.
- Met with Risk Manager and Workers' Compensation provider on employee post exposure management and treatment plans and options.
- Attended the annual Hispanic Festival.
- Met with Union management on several personnel issues, departmental policy on uniforms and discussion of policy and procedure revisions.
- Attended a session of the "Courage to Be Safe Program" that was offered in the Commission Chambers over a 3-day period. This program is designed to educate firefighters on personal and organizational safety to ensure "Everyone Goes Home" after their shift. The program is sponsored by the National Fallen Firefighters Foundation and the Florida State Fire College. This no-cost program offered 4 CEU hours for our personnel that are instructors and/or inspectors.

Training & Safety:

- Incident Commander for the Latin Music Festival at Dewey Boster Sports Complex.
- Coordinating with Chief Darby of Clay County on the "Courage to be Safe Program" that started on Tuesday at City Hall. Attended and facilitated the program for the remainder of the week. Participants included various Fire Departments from as far as Ft. Lauderdale and surrounding counties.
- Coordinated with Charlie Brush from the Florida State Fire College on an injury reporting program for the Fire Department.

Information, Communications & Education:

- Article for July Pride.
- CERT preparation for upcoming certification class in July.
- Work on TeleStaff to include issue without bounding.

HUMAN RESOURCES DEPARTMENT thru 6/29/2011

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
 - 1st Floor lobby – (5) added
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (986)
- Applications received:
 - (1) Parks Attendant
 - (1) Volunteer
 - (2) Building Official, Plans Examiner, Electrical Inspector
- Participated in interviews for: Public Works Technician position.
- Processed (2) background checks for: (1) On-call Electrical Inspector & (1) Public Works Tech
- Scheduled one follow-up interview for: (1) Utility Customer Service Representative I
- Scheduled Pre-employment physicals & drug screenings for: (1) On-call Electrical Inspector, and (1) Public Works Technician.
- New hire orientation for: (1) Lead Water Operator
- Completed survey of local cities to determine projected FY 2012 Mayor and Commissioners' salaries.
- Completed salary survey request from Lake Apopka Natural Gas company.
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Separations processed including exit interview: A. Gladue (Utility Customer Service Rep) resignation, C. Morrison (Intermittent Parks Attendant) termination.
- Attended Volusia County HR Directors meeting.
- FMLA requests – (2)
- Conducted discipline hearing regarding an employee who tested positive on a drug screen.
- Participated in meetings with Deputy City Manager and Fire Chief with employees affected by FY 2011/12 Fire Department reorganization.

PARKS AND RECREATION DEPARTMENT thru 6/24/11

Administration:

- Farmers Market: 5 vendors, 119 cars.
- Senior Advisory Sub-Committee meeting.
- Attended directors meeting.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 968 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 409 |
| • Wes Crile Park | 3 permits issued | Weekly attendance – 1,565 |
| • Skate Park | 5 new passes | Weekly attendance – 645 |

Special Events/Programs:

- Amphitheater:
 - Concert at the Amphitheater Saturday, August 13th.

- Dewey Boster Sports Complex:
 - The Orlando City Soccer Club continues training.
 - Volusia County Hispanic Association Latin Fest – Sunday, June 26th.
 - Annual City of Deltona July 4th celebration – Monday, July 4th.
- Dupont Lakes:
 - Kids All American Fishing Derby has been postponed due to low water levels.
- Harris M. Saxon Community Center:
 - Zumba dance classes Mondays at 7:00p.m.
 - Boys and Girls Club Summer Camp continues.
- Wes Crile Park:
 - DTA Summer program continues.

City Leagues Currently Underway:

- Summer league starts July 5th.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball All-Star and tournament practices continue.
- Deltona Little League All-Star and tournament practices continue.
- FBVA summer program will start in July.

Parks Maintenance:

- Mowed, edged and weed-eated the following Parks:
City Hall, Deltona Community Center, DuPont Lakes Park, Festival Park, Firefighters Memorial Park, Lake Gleason Park, Manny Rodriguez Park, Thornby Park, Tom Hoffman Park, Vann Park, Veterans Memorial Park.
- Campbell Park – Reattached windscreen to tennis court.
- Dwight Hawkins – Removed graffiti from restrooms due to vandalism.
- Manny Rodriguez – Trimmed trees away from restrooms, mulched playground area.
- Wes Crile – Reattached windscreen to tennis court.

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.

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 shrubbery; 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.

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.
 - Painted parking lots for 4th of July event.
 - Prepared fields for 4th of July activities.

PLANNING & DEVELOPMENT SERVICES thru 6/29/2011

Executive Summary:

The Planning and Development Services Department received compliments from HUD concerning operation of the NSP program. HUD stated that the rehabilitated homes are achieving the third and most crucial test of the NSP operation – home sales. There is momentum in the program, with ten (10) houses sold to-date and another ten (10) in preparation to sell. That will reduce the inventory of homes to 30 units that the City will manage and sell, not including the three (3) assigned to Habitat for Humanity.

Planning:

The Planning Section is preparing a checklist of outstanding items for the Deltona Village project that the applicant must complete in order to be able to open the movie theater by EPIC's anticipated date of December 20, 2011. Additionally, Staff is bringing the reorganized Land Development Code (LDC) to the Planning and Zoning Board on July 20th, as well as the two Small Scale Amendments and the rezoning for Dupont Lakes Park.

Staff is in the process of working with the Supervisor of Elections to ensure that the methodology for the redistricting is being done properly and a draft report should be completed for City Manager review within the next two weeks. Staff is also working closely with FEMA to achieve adoption of the new FEMA Flood Insurance Rate Maps (FIRM) Panels. The flood maps will be coming to the Planning and Zoning Board in August and the City Commission in September. Staff received the request from FEMA in May, 2011, and has completed a high level of work to achieve the deadline for local government adoption by September 29, 2011.

Housing & Community Development:

The Housing and Community Development Section is working to complete repairs to three (3) homes, at the following addresses, by the end of August, 2011:

1. 1321 Herndon Avenue
2. 1353 Herndon Avenue
3. 1629 Elkcam Boulevard

We are anticipating continued sales through the end of the year, but at a slower pace following the summer. Staff does not want to purchase additional homes until a majority of the original 53 units are sold. Staff is also working with HUD through the final regulations for the right to use NSP 3 monies to begin acquiring

homes. Since the NSP 3 target area is so small and the number of units to acquire will be less than 15, Staff believes that it can purchase all units in a bundle from one or more banks. This will expedite the acquisition and rehabilitation phases of that program.

Finally, Staff is focused on the subrecipient monitoring process for CDBG that includes a monitoring schedule.

PUBLIC WORKS thru 6/24/2011

Traffic Operations:

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

- **Signs:**
 - Completed 10 sign repair work tickets throughout the City.
 - Installed (3) sets of new street name signs.
 - Fabricated (12) sets of street name signs.
 - Repaired the street name signs at Heather Ln & Arrendonda and Heather Ln & Neal.
 - Replaced from stock (1) stop sign at Ft Smith & Marlow; Candlewick & Stacy; Courtland & Chamberlain.
- **Asphalt:** Completed (3) asphalt work tickets – 2 tons used.
- **Message Boards:** Left boards at Howland & Graves and N Normandy & Saxon for Latin Festival.
- **Speed Trailer:** Removed from Sweet Springs & Austin.
- **Misc:**
 - Dewey Boster Park – delivered 100 cones and 6 A-frame barricades for Latin Festival
 - Sign Shop – resheet orange and white reflectivity on the barricades; repaired broken flashers on barricades with new ones.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Howland Blvd; Providence Blvd; Elkcam Blvd.
 - Misc – Howland median – trimmed and shaped ligustrum trees and trimmed oak trees.
- **Concrete:** Sidewalks:
 - Repairs – Tunisia & Courtland – 60'x 5'; 657 Courtland – 4'x 5'; Stillwater & Normandy Blvd – 38'x 5'; 1541 Normandy Blvd E – 5'x 4'; 1541 Normandy Blvd E – 7'x 5'.
 - New Sidewalk Installation – Hunkin Cir – 783'.
- **Clam Truck:**
 - Debris – 16.
 - Trimming – 9.
- **Slope Mowing:** Captain between Tiburon & 2690 Captain – 880'; Captain between Snow & Tiburon – 418'; 3010 Waco – 200'; Snow between Waco & Captain – 1308'; 2929 Devonshire – 80'; Wisteria – 240'; Urbana & Trumbull – 360'.
- **Misc:**
 - 1261 Anderson – evaluated tree for resident.
 - Elkcam & Lake Helen/Osteen – roadway flooded.
 - India & Treadway – barricades needed for flooded roadway.
 - Arrendonda – barricades needed for flooded roadway.

- Fox Chapel – installed water over road ramps for fire department.
- 2342 Fairgren Av – cleaned storm drain that was causing flooding.
- 2899 Fayson – fenced off washout.

Fleet Maintenance Division:

- Vehicles PM – 4 Repairs – 4
- Equipment PM – 1 Repairs – 11
- Road Calls 2
- 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:**

- 1618 Horseshoe – took out and poured back driveway; reshaped swales; resod.
- 1559 Cranbrook – installed 200’ of 6” sock pipe and 3 yard basins.
- 2307 Harding Cir – hauled materials to job site.
- 1114 Brickell – installed 100’ of 12” sock pipe; 80’ of 8” pipe; 1 box; and repaired pipe going into box.

• **Drainage Area Maintenance (Aebi Mowing):**

- 6.3 acres mowed.
- Ditches mowed – 928 Hugo; 945 Watt; 2598 Travida; 1073 Prescott; 1974 Montfort; 2481 Beck; 2841 Maldive; 869 Galt; 2481 India; 1091 Joel 2318 Matthew; 2097 Wallingford; 1071 Santa Clara; Maldive Ct; 2885 Newmark; 2633 Salters; 1509 Humphrey; 1481 Humphrey; 2726 Ancho; 1581 Timbercrest; 1393 Timbercrest; 1369 Timbercrest; 2321 Timbercrest; 2163 Newmark; 2107 Newmark; 2056 Courtland; 3281 Lackland; 3221 Elkcam; 3202 Tulsa; 2664 Hoover; 3089 Riverhead; 2657 Courtland; 2617 Courtland; 2972 Windsor Heights; 2848 Jewel; 2800 Elston; 2765 Huron.
- Ponds mowed – 2025 Watersedge; 675 Malaga; 1049 Sylvia; 684 Goodrich; 2150 Deck; 2036 Atmore Cir.

• **Right of Way Mowing Crew:**

- 18.5 miles of right of way mowed.
- Main roads mowed- Catalina; Courtland; India; Haulover; Ft Smith; Tivoli; Captain.
- Sectors mowed – 18; 19; 20; 21; 22.
- Alley mowed – 171; 172; 484; 498; 566; 1159.

• **Right of Way Litter Crew:**

- 420.75 gallons of litter removed.
- Main roads – Ft Smith; Normandy; Cloverleaf; Deltona Blvd; Tivoli; April; Wolf Pack Run; Catalina; Captain; Haulover; Newmark.

• **Misc:**

- 455 Kingway – spoke to resident about ditch being sprayed.
- 1891 Joyner Dr – cut trees down in retention area.
- Dorchester Dr E; 2430 Captain Dr – replaced grate.

UTILITIES thru 6/26/2011

Customer Service

June 2011	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	Total
DW-Lockbox	768	446	292	272	344	X	X	2122
Ebox	244	283	163	131	190	X	X	1011
Call Center Calls	625	480	401	326	370	X	X	2202
Walk-ins/Drop Box	322	240	178	141	158	X	X	1039
On-line Payments	164	135	135	122	147	X	X	703

Customers Disconnected for Non-Pay

June 2011	21 Tues	22 Wed	Total
Cycle	5	6	
Total on Disconnect List	82	66	148
Off in error/DW error			0
Off in error/Munis error			0
Misapplied Payment			0

Construction Log & Service Orders

June 2011	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	Total
Water Service	1							1
Meter Sets	1				2			3
Reclaim Meters								0
Fire Hydrant Installs								0
Fire Hydrant Replacement								0
Fire Hydrant Repair								0
Replace Meter Box	3	4	7	4	2			20
Locates Received	22	11	12	7	18			70
Locates Completed	16	22	14	3	16			71
Main Leaks						1		1
Service Leaks		3		1	1	1	2	8
Sewer Repairs				1				1
Sewer Blockage	3			2				5
KV2 Valves	6	2	2					10
Service Replacements	1	1	2					4
Meter Change Outs	5	5	5	7	6			28
Service Orders	69	119	127	116	113			544
Disconnects		82	66					148
Drainfield Leaks								0
Meter Retirements	24	8	1					33