



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: September 23, 2011

CITY MANAGER'S OFFICE thru 9/23/2011

Communication:

- Broadcast the Sept. 19th Commission meeting.
- Senior Halloween Costume Ball promotion.
- Making contact with those in the community that may be interested in participating in the Christmas Parade, Winter Wonderland.
- Created a poster for the Then2Now Concert & Cruise-In.
- Posted Fort Smith construction updates to the Web site, Facebook and Twitter sites.
- Created and printed programs, and shot video for the Deltona Fire Station #65 Grand Opening.
- Produced PSA's:
 - Spooktacular Advancer
 - Pink Heals Tour Advancer
 - Volunteer Breakfast
 - Safety Day Advancer
- Downloaded new programs for UCF Global Perspectives, White House Chronicle, and American Veteran.
- Updated DeltonaTV Schedule for the week of Sept 25th for the City website.
- Writing scripts/pre-production for:
 - Relay for Life 2011
 - NSP Habitat Home
 - "Simulcast" Concert
 - Station 65 Ribbon-Cutting
- In contact with the Veterans Administration regarding new programming availability for a possible "American Veteran Program Mini-Marathon" to be broadcast on Veterans Day, November 11th.

Media Relations:

- Provided information to Jeff Deal/WFTV regarding VCSO staffing in Deltona.
- Provided information to Al Everson/DeLand Beacon regarding Fire Station 65 Ribbon-Cutting.
- Worked with Jerry Mayes regarding responses for Bob Koslow's interview questions.
- Provided information to Michael Kiepert/SW Volusia regarding VCSO staffing in Deltona.

Press Releases:

- Spooktacular 2011

Business Development:

- Met with Dr. Sorenson, Volusia County Health Department Director, regarding plans for potential Health Department facilities expansion in Deltona.

- Discussions with Chris Bowley, Director of Planning & Development, regarding Volusia County Department of Economic Development’s referral of a manufacturer; however, potential environmental impact and other requirements dictated by the prospect could not be fulfilled by the City of Deltona.
- Attended the Volusia County Manufacturers Association EXPO at the Ocean Center in Daytona; networked with manufacturers, traded ideas and site information toward economic development within Deltona.
- Attended Deltona Scrub Jay Mitigation Program by the “Environmental Study Group”; a cost estimate and benefits analysis is expected the week of September 26th.
- Met with Bob Turk, DeLand Economic Development Director, regarding the West Volusia Incubator Project Committee.
- Met with Junior Centeno regarding Business Retention; he has located a lot in Deltona and is working on plans for the project.
- Met with Nick Conte, Chairperson, Deltona Economic Development Advisory Board, to discuss DEDAB business, prior meeting and future meeting.
- Worked on and submitted sites for Volusia County Department of Economic Development’s referral of a call center—designated “Charlie Golf”.
- Met with regional private landowner regarding land use as “conservation land bank” for the Deltona Scrub Jay Mitigation Program.
- Followed up on leads from the International Council of Shopping Centers Conference.
- Worked on updating Deltona’s 1-3-5 Mile Demographic Circle Maps for use in solicitations.

BUILDING & ZONING SERVICES thru 9/16/2011

Building Permits issued for the week	67
Valuation of work permitted for the week.....	\$217,612.95
Inspections completed for the week	130
Total Permits issued for Fiscal Year 10/11	3,049
Valuation of work permitted for the year 10/11	\$32,340,388.62

Permits Issued:

A/C change out	19
Deck.....	1
Door Replacement.....	4
Electrical.....	8
Exterior Renovation	1
Fence	7
Fire Sprinkler U/G.....	1
Interior Repair	1
Mechanical	1
Pool In Ground	1
Right of Way	2
Reroof	5
Screen Enclosure	3
Shed	2
Sign.....	1

Solar panel.....	2
Water Heater replacement.....	6
Window replacement.....	2
Total	67

CITY CLERK'S OFFICE thru 9/16/11

Department Staff:

2nd Floor HR/CC Walk-In Customers.....	117	
2nd Floor calls Answered.....	21	
Packages Picked Up.....	0	
Packages Received.....	39	
A/P Invoices Opened.....	127	
Newspapers.....	16	(11 hours)
Public Records Requests Received.....	2	
Public Record Request Amount Received.....	\$ 7.65	
Documents imaged, pages.....	3189	
Large scale drawings imaged, pages.....	535	

ENFORCEMENT SERVICES DEPARTMENT thru 9/16/2011

Requests for services this week.....	371	
Animals impounded at the humane societies.....	22	
Citation warnings issued.....	43	
Courtesy notices.....	149	
Abatement notices.....	60	
Citations issued.....	9	
Code Enforcement telephone calls.....	172	
Solid Waste calls.....	61	
Citizen walk in requests for Code Enforcement assistance.....	2	
Citizen walk in requests for Solid Waste assistance.....	3	
Properties requiring grass to be cut by contractors.....	36	(at a cost of \$1,260.00)
Certified mailings sent out.....	116	(at a cost of \$648.44)
Money collected for Animal tags, liens and return to owners.....	\$809.00	
Foreclosures last week:		
Deltona	16	
Volusia County	23	
Total	39	

FINANCE DEPARTMENT thru 9/21/2011

- Entering budget into MUNIS software.
- Entering requisitions for Finance Dept. for FY 11/12 PO's.

FIRE DEPARTMENT thru 9/22/2011

Fire Chief:

Approximately 65-70 persons attended the Grand Opening and Ribbon Cutting of Fire Station 65 this past Saturday. Comments from citizens and past Commission members included how impressed and proud they were of the City taking steps to build the infrastructure and expand services to the citizens and visitors of the city.

Provided in-service training to personnel on Mobile Data Terminals (MDTs) in preparation for the switch to Volusia County Consolidated Communications planned for Thursday the 22nd @ 6:00 AM. The transition timeframe was moved up due to three last-minute resignations of Communications personnel leaving openings in the schedule to provide uninterrupted 9-1-1 services.

HUMAN RESOURCES DEPARTMENT thru 9/21/2011

- Performance Evaluations processed: 7
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1061)
- Applications received:
 - (03) Waste Water Operator
 - (10) Utility Systems Tech
 - (35) Stormwater Tech
 - (02) Fire Lieutenant
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Separations including exit interview: J. Gagner, telecommunicator (resignation), D. Davidson, telecommunicator (resignation)
- FMLA requests: 1
- Reviewed several employee discipline and/or performance issues with pertinent supervisors/managers.
- Coordinating FRS workshop for employees to be held on October 6th.
- Processing United HealthCare changes from Open Enrollment.

PARKS AND RECREATION DEPARTMENT thru 9/17/11

Administration:

- Farmers Market: 5 vendors, 128 cars.
- Met with the President of Deltona Youth Soccer Association to discuss the Concession Contract/Agreement.
- Met with Wal Mart and with Party Exchanges to discuss sponsorship opportunities for Special Events.
- Met with the Department of Energy to discuss the Energy Conservation Grant submission and site visit.
- Met with Volusia County ECHO Manager to discuss reimbursement for Thornby Park.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|--------------------------|
| • Deltona Community Center | 3 permits issued | Weekly attendance – 870 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 323 |
| • Wes Crile Park | 6 permits issued | Weekly attendance – 1715 |
| • Skate Park | 6 new passes | Weekly attendance – 505 |

Special Events/Programs:

- Amphitheater:
 - Concert with Then2No is scheduled for Saturday, October 8, 2011.
 - Concert with Caribbean Crew is scheduled for Saturday, October 15, 2011.
- Harris M. Saxon Community Center:
 - Zumba dance classes continue on Mondays at 7:00p.m.
 - Boys and Girls Club after school program continues.

City Leagues Currently Underway:

- Men's fall league begins on Monday, September 26th.
- Men's senior league continues.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball fall season will start in September.
- Deltona Little League fall season will start in September.
- Deltona Panthers Football and Cheerleading continue.
- FBVA fall program begins in October.
- Deltona Youth Soccer fall season continues.
- Stetson Futbol fall season continues.

Parks Maintenance:

- Mowed, edged and weed-eated the following: City Hall, Dewey Boster, Farmers Market, Harris Saxon, Keysville Dog Park, Lake Gleason, Manny Rodriguez, Skate Park, Thornby Park, Veterans Memorial and Wes Crile.
- Campbell Park – Repaired front gate; sprayed for ants around pavilions.
- Deltona Community Center – Picked up downed trees.
- Festival Park – Restroom repairs.
- Harris Saxon – Sprayed playground for weeds; grinded stumps.
- Keysville Dog Park – Covered holes around pavilions.
- Lake Gleason – Restroom repairs.
- Manny Rodriguez – Picked up pile of tree limbs.
- Skate Park – Installed new parking stop signs and painted handicap parking curbs.
- Wes Crile Park – Installed glass cover on outside light; electrical repairs.

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.

- Picked up supplies at Ace Hardware.
- Took scissor lift from City Hall to Wes Crile.
- Took scissor lift from Wes Crile to Fire Station 62.
- Picked up remaining mulch from City Hall and took to the Depot.
- Picked up chairs from Wes Crile and Dewey Boster; delivered to new fire station (#65) for ribbon cutting ceremony.

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.

- Continued with plant removal from courtyard.
- Escorted Electrical Solutions to replace fixtures.
- Met with City Clerk on the restructuring of office space.
- Replaced elevator bulbs.
- Took down wall, disconnected lighting and opened area for construction.
- Checked leak in mechanical room at the Sheriff's Office.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Vann Park: Sprayed, fertilized and added clay to baseball fields.
 - Irrigation repair at Campbell and Wes Crile.
- Sports Complex:
 - Added clay to baseball fields at Pony League and sprayed for ants.
 - Trimmed trees in trail.
 - Moved soccer goals from Field 7 for Halloween activities.

PLANNING & DEVELOPMENT SERVICES thru 9/21/2011

Executive Summary:

The Planning and Development Services Department closed out several projects and brought them to the City Commission for decision making. These included the two Small Scale Future Land Use Map Amendments, a

rezoning, a floodplain ordinance mandated by FEMA, and the Reapportionment Plan. Staff appreciates the City Manager's and City Commission's support on the items to make for a smooth and efficient process.

Planning:

The Planning Section is moving forward to the next task of streamlining the Urban Design Master Plan and Urban Design Pattern Book. These documents have existed within the City since 2008; however, the change in the economy and the overlap that the documents provide make compliance difficult and costs prohibitive to potential applicants. Staff will bring a simple and effective proposed document to the City Commission at a future workshop—a document that is easy to understand and implement. The proposed document will also meet the original intent to establish a design standard within the City.

Housing & Community Development:

The Community Development Section is working on the following:

1. CDBG – Staff cleaned up outstanding items within the web-based HUD portal of IDIS. These items were line-items that appeared as data entries to HUD, as assigned to the City, and were zeroed out but not closed out in previous spending years.
2. NSP 1 & 3 – The City sold its 22nd home within NSP 1. There are an additional 10 houses under contract and 18 homes remaining to sell. The rehabilitation and sale of 32 homes represents completion of over two-thirds of the program with just under two (2) years remaining on the contract. Staff is now looking to buy up to 20 additional homes within the combined NSP 1 & 3 programs.
3. SHIP – The SHIP Annual Report was submitted this week. Staff will shift over to executing additional Purchase Orders to keep work flow moving forward on repairs to homes.

PUBLIC WORKS thru 9/16/2011

Traffic Operations:

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

- **Signs:**
 - Completed 7 sign repair work tickets in the City.
 - Fabricated 18 new street name signs.
 - Installed 18 new street name signs.
 - Fabricated 1 Housing and Urban Development sign for Scott McGrath.
 - Fabricated block numbers for street sign at Derby Dr & Glenridge.
 - Fabricated 2 sets of numbers and 3 decals for Fleet Maintenance.
- **Asphalt:** Completed 15 asphalt work tickets and used 6 tons of asphalt.
- **Thermoplastic Stripping:** 12" white stop bars – 38 locations – 563' total.
- **Message Boards:** Removed boards from Saxon & Normandy; Providence & Eustace.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians –Elkcam Blvd; Normandy Blvd; Providence Blvd; Howland Blvd – installed irrigation controller.
 - City Homes – 591 N Firwood; 1177 Hastings.

- City Signs – I4 & Saxon.
- Misc – Public Works Depot- mowed; weed eat; edge; removed litter.
- **Concrete:**
 - Sidewalks Repairs: 1476 Valiant – 13’x 4’; Alexander – 65’x 8’; Alexander between Falcon & Windbrook – 145’x 8’.
 - New Sidewalk Installation – Lodge Ter – 1454’.
- **Clam Truck:**
 - Debris – 9
 - Trimming – 42.
- **Misc:**
 - City Wide – empty all trash containers.
 - Station 65; 2871 Waco – placed fill dirt in washout.
 - 2816 Sunset – evaluated tree resident was concerned about (tree is on private property).
 - Wakefield – placed storm drain lid back on box (on call).
 - Public Work Depot – installed tile in restroom.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 4 | Repairs – 10 |
| ● Equipment | PM – 1 | Repairs – 9 |
| ● Road Calls | | 2 |
| ● Parts Run/Vehicle Delivery | | 2 |
| ● CDL Testing | | 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:**
 - 2041 Apricot – reshaped swales and resod; poured concrete collars around 2 boxes.
 - 571 Antelope – installed 160’ of 18” sock pipe; built 1 box; hauled off debris; reshaped swales.
 - Ft Smith Blvd – cleaned up pine needles in curb; edged curb and sidewalks.
 - Deltona Blvd – edged and cleaned sidewalks and curbs.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 3.5 acres mowed
 - Ponds mowed – Tassel; Calusa; Deed Cir; Shallowford/Glenhaven; Shallowford.
 - Ditches mowed – Appian Ct.
- **Right of Way Mowing Crew:**
 - 28 miles of right of way mowed.
 - Main roads mowed – Newmark; Humphrey; India; completed Courtland Blvd; Haulover; Captain; Cloverleaf; Anderson; Alexander; Catalina; Tivoli; Deltona Blvd.
 - Sectors mowed – 15; 16; 17; 18; 19; 20; 21.
 - Alleys mowed – 171; 172; 485; 498; 566; 570; 1159.
- **Right of Way Litter Crew:** 222.75 gallons of litter removed.
- **Misc:**
 - 3236 Sky St; 1489 Elkcam, Renton; Placid Av – mowed right of ways and around pump stations.
 - City Wide – sprayed weeds at pump stations.
 - Barry Dr/Catalina Blvd – mowed the right of way and around the mail boxes.

UTILITIES thru 9//2011

Customer Service

September 2011	12	13	14	15	16	17	18	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	639	413	316	286	380	X	X	2034
Ebox	212	248	151	169	253	X	X	1033
Call Center Calls	415	428	387	396	324	X	X	1950
Walk-ins/Drop Box	295	255	247	190	223	X	X	1210
On-line Payments	144	132	141	198	204	123	119	1061

Customers Disconnected for Non-Pay

September 2011	14	15	Total
	Tues	Wed	
Cycle	3	4	
Total on Disconnect List	53	122	175
Off in error/DW error			0
Off in error/Munis error			0
Misapplied Payment			0

Construction Log & Service Orders

September 2011	12	13	14	15	16	17	18	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								0
Meter Sets		2			1			3
Reclaim Meters								0
Fire Hydrant Installs								0
Fire Hydrant Replacement								0
Fire Hydrant Repair								0
Replace Meter Box	4	1	1	5	1			12
Locates Received	9	10	20	4	9			52
Locates Completed	3	16	12	13	6			50
Main Leaks		1				1		2
Service Leaks		1	1	1	1	1	2	7
Sewer Repairs			1					1
Sewer Blockage	1	1	1					3
KV2 Valves								0
Service Replacements			1	1	1			3
Meter Change Outs	2	2	3	2	2			11
Service Orders	90	61	85	128	75			439
Disconnects			53	122				175
Drainfield Leaks	1							1
Meter Retirements			2	1	2	2		7