



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: October 21, 2011

CITY MANAGER'S OFFICE thru 10/21/2011

Communication:

- Posted the Caribbean Crew Concert in the Amphitheater on the home page and posted a reminder about the concert on Facebook and Twitter.
- Updated the Fort Smith Boulevard improvement project cautions on the home page of the City's Web site and sent it to the "Traffic" columnist at the Daytona Beach News-Journal.
- Posted the "Friends of the Deltona Library's Authors Book Fair" on Facebook and Twitter.
- Shot video and took pictures at the Caribbean Crew concert.
- Posted the link to the Senior Halloween Costume Ball announcement on the home page of the City's Web site.
- Compiling and verifying a list of business addresses located within the City of Deltona:
The Communications Office plans to send all of the businesses on the list an invitation to the next Business Forum being planned by the Office of Economic Development.
- Live broadcast of Oct 17th City Commission Meeting.
- Updated DeltonaTV Schedule for the Week of October 23rd.
- Updated UCF (On the Issues, Art Performances), White House Chronicle and American Veteran programming for DeltonaTV.
- Created poster for EECBG Energy Wise Seminars, and distributed to City Hall, community centers and Deltona Library.
- Reviewing programming from VA, for Veterans Day programming marathon.
- Working with various radio and TV stations to secure talent for announcing the Deltona Christmas Parade.
- Reviewed and selected video production company to produce the EECBG Energy Wise Seminars for broadcast on DeltonaTV.
- Working on November issue of The Pride.
- Working with Business Administrator, Jerry Mayes, to secure guest speaker for Fall Business Forum.

Media Relations:

- Provided information regarding the City Manager Annual Evaluation process to Mark Harper/News Journal.
- Provided information regarding the number of recent house fires to Al Everson/DeLand Beacon.
- Provided information regarding resident abatement complaint to Elizabeth Alvarez/WOFL Ch. 35.
- Provided information regarding the change in the ordinance that deals with Sexual Predators/Offenders to Ludi Lelis/Orlando Sentinel.
- Received questions from Mark Harper/News Journal regarding Lake Windsor stormwater pumps, Deltona Water policies and rental properties, and an overnight house fire.

Press Releases:

- EECBG Energy Seminar Press Release/Version 2

Business Development:

- Met with various City staff to discuss future commercial plans for the Saxon and Normandy (north) area.
- Met with Mac Deyette, representing the Food Lion Plaza (Courtland & Howland) to discuss current and prospective tenants.
- Met with Scott Milgram of MMM Investments regarding issues on his undeveloped parcel at Howland and Courtland Boulevards.
- Met with realtor, representing an “eatery developer”, to discuss development in the general Activity Center area.
- Attended the ITT Tech Institute Ribbon Cutting in Orlando to gather information toward a solicitation program for a Deltona ITT Campus.
- Attended VCARD’s Forum on Economic Development in Daytona Beach.
- Met with Bob Desmond, Acting Chairperson of the Deltona Economic Development Advisory Board (DEDAB) to prepare for the upcoming quarterly report to the City Commission.
- Attended a webinar on “Smart Planning for Sustainable Development”.
- Attended a webinar on “Economic Development in Florida's Cities, House of Representatives Economic Affairs Committee”.

BUILDING & ENFORCEMENT SERVICES thru 10/14/2011

Building Services Division:

Building Permits issued for the week	43
Valuation of work permitted for the week.....	\$424,291.39
Inspections completed for the week	141
Total Permits issued for Fiscal Year 11/12	84
Valuation of work permitted for the year 11/12	\$1,820,795.09

Permits Issued:

A/C change out	6
Building Residential.....	1
Concrete Flat Work.....	1
Electrical	4
Fence	6
Fire Alarm.....	2
Gas Installation	1
Interior Renovation	1
Plumbing.....	1
Reroof	9
Right of Way.....	1
Screen Enclosure.....	2
Siding	1
Solar Panel	1
Water Heater replacement.....	4
Window replacement	2
Total	43

Enforcement Services Division:

Requests for services this week	306	
Animals impounded at the humane societies	43	
Citation warnings issued	11	
Courtesy notices	144	
Abatement notices	42	
Citations issued	4	
Code Enforcement telephone calls	152	
Animal Control calls	63	
Solid Waste calls	47	
Citizen walk in requests for Code Enforcement assistance	16	
Citizen walk in requests for Animal Control assistance	2	
Citizen walk in requests for Solid Waste assistance	0	
Properties requiring grass to be cut by contractors	25	(at a cost of \$875.00)
Certified mailings sent out	61	(at a cost of \$340.99)
Money collected for Animal tags, liens and return to owners	\$152.00	
Foreclosures last week:		
Deltona	13	
Volusia County	43	
Total	56	

CITY CLERK'S OFFICE thru 10/14/2011

Department Staff:

2nd Floor HR/CC Walk-In Customers	119	
2nd Floor calls Answered	28	
Packages Picked Up	2	
Packages Received	42	
A/P Invoices Opened	83	
Newspapers	16	(9 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	\$ 3.02	
Documents imaged, pages	3,323	
Large scale drawings imaged, pages	109	

FINANCE DEPARTMENT thru 10/19/2011

- Meet with City Clerk's office to discussing imaging of capital projects expenses paid.
- Working on entering all City owned land into fixed assets system.
- Meet to discuss fixed assets in regards to year end processing and accounting.
- Submitted U.S. Census Bureau Quarterly Survey of Non-Property Taxes.
- Distributed final printed annual budget document for FY 2011-12.
- Received five quotes for Production Company to film Energy Efficient Classes.
- Received one quote to provide safety boots to employees for one period of two years with an option to continue for two additional one year periods.
- Quotes to paint Station 63 due October 25, 2011.

FIRE DEPARTMENT thru 10/20/2011

Fire Chief:

- Attended the Central Florida Fire Chiefs' Association meeting:
A review of the Osceola County Vacation Lodge Hotel fire was presented by the Osceola County Emergency Services staff. During the presentation, OCES staff stressed the importance of pre-incident planning, proactive fire inspections and code enforcement. This hotel was constructed in the late 70s and was composed of 400+ individual units that were pieced together at a time when fire and building codes allowed such occupancies. The facility had no fire protection system, no fire walls/barriers and due to a lack of code enforcement, became more of a long-term low-income housing complex than a hotel.
- Met with Fire Chief Michael Tucker of The Villages Fire Department:
Chief Tucker will be presenting training to all Fire Department personnel on the prevention of harassment, discrimination and bullying in the workplace. Chief Tucker has extensive experience in managing these types of incidents and changing the culture of an organization through education.
- Attended a Spooktacular planning meeting;
- Participated in a Post Incident Analysis of two of the structure fires the Department responded to during the prior week:
Focus was on the Lullwater duplex fire that had multiple burn victims and required tactics outside the norm for a typical single family home in Deltona.

Information, Communications & Education:

- Managed Fire Dept. Flu Shots program (Chief Debose and Fire Chief Staples).
- Started Fire Prevention Week activities.
- 27th Annual Safety Day planned for October 23rd.

Safety & Training:

- Continuously recruiting assessors for the upcoming Lieutenants assessment on November 2nd.
The candidates will be assessed in the areas of tactical scenarios, employee counseling, in-basket process, oral presentation and Fire Chiefs interview.
- Assessed the usability of two homes that were presented to the FD for use in training.
Those homes are located at 1520 Ft. Smith (deemed not usable for our training needs), and 3064 Shallowford St. which will be used for training on November 8th -10th.
- Facilitated a Post Incident Analysis of two structure fires that our agency responded to last week.
- Managed Flu Shots with Chief Staples and Chief Faer.

HUMAN RESOURCES DEPARTMENT thru 10/19/2011

- Performance Evaluations processed: 1
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (1078)
- Applications received:
 - (01) Deputy Fire Chief
 - (03) Utility Systems Tech
 - (14) Utility Maintenance Tech
 - (63) Public Works Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Posted 2 new job posting: Fire Inspector & Wastewater Operator I.
- Background checks for Utility Maintenance Tech.
- New hire orientations for: (2) Utility Systems Technicians and (1) Stormwater Technician.
- FMLA requests: 1
- Processing VECHS Fingerprinting for City employees.

Risk Management

- Trained PW, SW and DW employees about excavation and trenching safety.
- Processed receipt of insurance checks for \$3,037.50 and \$97.00 reimbursing City for losses.
- Coordinated defensive driving class.
- Coordinated 14 employees' DOT physical evaluation.
- Investigated two incidents involving residents.
- Coordinating repair of damage to City water facility.

PARKS AND RECREATION DEPARTMENT thru 10/20/2011

Administration:

- Farmers Market: 8 vendors, 96 cars
- Hosted Concert and Car Show at the Amphitheater: approximately 1,000 in attendance.
- Hosted the Youth Advisory Sub Committee meeting.
- Hosted the Citizen Accessibility Advisory Sub Committee meeting.
- Met with Mike Abrams from Okinawan Martial Arts to discuss upcoming season.
- Met with DTA representatives to discuss contract/agreement renewal.
- Met with Tile USA & More, Inc. representative to replace carpet transition on the 2nd floor.
- Provided logistical support for Safety Day.
- Continued working with the schools and parents for Halloween volunteers for the trail.
- Final preparations for the Senior Halloween Ball.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 802 |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 387 |
| • Wes Crile Park | 3 permits issued | Weekly attendance – 1,676 |
| • Skate Park | 6 new passes | Weekly attendance – 691 |

Special Events/Programs:

- Amphitheater:
 - Santa's North Pole is scheduled for Saturday, December 10th 2011 from 5:00-8:00 p.m. at the Library Meeting Room.
 - Attempting to make up the disco concert for December 10th (was rained out on October 8th).
- Dewey Boster Sports Complex:
 - Halloween Spooktacular is scheduled for Friday, October 28th and Saturday, October 29th.
- Harris M. Saxon Community Center:
 - Zumba dance classes continue on Mondays at 7:00p.m.
 - Boys and Girls Club after school program continues.
- Wes Crile Park:
 - Flag football fall season continues.

City Leagues Currently Underway:

- Men's fall league continues.
- Men's senior league continues.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball fall season continues.
- Deltona Little League fall season continues.
- Deltona Panthers Football and Cheerleading continue.
- FBVA fall program continues.
- Deltona Youth Soccer fall season continues.
- Stetson Futbol fall season continues.

Parks Maintenance:

- Mowed, edged and weed-eated the following: Campbell Park, City Hall, Manny Rodriguez and Thornby Park.
- Checked all parks for damage and fallen trees after weekend storm.
- Deltona Community Center – Repaired sink leaks in the main building and the Craft Building.
- Dewey Boster – Installed OSB board around interior of new barn.
- Dupont Lakes – Repaired water fountains.
- Dwight Hawkins – Repainted restroom due to vandalism (graffiti); mulched playground area.
- Wes Crile Park – Repaired fence on Splash Pad; attached windscreen on the 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.

- Picked up supplies at Ace Hardware.
- Took mulch from City Hall to the Depot.

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:
 - Painted top of stage for Spooktacular.
 - Sprayed trail for weeds and insects before Spooktacular event.
 - Sprayed with soil nutrients.
 - Replaced irrigation pipe at Pony League.
 - Replaced 13 irrigation heads due to vandalism.
 - Sprayed overflow parking and Pony League with herbicide.

PLANNING & DEVELOPMENT SERVICES thru 10/19/2011

Executive Summary:

The Planning and Development Services Department is underway with the reorganization of the Land Development Code. The City Commission approved the restructured document at first reading of the ordinance on Monday night and the second and final reading will be considered by the Commission on November 7th. The reorganized document will make reading, using, interpreting, and following the Code easier and incorporate a high level of consistency among regulations.

Planning:

The Planning Section is beginning the process of the annual update to the Capital Improvement Element (CIE). At this time of year, the Weekly Reports always include a write-up updating everyone on the advancement of the CIE. This year the document will not have to be adopted by December, as in years past, but must include the same level of analysis and data inclusion. Upon review and approval by the City Commission, the document will be sent to the newly created Department of Economic Opportunity or DEO for compliance. Elements of the department include the former Department of Community Affairs (DCA).

Housing & Community Development:

The Community Development Section is working on the following:

1. CDBG – Spending has increased on the drawdown of CDBG monies. The first drawdowns for this fiscal year have occurred with the contracts for the subrecipient organizations to provide social services and for Public Works projects for stormwater management. The drawdowns from the latter group represent a high percentage of spending from the grant that complies with HUD regulations.
2. NSP 1 & 3 – Staff is working closely with Habitat for Humanity to complete their three projects. The Deltona Fire Department is partnering with Habitat to conduct training at the 3064 Shallowford house, which will assist in the demolition of the structure and save Habitat time and effort. Staff received offers from banks for NSP 3 properties and is conducting home inspections to determine price and ownership. Finally, the City has sold 26 properties to-date and is scheduled to close on the 27th unit this month. We have an additional ten contract offers pending and 14 homes to sell in NSP 1.
3. SHIP – Program continues to move forward with the approval of purchase orders to get contractors started on home repairs. The goal is to have the grant money spent by the end of the 2nd quarter of 2012.

PUBLIC WORKS thru 10/14/2011

Traffic Operations:

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

- **Signs:**
 - Completed 21 sign repair work ticket in the City.
 - Fabricated 32 new street name signs.
 - Installed 12 new street name signs.
 - Fabricated (2) “Field Reservations” signs for Parks & Recreation.
 - Fabricated and installed (1) “30 mph” sign at 1301 Roland Dr.
 - Fabricated and installed (1) intersection “Advisory” sign and (1) street name sign at Elkcam Blvd & Montecito Av.
 - Replaced from stock (1) “Stop” sign at Monticello St & Oakland Dr.
- **Asphalt:** Courtland Blvd between Haulover & Captain – repaired pot hole with 1 ¼ bags of cold patch.
- **Thermoplastic Striping:**
 - 12” white stop bars – 5 intersections - 80’
 - Eustace Av & Elkcam Blvd – repaired ladder crosswalks - 308’
- **Speed Trailer:** Installed speed trailer at 1658 Sumatra Av.
- **Message Boards:** Installed message board for concert at Providence Blvd & Eustace Av and Saxon Blvd & N Normandy Blvd.
- **Misc:**
 - Ft Smith Blvd & Primrose Ter – reported pot hole to contractor for repair.
 - Deltona Blvd & Winn Dixie Plaza – repaired green light on traffic signal.
 - City Hall – picked up barricades.
 - Eustace Av at Library – installed 5 barricades for large drop off.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Repaired irrigation on Howland Blvd; Providence Blvd; Elkcam Blvd.
 - City Homes – 1049 Falcon St; 117 Hastings Dr; 1787 Ft Smith Blvd; 591 Firwood Dr.
- **Concrete:** Sidewalk repairs – 2237 Dana Dr – 4’x 4’; 1575 N Page Dr – 10’x 4’; 2225 W Dana Dr – 3’x 4’; 2491 Sable – 5’x 4’.
- **Clam Truck:**
 - Debris – 20
 - Trimming – 1
- **Drop Offs:**
 - Eustace Av from school to library; Courtland Blvd & Roland Dr; Anderson St & Cloverleaf Blvd – repaired drop offs.
 - Elkcam Blvd & Lake Helen/Osteen Rd – repaired hole in right of way.
- **Slope Mowing:** 492 Katherwood – 160’; 1266 Embassy – 80’; Deltona Blvd – 1389’; Nardello – 240’; Norwood pump station – 240’; E Slater – 1160’; 2868 Monarch – 160’; 3163 Covington – 320’; Viewpoint & Loblolly – 325’; 3372 Quail – 80’; 3305 Shalimar – 80’; 3309 Bradford – 160’; 3187 Quail – 240’; 3195 Quail – 130’; 3037 Foxboro – 80’; 2994 Foxboro – 120’; 2026 Lagoon – 160’.
- **Misc:**
 - City Wide – empty all trash containers; checked for water over road and placed signs as needed; assisted stormwater department checking lake levels.
 - Ft Smith Blvd & Normandy Blvd – contacted contractor about washout.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 5 | Repairs – 13 |
| • Equipment | PM – 1 | Repairs – 21 |
| • Road Calls | 2 | |
| • Parts Run/Vehicle Delivery | 3 | |

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:**
 - 288 S Fairbairn – removed headwall and poured a miter on pipe.
 - 1059 Shepherd – laid 2 pallets of sod; 1596 Shepherd – laid 50 pieces of sod; 380 El Camino – laid 1 pallet of sod.
 - City Wide – laid 2 pallets of sod where needed.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 9.5 acres mowed.
 - Ponds mowed – Beechdale; Chicken Farm; 675 Goodrich; 2307 Greenwood; 3211 Shallowford; 526 Shallowford; 1489 Elkcam.
 - Ditches mowed – 738 Leeward; 1568 Zinnia; 1529 Ferendina; 1546 Ferendina; 3040 Telford; 2350 Fitzpatrick; 1468 Roseboro; 1591 Timbercrest; 1851 Gatewood; 1750 Baldock; 1909 N Normandy; 1293 Polk.

- **Right of Way Mowing Crew:**
 - 20 miles of right of way mowed.
 - Main roads mowed – Courtland; India; Newmark; Haulover; Captain; Humphrey.
 - Sectors mowed – 11; 12; 13; 14; 15.
 - Alleys mowed – 484; 566; 1021; 1023; 1024; 1898.
- **Right of Way Litter Crew:**
 - 390.375 gallons of litter removed.
 - Main road trash pickup – Anderson; Alexander; Cloverleaf; Deltona Blvd; Tivoli; April; Newmark; Catalina; Captain; Haulover.
- **Misc:**
 - 1851 Gatewood Dr; Zinnia Dr; 1045 Brady Dr – mowed right of way.
 - 3237 Newmark Dr – mowed behind fence.
 - Akron Dr E – weedeat around gopher hole.
 - 1368 Bloomfield Av – repaired screen on box in pond.
 - W Chapel & Providence Blvd – removed trash from drain inlet.
 - Drysdale pump #1 – ran pump.
 - Bloomfield Ave – removed hose from well.
 - City wide – cleaned debris from grates.
 - 2460 Shiprock Ct; 3131 Tiburon Ln – replaced lid on box.
 - 1235 Wheeling Av – picked up pump and hoses.
 - 2690 Shiprock Ct; 2112 Swanson Dr – removed weeds from around drainage structure.

UTILITIES thru 10/16/2011

Customer Service

October 2011	10	11	12	13	14	15	16	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	443	201	649	242	304	X	X	1839
Ebox	0	183	338	145	240	X	X	906
Call Center Calls	450	322	339	313	374	X	X	1798
Walk-ins/Drop Box	281	177	145	165	215	X	X	983
On-line Payments	144	107	110	135	236	120	111	963

Customers Disconnected for Non-Pay

October 2011	11	12	Total
	Tues	Wed	
Cycle	2	3	
Total on Disconnect List	43	50	93
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

October 2011	10	11	12	13	14	15	16	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service			1	1				2
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair					1			1
Replace Meter Box			2	4	3			9
Locates Received	12	7	24	4	19			66
Locates Completed	15	9	9	20	16			69
Main Leaks					1			1
Service Leaks	2	3	2	2	1	1		11
Sewer Repairs								
Sewer Blockage					1		1	2
KV2 Valves	3			2	1			6
Service Replacements		1		1				2
Meter Change Outs	3	6	5	4	12			30
Service Orders	45	73	75	98	89			380
Disconnects		43	50					93
Drainfield Leaks								
Meter Retirements		1	1	1				3