



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: November 11, 2011

CITY MANAGER'S OFFICE thru 11/11/2011

Communication:

- Met with other City and County representatives to discuss a County-wide Public Employee Food Drive.
- Printed and mailed over 3,000 postcards to potential Deltona businesses with the help of the City Clerk's Office and the Deltona Water Office Coordinator.
- Working with the Office of Economic Development to publicize Deltona Business Forum II.
- Broadcast live the Nov. 7th meeting of the City Commission.
- Created and printed bus shelter posters advertising our First Annual Deltona Christmas Parade.
- Updated DeltonaTV Air Schedule for the Week of Nov. 13th.
- Updated programming for UCF Arts Performances and Acoustic Spotlight for DeltonaTV.
- Finalized the broadcast line-up of Veterans Administration programming to air on Veterans Day on DeltonaTV.
- Videotaped revisions for CGI Vignettes for Jerry Mayes and Mayor Masiarczyk.
- Secured WOFL Channel 35 Talent for Christmas Parade.

Media Relations:

- Sent Communications regarding the Public Employee Food Drive to Al Everson of the DeLand-Deltona Beacon and Mark Harper of the Daytona Beach News-Journal.
- Sent photos of an Imperial Japanese Navy pilot to Al Everson on behalf of Mayor Masiarczyk.
- Provided information regarding the Lake Windsor Stormwater project to Mark Harper/Daytona News Journal.
- Provided information regarding the Haven Recovery Center housing proposal to Mark Harper/Daytona News Journal.
- Provided information regarding the City's Employee Screening process to Mark Harper/Daytona News Journal.
- Provided information regarding the City's agreement with Volusia County for the Amphitheater to Mark Harper/Daytona News Journal.
- Provided information regarding the City's mosquito control contract with the County to Blaine Tolison/WFTV-TV Ch. 9.

Press Releases:

- PR- DeltonaTV Veterans Day Broadcast Marathon

Business Development:

- Attended the Saxon & Normandy (N) Study Group meeting to discuss plans for the potential commercial development in that area.

- Met with City Clerk to discuss newest revisions of Deltona Economic Development Advisory Board by-laws.
- Met with Director of Planning & Development Department to discuss potential of 40 acre tract known as Lake Sydney Development; a site visit will be scheduled in November.
- Met with Harry Wilkins, Deltona Economic Development Advisory Board Educational Campus & Medical Complex Sub-committee chairperson regarding agenda for upcoming sub-committee meeting.
- Met with Director of Planning & Development to discuss the two former Winn Dixie plazas and the issues that would arise if zoning were changed for multiple uses; a meeting with owners or their representatives was scheduled for November.
- Attended the Team Volusia Economic Development Practitioner’s meeting in Daytona, as well as the ICSC Booth Sub-committee meeting.
- Met with Joe Cerrato, Deltona Economic Development Advisory Board Commerce Park & SunRail Sub-committee chairperson regarding agenda for upcoming sub-committee meeting.
- Made a presentation at the Chapel Drive Neighborhood Watch meeting regarding economic development in Deltona.
- Had a very successful initial meeting with three General Electric Capital Corporation representatives (CORE Equipment Finance, Municipal Finance, and Corporate Finance/New Markets/Venture Capital) regarding Deltona’s plans and the role that GECC could play in those plans.
- Attended the ribbon cutting for Quest Diagnostics, 2783 Elkcam Boulevard, Suite 208, DuPont Lakes area.
- Attended the Deland Area Chamber of Commerce luncheon and recognition meeting.
- SunRail Parking:
 - Attended the meeting between City of Deltona and ‘reThink’ (aligned with FDOT) on parking in Deltona for SunRail commuters.
 - A meeting has been scheduled with the landlord’s representative to further discuss use of a portion of Deltona Plaza’s parking as a City of Deltona Park-and-Ride for VOTRAN and SunRail users.
- Met with Pastor Kelly Santos of IMED (church) regarding their plans for their property on Lake Helen-Osteen Road.
- Visited the Volusia Incubator in Daytona (airport) to see the facility and get ideas on future expansion of an incubator into southwest Volusia County.
- Deltona Business Forum II will be held on November 30th from 2:00-4:30 with panelists Beth Kassab/Orlando Sentinel, Patrick Rice/DB News-Journal, and Bob Shepherd/West Volusia Beacon.

BUILDING & ENFORCEMENT SERVICES thru 11/04/2011

Building Services Division:

Building Permits issued for the week	39
Valuation of work permitted for the week.....	\$134,481.50
Inspections completed for the week	132
Total Permits issued for Fiscal Year 11/12	230
Valuation of work permitted for the year 11/12	\$2,536,046.19

Permits Issued:

A/C change out	6
Commercial Build Out.....	1

Door Replacement	1
Driveway.....	2
Electrical.....	5
Fence.....	3
Glass Room.....	1
Interior Renovation/Repair	1
Plumbing.....	1
Reroof	3
Right of Way.....	3
Screen Enclosure.....	2
Solar Panel	3
Water Heater replacement.....	2
Window replacement	5
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Total.....	39

Enforcement Services Division:

Requests for services this week	248	
Animals impounded at the humane societies	38	
Citation warnings issued	23	
Courtesy notices	84	
Abatement notices	35	
Citations issued	7	
Code Enforcement telephone calls	141	
Animal Control calls	98	
Solid Waste calls	69	
Citizen walk in requests for Code Enforcement assistance	11	
Citizen walk in requests for Animal Control assistance	2	
Citizen walk in requests for Solid Waste assistance	2	
Properties requiring grass to be cut by contractors	15	(at a cost of \$525.00)
Certified mailings sent out	57	(at a cost of \$318.63)
Money collected for Animal tags, liens and return to owners	\$212.00	
Foreclosures last week:		
Deltona	18	
Volusia County	<u>52</u>	
Total	70	

CITY CLERK'S OFFICE thru 11/04/2011

Department Staff:

2nd Floor HR/CC Walk-In Customers.....	90	
2nd Floor calls Answered.....	17	
Packages Picked Up	0	
Packages Received	18	
A/P Invoices Opened.....	18	
Newspapers	16	(9 hours)
Public Records Requests Received	2	

Public Record Request Amount Received \$ 0
Documents imaged, pages 3239
Large scale drawings imaged, pages 67

FINANCE DEPARTMENT thru 11/9/2011

- Obtained three quotes to paint Fire Station 63.
- Soliciting RFQ for continuing on call landscape architect services.
- Processed October credit cards.
- Completed revision to Procurement Policies and Procedures.
- Attended supervisor Insurance Claims Reporting training.
- Attended/facilitated Munis TCM project update meeting.
- Working on final FY 10/11 budget amendment.
- Finalizing revisions to City's Fraud Policy for distribution to employees.

FIRE DEPARTMENT thru 11/10/2011

Fire Chief:

Met with Robert Boggus from Ten-8 Fire Equipment / Pierce Manufacturing to review specifications and preliminary cost of a replacement engine as funded in the FY 2011-12 budget. Also discussed was the probability of using the 14-year old engine we are replacing as a trade in to reduce the overall cost of the apparatus and impact on the budget. A full proposal is anticipated by the end of next week for placement on the December 12th Commission meeting agenda for consideration.

- Conducted interviews for the Deputy Chief of Operations / EMS Administration position.

Training & Safety:

- Facilitated the Lieutenants Assessment.
- Conducted the Final Performance Objective Testing for Fire Fighter Beverly.
- Put together Safety and Drill Plan for vertical ventilation and breaching training that will take place at 3064 Shallowford.
- Created training scenarios for the Shallowford training.

HUMAN RESOURCES DEPARTMENT thru 11/9/2011

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1083)
- Applications received: (01) Wastewater Operator
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Posting Water Operator position.

- Scheduled Wastewater Operator interview & questionnaires.
- Scheduled Fire Inspector interview & questionnaires.
- Separations processed, including exit interviews: B. Weaver; PW Tech (resignation); N. Mazzocchi; Water Operator (resignation); J. Starzinski; Water operator (resignation).
- Pre-employment physicals and drug screenings scheduled for (2) Stormwater Technicians.
- New hire orientation for (1) Utility Maintenance Technician.
- Coordinated Wellness Fair with 25 vendors participating.
- FMLA requests: 1
- Participated in 14 interviews for Public Works Tech.
- Participated in second round interview for Dpty Chief-Opns position; candidate recommended to City Manager for approval.
- Participated in class plan consultant review in preparation for a recommendation submission to the City Manager.

Risk Management:

- Coordinated Defensive Driving Class.
- Conducted inspections of all City playground equipment.
- Worked with the Fire Department on completion of SPCC plan for FS 65.
- Worked with vendor and IT to install demo cameras in City Hall.
- Conducted three classes on Insurance Claim Reporting.
- Attended Commission meeting on Electronic Card Access System requisition.
- Performed field drug & alcohol testing on employee.

PARKS AND RECREATION DEPARTMENT thru 11/5/2011

Administration:

- Farmers Market: 10 vendors, 124 cars.
- Provided logistical support for the Wellness Fair in the Commission Chambers.
- Met with City Attorney to discuss several topics requiring her attention.
- Met with Joe Sullivan to discuss using Campbell Park for a sporting event.
- Staff and Risk Manager inspected remaining playgrounds at various parks.

Facility Use Permits:

• Deltona Community Center	1 permits issued	Weekly attendance – 646
• Harris M. Saxon Community Center	0 permits issued	Weekly attendance – 341
• Wes Crile Park	4 permits issued	Weekly attendance – 3,195
• Skate Park	4 new passes	Weekly attendance – 8,47

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.

- 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:

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.

- Campbell Park – Escorted Irvine Mechanical for A/C inspection at building; repaired broken sprinkler heads around flower beds.
- Festival Park – Mowed, edged & weed-eated; box-bladed parking lot.
- Harris Saxon – Painted restroom door due to vandalism.
- Thornby Park – Installed ECHO sign.
- Wes Crile Park – Re-attached wind screen on tennis court.
- Miscellaneous:
 - Dismantled haunted trail.
 - 4 trips to return all Spooktacular materiel to storage.
 - Returned all tents and coolers to storage.
 - Assisted City Clerk's Office with returning Spooktacular materiel to storage.

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.

- Checked all City Hall restrooms for maintenance repairs.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes.\
 - Wes Crile Park
 - Over-seeded Vann Park.
 - Removed damaged screens at Dupont Lake Shea Field and replaced with new ones.
 - Fixed water flow at Vann Park to alleviate water on the fields.

- Sports Complex:
 - Checked irrigation to prepare for over-seeding.
 - Over-seeded the complex.

PLANNING & DEVELOPMENT SERVICES thru 11/2/2011

Executive Summary:

The Planning and Development Services Department thanks the City Manager and City Commission for their support and guidance during the reorganization of the Land Development Code. This is an important first step for making a set of regulations that translates into the land use function and appearance of the City. The new framework eliminates a lot of redundancy within the LDC and provides a level of organization for future text amendments.

Planning:

The Planning Section is receiving requests from potential developers within the City. The requests range from a new bank, gas stations/convenience stores, and fast food restaurants. Staff also is working with applicants on projects that are under construction, such as the Lohman's Funeral Home, Family Dollar-Doyle Road, the Shops of DuPont Lakes, and the Epic Movie Theater. The Lohman's Funeral Home looks outstanding and has really improved the appearance of the Providence Boulevard corridor by the removal of a vacant structure; it also ties in nicely with the public investments that the City has made directly next door to Fire Station 61 and the Volusia County Sheriff's Office. The Family Dollar Doyle Road site will also include architectural standards that enhance the Florida Vernacular character of the region. Staff is now working on residential lot dimensional standards, commercial permitted land uses, the Urban Design Pattern Book, and the Capital Improvement Element.

Housing & Community Development:

The Community Development Section is starting to increase its efforts within the SHIP program, following a strong home buying effort within NSP. Additional monies were allocated to the City and staff is working with general contractors and inspectors to get purchase orders approved and work started on owner-occupied home repairs. The home sales pace has slowed within NSP, as was anticipated by the beginning of the holiday season, similar to the behavior of the real estate market. We have closed on 27 homes, are scheduled to close on another four homes by the end of the year, and the remaining 19 rehabilitated homes are being revisited for marketing purposes to sell those units. Finally, staff is completing the annual CAPER report due to HUD.

PUBLIC WORKS thru 11/4/2011

Traffic Operations:

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

- **Signs:**
 - Completed 3 sign repair work ticket in the City.
 - Fabricated 23 new street name signs.
 - Installed 7 new street name signs.
 - Fabricated and installed (21) "No Parking" signs on around school on Phonetia & Rookery.
 - Fabricated signs to be used for Spooktacular event.
 - Fabricated and installed (3) All Way signs under stop signs on Colchester & Trade.
 - Replaced stop sign at Vienna & Sullivan.
 - Fabricated (2) 1206 #'s & (2) 1207 #'s for Fleet Maintenance.
- **Thermoplastic Striping:** 12" white stop bars – 5 intersections – 79'.
- **Speed Trailer:** Removed speed trailer at 1778 Van Allen; installed speed trailer at Merrimac & Independence.
- **Misc:** Austin & Lake Helen/Osteen Rd – cut out and removed section of road that had a depression; filled area with recycled concrete until asphalt purchase order is ready.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians - Providence Blvd; Elkcarn Blvd; Howland Blvd – trimmed Ligustrum trees.
- **Concrete:**
 - Sidewalk repair at 741 Raven – 10'x 4' & 4'x 4'; 1137 Cobblestone – 5'x 4'; 591 N Wellington – 10'x 4'; 1363 W Wellington – 9'x 4'; 3241 Boxelder – 10'x 4' & 8'x 4'.
 - Grinding – 650 Elgrove.
- **Clam Truck:**
 - Debris – 4.
 - Trimming – 5.
- **Slope Mowing:** Elkcarn & Old Mill – 143'; Barlington & Elkcarn – 200'; Claremont – 640'; 1162 Sherbrook – 80'; 2017 Dalton – 80'; 800 Atmore – 240'; 820 Rayston – 30'; 833 Rayston – 160'; 932 Feather – 240'; 849 Atmore – 240'; 832 Stratton – 100'; 1873 Urbana – 80'; Diamond (Station 62); 908 Tulip – 80'; 1841 Urbana – 240'; 952 Vercelli – 120'; 913 Swallow – 160'; 1888 Tilburg – 80'; 809 Swallow – 120'; 1886 Veronica – 120'; 1971 Veronica – 80'.
- **Misc:**
 - 1577 Piedmont; Lombardy between Raven & Normandy – edged sidewalks.
 - Antilles & Normandy – removed car parts from road and set up barricade at location.
 - Dewey O Boster Park – assisted with setting up for Spooktacular events.

 - Tivoli & Bailey – removed sand from sidewalk.
 - City Wide – emptied all trash containers.

Fleet Maintenance Division:

- Vehicles PM – 6 Repairs – 8
- Equipment PM – 2 Repairs – 13
- Road Calls 2
- Parts Run/Vehicle 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:**
 - Stanton/Worthington – installed 1 riser on box; reshaped swales; cut road for patch.
 - Westline/5th – installed 140’ of 15” pipe; retrofitted 3 boxes; reshaped swales for sod.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 8 acres mowed.
 - Ponds mowed – 1671 Houston; Chicken Farm.
 - Ditches mowed – 2536 Waco; 1510 Page; 1952 Merrick; 2008 Galahad; 2580 Beckwith; 928 Hugo; 945 Watt; 985 Dean; 2598 Travida; 1073 Prescott; 2546 Rusk; 1974 Montfort; 2481 Beck; 2841 Maldiva; 869 Galt; 2481 India; 1091 Joel; 2318 Matthew; 2331 Matthew; 2097 Wallingford; 1071 Santa Clara; 2553 Delaware; 2660 Delaware; 1770 Montecito; 1817 Ulster; 2017 Appian; 640 Sullivan; 1731 Finland; 1868 Plumtree; 1590 Finland; 815 Trumbull; 3110 Dow; 2801 Courtland; 3271 Utah; 2860 Flynn; 2579 Beckwith; 1102 Sherbrook 1263 Seybold; 1770 Amero; 1945 Acadian; 1977 Acadian; 2056 Courtland; 3221 Elkcam; 3202 Tulsa; 2664 Hoover; 3089 Riverhead; 2800 Elston; 2808 Huron; 2897 Huron; 1072 Peak; 1065 Humphrey; 1770 Montecito; 1740 Whipple; 29 Courtland; 1724 Whipple; 1925 Monterey; 1750 Johnson; 1660 Dublin; 2295 Asbury; 1810 Concert; 1947 Quintillis; 1521 Ortega; 1965 Alameda; 2016 Dumas; 1872 Akron; 1529 Ferendina; 1641 Bloomfield; 1450 Ft Smith; 1408 Ft Smith; 1921 Shaw; 1599 Providence; 1942 Concert; 1896 Concert; 1810 Concert; 1782 Concert; 2149 Vance; 2293 Asbury; 1660 Dublin; 2348 Statler; 1583 Carmona; 2280 Clearwater; 2160 Clearwater.
- **System Cleaning (Vac Truck):**
 - 210’ of stormwater system cleaned.
 - 7 yards of debris removed.
 - Storm systems jetted – 3351 St James; 2808 Elston; 2202 Iroquois; Page 26 in map book; City Wide; 3181 Courtland; 1300 Elkcam; 2067 Barlington; 2801/2810 Belkton.
- **Right of Way Mowing Crew:**
 - 12.5 miles of right of way mowed.
 - Sectors mowed – 1; 2; 3; 4; 5; 6; 30; 31.
 - Alley mowed – 977; 1578.
- **Right of Way Litter Crew:**
 - 333.125 gallons of litter removed.
 - Main road trash pickup – Captain; Humphrey; India; Courtland; Newmark; Haulover; Part of Elkcam.
- **Misc:**
 - Elkcam Blvd & Lake Helen/Osteen Rd – add dirt around concrete footings.
 - Austin Av – depression in road.
 - 928 Dandridge Dr; Barlington; Tillery Dr – filled hole next to box.
 - Tallwood Dr – placed rock in driveway from road back 20’ at dump site.

UTILITIES thru 11/6/2011

Customer Service

October / November 2011	31	1	2	3	4	5	6	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	765	581	463	454	529	X	X	2792
Ebox	267	396	293	201	319	X	X	1476
Call Center Calls	556	504	470	404	419	X	X	2353
Walk-ins/Drop Box	353	388	327	321	324	X	X	1713
On-line Payments	179	206	180	217	235	100	118	1235

Customers Disconnected for Non-Pay

November 2011 Cycle	1	2	Total
	Tues	Wed	
	7	8	
Total on Disconnect List	121	122	243
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

October / November 2011	31	1	2	3	4	5	6	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	1	1	2	4	1			9
Locates Received	8	6	19	4	3			40
Locates Completed	8	3	11	15	3			40
Main Leaks	1						1	2
Service Leaks	2	5		1	2	1		11
Sewer Repairs								
Sewer Blockage		1	1					2
KV2 Valves	1		2	4				7
Service Replacements		2	1	4				7
Meter Change Outs	11	5	6	8	6			36
Service Orders	90	138	119	113	90			550
Disconnects		112	122					234
Drainfield Leaks								
Meter Retirements	5	1						6