



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: December 2, 2011

CITY MANAGER'S OFFICE thru 12/02/2011

Communication:

- Holiday Books & Crafts Sale—posted on social networking sites.
- Farmer's Market Thanksgiving closing—posted on social networking sites and the City's home page.
- City's "Spirit of Giving" Food Drive—posted on the City's home page, emailed to news mail group, created a DeltonaTV flyer and posted it on social networking sites.
- Cut Your Own Lyonia Preserve tree—posted on social networking sites.
- Energy-Wise Seminar—emailed to the news group and posted it on social networking sites.
- Photographed a ribbon cutting at El Pilon Restaurant.
- Broadcast the Nov. 21st meeting of the City Commission.
- Made posters for Santa's North Pole and helped to promote the event via the City Web site, emailing the newsgroup signed up to receive City news, etc.
- Working with the Human Resources Department to design marketing tools to promote the William S. Harvey Scholarship.
- Assisted with the setup of the Deltona Business Forum and recorded the event for future broadcast.
- Helping the Office of Economic Development with a list of invitees to the Epic Theatre VIP Grand Opening.

Media Relations:

- Responded to questions from Patricio Balona of the Daytona Beach News-Journal and Claire Metz of WESH2 News about a dog bite incident.
- Responded to questions from Tom Johnson of Fox 35 Orlando and Al Everson of the DeLand-Deltona Beacon regarding the solid waste contract.
- Responded to questions from Todd Ulrich of Channel 9 regarding a disgruntled Deltona Water customer.
- Responded to questions from Blaine Tolison of Channel 9 regarding Epic Theatre; provided him with a rendering of what the finished theater will look like.
- Provided a written statement to Quinn Schuler of Local 6 News regarding an incident where a boy fell into a hole in the area of the Fort Smith Boulevard improvement project.

Press Releases:

- Santa's North Pole
- Holiday Parade of Homes
- Parks & Recreation Advisory Board Member needed

Business Development:

- Joint call with Chris Bowley, Planning & Development Department, and owners of Courtland Square (former Winn Dixie plaza at Courtland and Doyle) to discuss future use of the property and potential for a zoning change so that the property can be sent to Team Volusia EDC and Volusia County DOED as non-retail businesses.
- Met with Mark Harper of the Daytona News-Journal to discuss history and events in Deltona and specifically the Activity Center.
- Met with Mary Bruno, Associate Vice President, School of Workforce and Continuing Education Daytona State College, and Bill Weatherall, Daytona State College, Deltona Campus, to discuss the expansion of career education, continuing education, and advanced education in Deltona as an arm of economic development.
- Attended a Deltona Event Team meeting to begin work on the Epic Theatre Ribbon Cutting invitation list to give to Frank DeMarsh.
- Met with Christopher Male, Parrish Medical Center, to discuss best practices and his mentoring toward the development of a medical center in Deltona.
- Attended internal City staff meeting to discuss zoning and economic development options in various areas of Deltona.
- Participated in a teleconference regarding trails as economic development generators and how to develop a brochure and trifold solicitation piece to that end; Team Volusia will be assisting in setting the brochure up and the actual hard copy development.
- Attended meetings in preparation for the Deltona Business Forum II; there were approximately 50 attendees at the Forum.
- Met with a health care provider group regarding the expansion of their medical facilities into Deltona.
- Cheryl Atkins, City Grants Coordinator, and I conference called US Government EDA regarding grants that might be used for a Commerce Park.
- Did site visit at the Lake Sydney Estates tract (40 acres) at Ft Smith and Tradewinds.
- Met with Ray Pinnock regarding his ideas for a business in Deltona.

BUILDING & ENFORCEMENT SERVICES thru 11/25/2011

Building Services Division:

Building Permits issued for the week.....	97
Valuation of work permitted for the week.....	\$362,019.40
Inspections completed for the week	273
Total Permits issued for Fiscal Year 11/12	369
Valuation of work permitted for the year 11/12.....	\$6,424,519.68
Permits Issued:	
A/C change out	12
Addition	1
Building Residential	1
Demolition	2
Garage Door Replacement	2
Gas Installation	1
Hood	1
Pool In-ground	2

Reroof	9
Right of Way	6
Screen Enclosure	2
Shed	3
Sign	1
Tent	1
Door Replacement	4
Electrical	4
Fence.....	7
Fire Sprinklers.....	1
Photovoltaic	1
Right of Way.....	1
Shed	7
Water Heater replacement.....	11
Window replacement	7
Total	97

Enforcement Services Division:

Requests for services this week	436	
Animals impounded at the humane societies	51	
Citation warnings issued	34	
Courtesy notices	193	
Abatement notices	38	
Citations issued	6	
Code Enforcement telephone calls	257	
Animal Control calls	134	
Solid Waste calls	105	
Citizen walk in requests for Code Enforcement assistance	13	
Citizen walk in requests for Animal Control assistance	12	
Citizen walk in requests for Solid Waste assistance	2	
Properties requiring grass to be cut by contractors	7	(at a cost of \$245.00)
Certified mailings sent out	90	(at a cost of \$520.29)
Money collected for Animal tags, liens and return to owners	\$0.00	
Foreclosures last week:		
Deltona	9	
Volusia County	35	
Total	44	

CITY CLERK'S OFFICE thru 11/23/2011

Department Staff:

2nd Floor HR/CC Walk-In Customers	140
2nd Floor calls Answered.....	44
Packages Picked Up	2
Packages Received	40
A/P Invoices Opened	226

Newspapers	32	(14 hours)
Public Records Requests Received	2	
Public Record Request Amount Received	N/C	
Documents imaged, pages	2,443	
Large scale drawings imaged, pages	17	

FINANCE DEPARTMENT thru 11/30/2011

- Met to discuss alternative financing for Eastern wastewater treatment plant.
- Attending Volusia-Flagler FGFOA quarterly meeting/training.
- Working on reformatting of CAFR.
- Completing Government Finance Officers Association application to participate in the Distinguished Budget Presentation Awards Program for FYE '12.
- Prepared agenda item for new fire engine.
- Prepared agenda item for Expedition for Fire Dept.
- Preparing bid for HVAC Services Citywide.
- Landscape Architect RFP's due December 1, 2011.
- Meeting on updates/revisions to Procurement Card Policies and Procedures.

Accounts Payable Section

Check Run Date:	11/14/2011	
Checks Processed	302	\$ 2,586,367.25
Invoices Processed:		
Carol	308	2,085,784.81
Julia/Jacque	135	490,967.29
UB Refunds	168	9,615.15
	<u>611</u>	<u>\$ 2,586,367.25</u>

Check Run Date:	11/28/2011	
Checks Processed	258	\$ 550,715.34
Invoices Processed:		
Carol	219	205,125.37
Julia/Jacque	160	337,669.28
UB Refunds	146	7,920.69
	<u>525</u>	<u>\$ 550,715.34</u>

Payroll Section

Check Run Date:	11/10/2011
Total Employees	310
Time Sheets Processed	620
Checks Processed	34
Direct Deposits Processed	287
Total Payroll including benefits	\$ 675,766.30

Miscellaneous:
Flexible Spending
Reimbursements 34

Check Run Date:	11/24/2011
Total Employees	308
Time Sheets Processed	616
Checks Processed	29
Direct Deposits Processed	290
Total Payroll including benefits	\$ 677,075.81

Miscellaneous:
Flexible Spending
Reimbursements 27
Firefighter Incentives 48

FIRE DEPARTMENT: thru 12/01/2011

Fire Chief:

- Met with City Negotiations team and Local 2913 for contract negotiations; bargaining session #3.
- Attended a FEMA program titled Community Mass Care Management as part of the Advanced Professional Series program for Emergency Managers.

Information, Communications & Education:

- 9-1-1 ring down phones done at Stations 63 & 65; still working on Stations 61, 62 & 64 (different carrier).
- Work continues on taking down Communication Center & 9-1-1 room and converting old Communication Center in FD Training room.
- Public relations detail with DFD & OCFD accepting "Rescue Rascals" from FHFMM.
 - "Rescue Rascals" are stuffed animals that are given primarily to children for comfort during emergency situations.

HUMAN RESOURCES DEPARTMENT thru 11/30/2011

- Performance Evaluations processed: (1)
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1083)
- Applications received:
 - (15) Stormwater Tech
 - (6) Water Operator I
- Met with several Department Directors regarding personnel issues and coordination of personnel actions
- Pre-employment physicals and drug screenings scheduled for: (1) Deputy Fire Chief and (1) Intermittent Fire Inspector
- New hire orientation: (1) Intermittent Fire Inspector
- FMLA requests: (1)
- Preparing William S. Harvey application packets for distribution.
- Sending final employees for VECHS fingerprinting.
- Sent 32 applications for StormWater Tech to Public Works for review.
- Coordinating UCF Winter Externship with students being placed in Planning, IT, and Fire.
- Participated with City Negotiation Team in contract negotiation meeting #3 with Union.

Risk Management

- Resolved claim for extensive building damage with 3rd party insurance - \$7300; coordinating repairs.
- Coordinating the installation and implementation of the new card access system in City Hall.
- Investigated three citizen complaints regarding City liability.
- Developing bid specs for security cameras.
- Met with engineering firm to discuss alternative possibilities for repairing the Craft Bldg at Community Center.

PARKS AND RECREATION DEPARTMENT thru 11/26/2011

Administration:

- Farmers Market: 8 vendors, 109 cars on 11/19/11; market closed 11/26/11.
- Met with Volusia Titans AAU Football representatives to discuss future field usage.
- Met with Watertronics Technical Services to discuss repair of the irrigation 30 HP submersible motor at Dewey Boster.
- Met with Bechtol Engineering to discuss cost estimate for repairing the Craft Building.
- Met with All Solar Energy Inc. to discuss solar energy initiatives for City facilities.
- Met with James Evans to discuss potential locations for irrigation wells at City facilities.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 5 permits issued | Weekly attendance – 845 |
| • Harris M. Saxon Community Center | 7 permits issued | Weekly attendance – 628 |
| • Wes Crile Park | 7 permits issued | Weekly attendance – 2017 |
| • Skate Park | 12 new passes | Weekly attendance – 1,090 |

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.
- **Dewey Boster Sports Complex:**
 - Philadelphia Union is scheduled to train from February 5th through February 19th.
- **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 is complete; Winter League will start on Monday, January 9th.
- Men's Senior League is complete; Spring Season will start in March.

Partner Leagues Currently Underway:

- All youth organizations fall seasons are complete.
- Adult 6v6 soccer starts in January 2012.

Parks Maintenance:

- Re-mulched: Lake Gleason and Campbell Park.
- Campbell Park – Sprayed for weeds and ants.
- Festival Park – Pressure washed playground equipment and removed graffiti due to vandalism.
- Tom Hoffman – Replaced light fixture outside restroom.
- Vann Park – Sprayed shuffleboard court and surrounding area for ants.
- Wes Crile Park – Repaired fire alarm cage; made restroom 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 Christmas decorations from storage and set up trees throughout City Hall.
- Removed old Parks & Recreation sign next to access road by YMCA.
- Picked up supplies from Ace Hardware.

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.

- Repaired main entrance automatic door opener.
- Removed cameras from 2nd floor conference room and 1st floor permit area, submitted to Risk Management.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Repaired screen at Vann Park.
 - Fertilized Campbell Park, Dupont, Vann and Wes Crile Parks.
- Sports Complex:
 - Fertilized the complex and Pony League.

PLANNING & DEVELOPMENT SERVICES thru 11/30/2011

Executive Summary:

The Planning and Development Services Department is bringing forward the 2010 Consolidated Annual Performance and Evaluation Report (CAPER) to the City Commission at the December 12, 2011 meeting. The CAPER is an annual document for updating and reporting to HUD that shows how the City is monitoring and spending its Community Development Block Grant (CDBG) monies.

Planning:

The Planning Section is working with the general contractor for the Lohman's Funeral Home to receive a Certificate of Occupancy this week. The newly renovated building is a tremendous improvement from the previous structure and eliminates blight along one of our most visible corridors. Work continues on the Shops of DuPont Lakes and Family Dollar Doyle Road. Staff is also preparing for the proposed opening of the Epic Movie Theater and has to ensure that all work is constructed to plan and permit approval, in conjunction with all permitting agencies.

Housing & Community Development:

The Community Development Section is glad to report a significant milestone was achieved within the NSP 1 program. Sale of the 30th home occurred this week and another four contract offers are pending, so home buying interest continues. This leaves 18 homes to sell through the middle of 2013, pending no additional acquisitions. Home acquisition has started in the NSP 3 program, with one home purchased and another three homes pending approval. The three Habitat homes are underway, as well. The home at 1242 Abigail is making tremendous progress and the home at 3064 Shallowford has been demolished to eliminate a blighted home. SHIP activity will be increased and the aforementioned CDBG effort is listed above.

PUBLIC WORKS thru 11/25/2011

Traffic Operations:

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

- **Signs:**
 - Completed 9 sign repair work tickets in the City.
 - Fabricated 17 new street name signs.
 - Installed 17 new street name signs.
 - Fabricated and installed (40) 11.5"x 11.5" City logos.
 - Fabricated and installed (2) sets of 3" numbers for 0648 & 0649 for Fleet.
 - Fabricated and installed (1) W1-2L curve sign at 2609 Haulover.
 - Installed (1) new "Stop" sign at Merrick & Akron and (1) at Providence & Merrick.
- **Asphalt:**
 - Completed 20 asphalt repair work tickets – 10 tons.
 - Elkcam Blvd & Drysdale – repaired 5'x 22' section of road for Stormwater – 2 tons.
 - Westline & 5th Ave – repaired 46'x 13' section of road for Stormwater – 5 tons.
 - 887 Westline – repaired 10'x 22' section of road for Stormwater – 3 tons.
 - 1069 Abadan – cut out and repaired 13'x 25' section of road – 3 ½ tons.
 - 130 Jasmine Woods – repaired 9'x 6' section of road for Deltona Water – 1 ton.
 - Stanton & Worthington – repaired cross cut and road edge for Stormwater – 6 tons.
- **Speed Trailer:** Installed at 1248 Hayward, and removed it the following week.
- **Misc:**
 - Began shooting sign reflectivity in sector 1.
 - 2814 Kimberly – painted over graffiti in road.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Elkcam Blvd; Providence Blvd; Howland
 - City Homes – 591 Firwood; 1787 Ft Smith
- **Concrete:**
 - Sidewalk repair at 590 Merrimac – 52'x 4'; 1248 Hayward – 85'x 4'; 689 N Wellington – 5'x 4'; 1556 Antilles – 15'x 4'; India Blvd between Lot Cir & Humphrey – 16'x 5'.
 - Grinding trip hazards at 789 S Hancock; 1098 W Hancock.
- **Clam Truck:**
 - Debris – 16
 - Trimming – 22
- **Drop Offs**
 - Repaired drop off – 2523 Otis.
 - Repaired drop off and placed ½ pallet of sod – 271 Garland.
 - Repaired drop off and placed 20 pieces of sod – 1820 Pennington.
 - Placed ¼ pallet of sod – 935 Vercelli; Sullivan & Apricot; 1953 Hyde.
 - Placed ¾ pallet of sod – 1698 April.
 - Placed 1 pallet of sod – 1731 Monticello; 1573 Monticello.
- **Slope Mowing:** Dewey Boster Park – 3275'; 2128 Old Mill – 120'; 2001 Dixie Bell – 100'; 2312 El Prado – 280'; 619 Vicksburg – 160'; 673 Firwood – 80'; 885 Vicksburg – 980'; 719 Firwood – 80'; 121 Hummingbird – 120'; 617 Belltower – 80'; 161 Hummingbird – 120'; Caribbean – 380'; 609 Belltower –

560'; Belltower & Caribbean – 450'; Pepperwood & Caribbean – 1200'; Belltower – 638'; 942 N Fairbairn – 520'; Fairbairn & Gaucho – 120'; 784 E Fairbairn – 80'; 278 Dolin – 580'; 301 S Fairbairn – 80'; 751 E Fairbairn – 15'; 296 S Fairbairn – 190'; 760 Dan River – 80'; 780 Dan River – 60'; 776 Whitmarsh – 100'; Kinlock & Dan River – 320'; Dan River & Dolin – 240'; 1257 Gladstone – 240'; 1281 Worthington – 80'; Ft Smith & Gretna – 280'; 1868 Plum Tree – 80'.

- **Misc:**
 - Ft Smith & Cloudcroft – on-call foreman responded to a child that had fallen down drainage structure on Ft Smith. (Notified Inspector and Public Works manager of the situation, and a contractor placed fence around area.)
 - Austin & Greenwood – installed more recycled concrete until area can be asphalted.
 - Public Works Depot – removed old decals from trucks and installed new decals.
 - City Wide – emptied all trash containers.

Fleet Maintenance Division:

• Vehicles	PM – 10	Repairs – 18
• Equipment	PM – 5	Repairs – 31
• Road Calls	5	
• Parts Run/Vehicle Delivery	8	
• CDL Testing	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:**
 - Stanton/Worthington – dug out road cross for patch.
 - 1501 Elkcarn – installed 100' of 15" pipe; 2 nyloplast basins; mudded in box; poured back sidewalk; reshaped swales.
 - Firwood/Normandy Blvd – installed 12 lids behind sidewalk; cleaned up rock.
 - 520 Lacy Cir – prepped area for project; installed 80' of 15" squash concrete pipe; took out 2 headwalls and hauled off; poured mitered end on pipes; reshaped swales; laid sod.
 - Westline /5th – took out recycle and asphalt for new asphalt; dug out road for new asphalt.
 - Elkcarn/Drysdale – pulled forms from sidewalk; laid one pallet of sod.
 - Elkcarn/Acadian – took out 2 headwalls and took to dump.
 - Elkcarn/Florida – mudded pipe stubs in boxes.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Half acre mowed.
 - Ponds mowed – 2068 Atmore.
 - Ditches mowed – 730 Leeward.
- **Right of Way Mowing Crew:**
 - 10.5 miles of right-of-way mowed.
 - Main Roads mowed – Tivoli; Catalina; Humphrey; Haulover; Captain.
 - Sectors mowed – 18; 19; 20; 21; 22; 23; 24; 25; 26; 27; 28; 29; 30.
 - Alley mowed – 484; 485; 618; 632.
- **Right of Way Litter Crew:**
 - 346.5 gallons of litter removed.
 - Main road trash pickup – Cloverleaf; Tivoli; Deltona Blvd; Elkcarn; Anderson.

- **Misc:**
 - 1202 Fowler Dr E – NPDES inspection.
 - City Wide – watered newly laid sod; checked storm systems with lids for debris; checked and inspected drains.
 - 201 Howland Blvd – washed vehicle & lubed crane.
 - Lehigh Dr E pond – inspected fence and gate.
 - Elkcam Blvd – repositioned message boards.
 - Lush Lane – hauled dirt from Lush to Tallwood.

UTILITIES thru 11/27/2011

Customer Service

November 2011	21	22	23	24	25	26	27	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	723	399	290	X	X	X	X	1412
Ebox	234	302	150	X	217	X	X	903
Call Center Calls	468	331	372	X	X	X	X	1171
Walk-ins/Drop Box	251	142	196	X	X	X	X	589
On-line Payments	127	105	149	73	157	116	114	841

Customers Disconnected for Non-Pay

November 2011	Tues	Wed	Total
Cycle			
Total on Disconnect List			
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

November 2011	21	22	23	24	25	26	27	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
Locates Received	12	8	17					37
Locates Completed	5	13	10					28
Main Leaks		1						1
Service Leaks	2	1	3		2	1		9
Sewer Repairs								
Sewer Blockage	2	1	1					4
KV2 Valves	8	1						9
Service Replacements	1							1
Meter Change Outs	1	8	10					19
Service Orders	54	76	177					307
Disconnects								
Drainfield Leaks								
Meter Retirements	2	2	6					10