



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: January 6, 2012

CITY MANAGER'S OFFICE thru 01/04/2012

Communication:

- Formatted the Spanish translation of the January-February-March City Newsletter for mailing and placement at City Hall.
- Created and distributed a ribbon cutting invitation for Flooring & Beyond.
- Developing a layout for the City of Deltona 2011 Annual Report.
- Broadcast the Jan. 3rd Commission Meeting.
- Updated DeltonaTV schedule for the Week of January 8th.
- Updated programming for White House Chronicle and UCF Arts Performance for DeltonaTV.
- Preproduction for Music in the Amphitheater: Caribbean Crew concert.
- Working on January issue of The Pride.
- Preparation work for January 13th Energy Seminar—Saving Energy at Home.
- Finalized broadcast schedule for “New Year’s Music All Night” programming marathon on DeltonaTV for New Year’s Eve.
- Working with Deputy Fire Chief Rogers to investigate a resident complaint about Sanford Airport and air traffic over Deltona.

Media Relations:

- Continue to communicate road closing information to Greg Leinesch, the traffic columnist for the Daytona Beach News-Journal.
- Assisted the Mayor with an Editorial for the Daytona Beach News-Journal.
- Provided information regarding road construction on Ft. Smith to Mark Harper/Daytona Beach News Journal.
- Provided information regarding Commissioner Zischkau’s questions with the Solid Waste Contract to Mark Harper/Daytona Beach News Journal.
- Provided information regarding Lake Windsor pump station to Mark Harper/Daytona Beach News Journal.
- Provided information regarding correspondence between the Mayor and Michele McFall-Conte concerning illegal fireworks in Deltona, to Mark Harper/Daytona Beach News Journal.

Business Development:

- Met with Chris Bowley, Director of Planning & Development, and Frank DeMarsh to develop solicitations for the Deltona Village/Activity Center.
- Met with Kassandra Blissett, DeBary’s Assistant City Manager, to discuss economic development and how our two cities might be able to better work together.
- Attended the Team Volusia EDC Economic Development Practitioners meeting in Daytona Beach.
- Met with Kerry Symolon and Stephen Lawrence of Team Volusia EDC to study solicitation materials being prepared by Team Volusia.

- Attended the Deltona CRA Study Project meeting; reviewed locations within the City and a possible presentation to City Commission at a Commission Workshop.
- Worked with Harry Watkins on the DEDAB Ed/Med Sub-committee quarterly report, which is due to DEDAB on January 9th.
- Met with Van Canada, SBA-SBDC representative to discuss Jim Hobbs' photography studio project.
- Met with Mike Williams regarding Dr. Martin Luther King Celebration.
- Met with Bob Turk, DeLand's Economic Development Director, to discuss SW Volusia events and exchange ideas on economic development.
- As City Liaison, attended a meeting of the DEDAB Commerce Park and SunRail Sub-committee.
- Met with Chris Bowley regarding potential for medical facilities on the 10.6 acre tract at Sterling Silver and Saxon.

BUILDING & ENFORCEMENT SERVICES thru 12/30/2011

Building Services Division:

Building Permits issued for the week.....	43
Valuation of work permitted for the week.....	\$121,180.00
Inspections completed for the week	100
Total Permits issued for Fiscal Year 11/12	606
Valuation of work permitted for the year 11/12	\$6,658,172.81

Permits Issued:

A/C change out	6
Addition	1
Concrete Flat Work.....	1
Door Replacement	1
Electrical	3
Fence.....	5
Fire Sprinkler	1
Garage Door Replacement	1
Interior Repair.....	3
Plumbing Re-pipe	1
Reroof	2
Right of Way.....	11
Shed	1
Suppression System	1
Water Heater Replacement	3
Window Replacement	2
Total	43

Enforcement Services Division:

Requests for services this week	196
Animals impounded at the humane societies	18
Citation warnings issued	10
Courtesy notices	96
Abatement notices	3
Citations issued	4
Code Enforcement telephone calls	130
Animal Control calls	69

Solid Waste calls	65	
Citizen walk in requests for Code Enforcement assistance	14	
Citizen walk in requests for Animal Control assistance	5	
Citizen walk in requests for Solid Waste assistance	5	
Properties requiring grass to be cut by contractors	0	(at a cost of \$0.00)
Certified mailings sent out	34	(at a cost of \$190.06)
Money collected for Animal tags, liens and return to owners	\$2,430.00	
Foreclosures for this week: Deltona	8	
County	37	
Total	45	

CITY CLERK'S OFFICE thru 12/30/2011

2nd Floor HR/CC Walk-In Customers	29	
2nd Floor calls Answered	34	
Packages Picked Up	2	
Packages Received	24	
A/P Invoices Opened	90	
Newspapers	16	(7 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	\$	
Documents imaged, pages	2,314	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT thru 01/04/2012

- Meeting with HR to discuss close-out of year-end flexible spending balances.
- Working with IT to reconcile computer and related equipment inventory.
- Updating computer inventory in fixed assets system.
- Submitted 2011 Annual Survey of Local Government Finances to U.S. Census Bureau.
- Held pre-bid meeting for Contractors regarding HVAC services; attendees will tour all City buildings on January 6th, 2012.
- Preparing RFP for Financial Advisory Services.
- Prepared bid for Electric Water Heaters for four City locations funded by Energy Efficiency and Conservation Block Grant.
- Preparing quote request for Occupancy Sensors funded by Energy Efficient and Conservation Block Grant.

Check Run Date:	12/9/2011		
Checks Processed	251	\$	1,119,204.93
Invoices Processed:			
Carol	294		507,766.76
Julia/Jacque	175		604,488.26
UB Refunds	127		6,949.91
	596	\$	1,119,204.93

Check Run Date:	12/23/2011		
Checks Processed	266	\$	5,369,675.44
Invoices Processed:			
Carol	245		4,751,137.83
Julia/Jacque	219		612,246.80
UB Refunds	138		6,290.81
	602	\$	5,369,675.44

Payroll Section

Check Run Date:	12/8/2011		
Total Employees	308		
Time Sheets Processed	616		
Checks Processed	29		
Direct Deposits Processed	290		
Total Payroll including benefits	\$	664,875.31	
Miscellaneous:			
Flexible Spending			
Reimbursements		27	
Vacation Payout		50	

Check Run Date:	12/22/2011		
Total Employees	307		
Time Sheets Processed	614		
Checks Processed	27		
Direct Deposits Processed	291		
Total Payroll including benefits	\$	675,256.43	
Miscellaneous:			
Flexible Spending			
Reimbursements		29	

HUMAN RESOURCES DEPARTMENT thru 01/04/2012

- 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 – (1093)
- Applications received:
 - (6) Parks Attendant-Intermittent
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- (2) Separations processed, including exit interviews: O. Henry, Utility Maintenance tech (Resignation); R. Semidey, Utility System Technician (resigned in lieu of termination).
- Conducting background checks for: (2) Water/Wastewater Operator applicants.
- FMLA requests: 1
- Coordinating Wellness Check-ups for employees as part of Wellness Program.
- Scheduling interviews for Storm Water technician.

PARKS AND RECREATION DEPARTMENT thru 12/30/2011

Administration:

- Farmers Market will resume on January 7th.
- Met with Rexall Lighting representatives.
- Met with HVAC preventative maintenance bid contractors to tour City facilities.
- Met with Electrical Solutions to discuss several electrical City projects.
- Met with Tucks Well Drilling, Inc. to finalize well details.
- Met with Trentham Well Drilling, Inc. to discuss the location of the irrigation well at Vann Park.
- Removed the Santa's North Pole Christmas display from the library.
- Met with Charlie Vance, President, Adult Soccer League, to discuss League details.
- Met with ISS cleaning contractors to turn in keys and badge—referred to the City Clerk's office.

Facility Use Permits:

• Deltona Community Center	1 permit issued	Weekly attendance – 500
• Harris M. Saxon Community Center	3 permits issued	Weekly attendance – 473
• Wes Crile Park	3 permits issued	Weekly attendance – 1,588
• Skate Park	28 new passes	Weekly attendance – 1,271

Special Events/Programs:

- Dewey Boster Sports Complex:
 - Philadelphia Union is scheduled to train from February 5th through February 19th.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.

City Leagues Currently Underway:

- Men's Winter League will start on Monday, January 9th.
- Men's Senior League will start in March.

Partner Leagues Currently Underway:

- Adult 6v6 soccer winter season is underway.
- FBVA winter season starts Saturday, January 14th.
- Registration is under way for West Volusia Youth Baseball and Deltona Little League.

Parks Maintenance:

Mowed, edged and weed-eated: Dupont Lakes, Manny Rodrigues, Veterans, Skate and Wes Crile Parks.

- Campbell Park – Restroom vandalism repaired.
- Dewey Boster – Installed OSB on rack wall and on storage building.
- Festival Park – Repaired septic line break.
- Keyville Dog Park – Mulched planter and playground areas.
- Skate Park – Removed tree that fell on pavilion near parking lot (only minimal damage to pavilion).
- Thornby – Repaired irrigation line; replaced soap dispenser.
- Wes Crile Park – Replaced broken/damaged parking stops; repaired water fountain.

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.

- Returned Christmas Parade items to storage.
- Removed all decorations from the Parks float truck and trailer.
- Inspected all parks for damage and vandalism after holiday weekend.
- Worked on storage room in new barn.
- Picked up tables and chairs from Water Department and returned to Wes Crile.

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; moving or assembling furniture for various departments; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Replaced damaged parking stubs.
- Escorted Wiginton Fire Services and Signal 21.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Replaced spigot at DuPont Lakes.
 - Wes Crile Park
 - Sprayed Vann Park with herbicide on infields.
 - Sprayed Campbell Park with fertilizer.
- Sports Complex:
 - Installed sink and cabinets in new barn and painted.
 - Sprayed complex with herbicide, fertilizer and soil amendment.
 - Sod cut behind shop; placed in weak areas around the complex and Pony League.

PLANNING & DEVELOPMENT SERVICES thru 01/04/2012

Executive Summary:

The Planning and Development Services Department had a productive 2011 and long-range planning for 2012 is on target. The goals this year are to ensure that:

- NSP programs are operating to maximum efficiency;
- SHIP money is allocated and reported early;
- Land development projects that were started in 2011 are completed;
- Significant amendments to the Land Development Code are made following Code reorganization, to remove redundancy and make a clear and understandable document for Deltona residents to use on a daily basis.

Planning:

The Planning Section is completing the last vestige of projects from 2011 that have improved the appearance of commercial land uses within the City and will provide places to work. The Family Dollar at Doyle Road is nearing completion and the Florida Vernacular architectural design compliments the surrounding community. This is also true for the Epic Movie Theatre, Lohman's Funeral Home, and Family Dollar at Catalina and Howland Boulevards. The Shops of DuPont Lakes will be a nice addition to the community in appearance and should enhance the built environment for the City. Staff is ranking the 50+ issues to address in the Land Development Code to move forward with text amendments. Some of the issues are requests that have come from City Commissioners, staff, and citizens, while others are inconsistencies or inefficiencies in the Code.

Housing & Community Development:

The Community Development Section is gearing up for two major efforts. One is to complete SHIP spending in a timely manner so that the required reporting is done early. The other is to acquire new properties in NSP. Given the process in 2009 to acquire NSP 1 sites, staff is experienced as to what HUD expects, and is sensitive to local real estate market conditions that will lead to resale of the properties following rehabilitation. Staff is down to only 10 homes in NSP 1 with no contract offers and is looking to sell these units within 2012:

1. 544 Giralda Av. – near the Providence/Normandy intersection.
2. 2350 Dumas Dr. – near the Newmark/Howland intersection.
3. 893 Roberts Bv. – near the Tivoli/Normandy intersection.
4. 1450 Tune Av. – near the Newmark/Ft. Smith intersection.
5. 949 Treadway Dr. – near the India/Courtland intersection.
6. 1285 Fieldstone Av. – near the Tivoli/Providence intersection.
7. 1629 Elkcam Bv. – near the Elkcam/Providence intersection.
8. 1052 Wakefield Cr. – near the Saxon/Providence intersection.
9. 882 Vercelli St. – near the Saxon/Normandy intersection.
10. 1321 Herndon Av. – near the Providence/Doyle intersection.

Construction and family placement remain open for two Habitat for Humanity houses. These homes will be located at 3064 Shallowford St. (near the Ft. Smith/Courtland intersection), and 3230 Tallwood Dr. (near the Newmark/Howland intersection).

PUBLIC WORKS thru 12/30/2011

Traffic Operations:

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

- **Signs:**
 - Completed 1 sign repair work ticket.
 - Fabricated & installed 15 new street name signs.
 - Replaced from stock 3 stop signs at Cloverleaf & Anderson, 9th St & Anderson, Alley 1898 & Florida.
- **Asphalt:**
 - Completed 5 asphalt repair work tickets – 1 ton.
 - 3669 Pamona – repaired section of road for Stormwater Department – 2 ½ tons.
 - 846 Maybrook – repaired section of road for Stormwater Department – 1 ton.

- **Thermoplastic Striping:**
 - 24" white stop bar – 93'.
 - 12" crosswalk – 305'.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Elkcarn Blvd, Howland Blvd.
- **Concrete:**
 - Sidewalk repair at Abigail in front of Discovery Elementary – 90'x 8'; 1713 Village Dr S – 4'x 4' & 4'x 4'.
- **Clam Truck:**
 - Debris – 13.
 - Trimming – 10.
- **Drop Offs:** Florida Dr. & Alley 1898; Alley 1915 – repaired drop off with fill dirt.
- **Misc:**
 - 611 Copper Beech – spoke with resident who was concerned at Water Department flushing hydrants and undermining her driveway (sent concerns to Deltona Water).
 - City Wide – emptied all trash containers.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|-------------|
| • Vehicles | PM – 1 | Repairs – 5 |
| • Equipment | PM – 1 | Repairs – 3 |
| • Road Calls | 1 | |
| • 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:**
 - 839 Maybrook – installed 80' of 10" pipe; retrofitted 2 boxes; reshaped swales.
- **Retrofit Crew:**
 - 6 structures retrofitted: 2004 Prescott; 2007 Prescott; 1339 Dandelion; 1221 Annapolis; 1311 Hartley; 1312 Hartley.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 8 acres mowed.
 - Ditches mowed – 871 Courtland Blvd; 1299 Briarwood; 1073 Prescott.
 - Ponds mowed – 1537 Norbert; Ft Smith Blvd; 489 Tradewinds.
- **Right of Way Mowing Crew:** 3 miles of right of way mowed – Sectors 2 & 3.
- **Right of Way Litter Crew:**
 - 655.875 gallons of litter removed.
 - Main road trash pickup – Courtland Blvd; Alexander; Anderson; Humphrey twice; Newmark; Captain; Cloverleaf; Catalina; Haulover; India; Elkcarn; Normandy.
 - Sectors – 2 & 3.
- **Misc:**
 - Courtland Blvd – reinstalled stop sign.
 - Oxford Dr S – repaired washout next to headwall.
 - 548 McNeal Dr – check water level near headwall.

- 1290 Baton Dr – filled holes in yard where pipe is.
- Sheryl Dr – inspect Butler outfall.
- City Wide – inspect all outfalls.
- 201 Sheryl Dr – repaired hole in fence.

UTILITIES thru 1/1/2012

Customer Service

January 2012	Total week ending 01/01/12
DW – Lockbox	2148
Ebox	1022
Call Center Calls	1917
Walk-ins/Drop Box	1125
On-line Payments	1007

Customers Disconnected for Non-Pay

January 2012	Total week ending 01/01/12
Total on Disconnect List	161
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

January 2012	Total week ending 01/01/12
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	4
Locates Received	42
Locates Completed	47
Main Leaks	1
Service Leaks	7
Sewer Repairs	3
Sewer Blockage	3
KV2 Valves	2
Service Replacements	3
Meter Change Outs	23
Service Orders	451
Disconnects	161
Drainfield Leaks	
Meter Retirements	19