



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: February 03, 2012

CITY MANAGER'S OFFICE thru 02/03/2012

Communication:

- Working on promotional flyers for the upcoming Job Fair and Budget Forums.
- Worked with Economic Development on latest Family Dollar ribbon-cutting.
- Meeting with and garnering information from Department Directors for the City of Deltona 2011 Annual Report.
- Created DeltonaTV slide for FEMA Flood Map Appeal Deadline.
- Created invitations to Scorpio's Pizza and Duvall Bargain House ribbon cuttings.
- Creating flyers for the Public Budget Forum and for Deltona's Regional Job Fair.
- Creating and printing bus shelter posters for the Water & Energy Conservation Expo.
- Updated the programming schedule for DeltonaTV for the week of February 5th, for the City Website.
- Downloaded programming for DeltonaTV, for these programs—White House Chronicle, UCF Arts Performances: UCF Symphony.
- Updated NSP House listings for DeltonaTV and the City website.
- Updated the job listings for Deltona Jobs Program for DeltonaTV.
- Working with Mayor for interview with Deltona veteran who was assigned to the Tuskegee Airmen.
- Finished editing Energy Seminar 3: Save Energy at Home, for air on DeltonaTV.
- Finished February issue of the Pride.

Media Relations:

- Working with Mark Harper/Daytona Beach News Journal for material for Feb 3rd DEDAB sub-committee meeting.
- Provided information regarding the "Adult Superstore" to Blaine Tolison/WFTV-TV Ch. 9.
- Provided Deltona zoning maps regarding Dare Wear, to Al Everson/West Volusia Beacon.
- Responded to comment request regarding Deltona Water complaint to Todd Ulrich/WFTV-TV Ch. 9.
- Provided information regarding the Family Dollar Ribbon Cutting, to Valerie Whitney/Daytona Beach News-Journal.
- Provided information regarding the Family Dollar Ribbon Cutting, to Al Everson/West Volusia Beacon.

Press Releases:

- FEMA Flood Map Deadline
- Citizens Budget Forum

Business Development:

- Met with Jim Scott (Manager) and spoke to Deborah West (Chief Development Officer) of Duvall Home Bargain Shop regarding opening of new store in Deltona (1200 Deltona Blvd., Deltona Plaza) and organizing a ribbon cutting ceremony.

- Met with Pam Czopp, Executive Director, Greater Sanford Regional Chamber of Commerce, about building alliances between NW Seminole and SW Volusia Counties; she agreed to help with Deltona’s Regional Job Fair.
- Discussion with Vinnie Scorpio regarding a ribbon cutting for his new shop on Elkcam Boulevard.
- Met with James Sada regarding his expansion into a new shop at 1884 Elkcam Boulevard; he hopes to open in 10 days, and will start cleaning up the property.
- Met with Ted Young of the Center for Business Excellence to review the resident survey and discuss CBE’s help funding the cost of the survey.
- Met with Bob Turk, Economic Director for the City of Deland, regarding economic development in SW Volusia.
- Attended the meeting on the Economic Enhancement Zone being discussed in the unincorporated community of DeLeon Springs.
- Attended the initial meeting in Planning & Development Department regarding Saxon Pawn, a pawn shop to be located on Saxon Boulevard between Finland and Normandy.
- Worked on an Eco-Business Presentation to use for this week’s proposed meeting with Volusia County’s Department of Economic Development prospect “Charlie Kilo”; this presentation will be improved upon and reused as future Eco-Business solicitations are made.
- Continued work on the City of Deltona Scrub Jay Mitigation Project presentation to be given on February 23rd at the Commission Workshop.
- Prepared meeting packages for the DEDAB Commerce Park & SunRail Sub-committee meeting on Friday, February 3rd at 3:30 PM in the Second Floor Conference Room.
- Performed business visits in the Deltona Landings Plaza area and handed out invitations for the February 2nd ribbon cutting for the Family Dollar Store at 951 Doyle Road.
- Attended a teleconference on the Green Economy and how to solicit ‘green businesses’ to Deltona.
- Attended the Team Volusia Economic Development Practioner’s Council meeting; the City of Deltona hosted this meeting, with a presentation by Florida Power & Light on economic incentives based on electricity usage.
- Attended an Events Team Meeting for planning the February ribbon cuttings for (1) the Doyle Road Family Dollar on the 2nd, (2) Scorpio’s Pizza on Elkcam on the 7th, (3) the Duvall Home Bargain Store on the 10th, and (4) Dr. Annabelle Torres on the 16th.

BUILDING & ENFORCEMENT SERVICES thru 02/03/2012

Building Services Division:

Building Permits issued for the week.....	52
Valuation of work permitted for the week.....	\$221,191.00
Inspections completed for the week	152
Total Permits issued for Fiscal Year 11/12	803
Valuation of work permitted for the year 11/12	\$7,661,086.56
Permits Issued:	
A/C change out	9
Addition	1
Concrete Flat Work.....	1
Door Replacement	4
Electrical	7
Fence.....	6
Interior Repair.....	1
Plumbing.....	1

Pool In-ground	1
Reroof	9
Shed	2
Sign	2
Water Heater Replacement	4
Window Replacement	4
Total	52

Enforcement Services Division:

Requests for services this week	286	
Animals impounded at the humane societies	40	
Citation warnings issued	33	
Courtesy notices	135	
Abatement notices	18	
Citations issued	8	
Code Enforcement telephone calls	147	
Animal Control calls	113	
Solid Waste calls	93	
Citizen walk in requests for Code Enforcement assistance	12	
Citizen walk in requests for Animal Control assistance	4	
Citizen walk in requests for Solid Waste assistance	4	
Properties requiring grass to be cut by contractors	4	(at a cost of \$662.00)
Certified mailings sent out	28	(at a cost of \$156.80)
Money collected for Animal tags, liens and return to owners	\$685.00	
Foreclosures for this week: Deltona	8	
County	<u>37</u>	
Total	45	

CITY CLERK'S OFFICE thru 01/27/2012

2nd Floor HR/CC Walk-In Customers	87	
2nd Floor calls Answered	22	
Packages Picked Up	0	
Packages Received	35	
A/P Invoices Opened	98	
Newspapers	16	(10 hours)
Public Records Requests Received	11	
Public Record Request Amount Received	\$5.86	
Documents imaged, pages	8,265	
Large scale drawings imaged, pages	179	

FINANCE DEPARTMENT thru 02/1/2012

- Working on updating ITSD fixed assets in tracking system.
- Auditors performing on-site work for FYE '11.
- Bids for Solar Thermal Water Heating Systems due January 26, 2012.
- Received three quotes for Occupancy Sensors funded by Energy Efficiency and Conservation Block Grant (EECBG).

- Proposals for Financial Advisory Services due February 12, 2012.
- Bids for City Newsletter and One Time Publications due February 9, 2012.
- Working on fixed assets—scheduling training on Fixed Asset Software in order to be able to scan all assets Citywide (this year’s inventory is expected to begin in late February or early March using scanners).
- Testing online change orders through the workflow process; training to take place within the next few months.
- Testing online receiving in Munis.

Accounts Payable Section

Check Run Date:	1/6/2012	
Checks Processed	373	\$ 946,244.15
Invoices Processed:		
Carol	234	546,220.05
Julia/Jacque	130	387,026.32
UB Refunds	258	12,997.78
	622	\$ 946,244.15
Check Run Date:	1/20/2012	
Checks Processed	114	\$ 882,413.73
Invoices Processed:		
Carol	220	584,388.21
Julia/Jacque	135	298,025.52
UB Refunds		
	355	\$ 882,413.73

Payroll Section

Check Run Date:	1/5/2012	
Total Employees	308	
Time Sheets Processed	616	
Checks Processed	29	
Direct Deposits Processed	290	
Total Payroll including benefits	\$	680,937.25
Miscellaneous:		
Flexible Spending		
Reimbursements	11	
Check Run Date:	1/19/2012	
Total Employees	309	
Time Sheets Processed	618	
Checks Processed	33	
Direct Deposits Processed	287	
Total Payroll including benefits	\$	663,316.60
Miscellaneous:		
Flexible Spending		
Reimbursements	17	

<u>January 1-31, 2012</u>	<u>Count/Amt.</u>
LBT	
Renewals	148
Residential Rental Renewals	424
New Residential Business	23
New Residential Rentals	14
New Commercial	4
Non-Profits	2
Exempt/Issued	0
Walk-Ins	114
Business Tax Revenue Collected	\$ 13,515.11
Fire Inspections Revenue Collected	\$ 1,770.00
# Of 15% Late Notices Mailed	401

FIRE/RESCUE DEPARTMENT thru 02/03/2012

Fire Chief Staples:

- Attended the VCFCFA meeting.
- Met with Mayor Masiarczyk and Commissioner Lowry (separately), Ms. Miller and Union E-Board member John Fleemin on fire-based EMS transport.
- Attended a meeting on mining data from the VCSO Tiburon CAD system.
- Started teaching an in-house Ethical and Legal Issues course for fire department employees.
- Met with Staff and Deltona Water personnel to complete pre-inspection surveys for ISO. ISO is slated to review our fire department and water system in March of this year.

Deputy Fire Chief Rafferty:

Admin/Daily:

- Met with Station Chiefs (personnel issues).
- Attended CAD Meeting at Tiger Bay.
- Attended County Brush Fire Meeting in Daytona.

Training & Safety:

- Conducted ACLS training for new recruits.
- Street orientation training continues.
- Attended first session of Ethic and Legal Class.

EMS:

- Requested Protocol change info from personnel.
- Updated all Key Secure systems on first run units.

Misc:

- Meeting with crews (orientation).

HUMAN RESOURCES DEPARTMENT thru 02/1/2012

- Performance Evaluations processed: 6
- Deltona JOBS Program Folders:

- 1st Floor lobby – (5) added
- 2nd Floor lobby – (5) added
- Total # of Deltona JOBS Program folders taken – (1113)
- Applications received:
 - (03) Water Operator
 - (27) Public Works Tech
 - (15) Utility Maintenance Tech
 - (13) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Prepared questionnaires and scheduled interviews for Parks Attendant-Intermittent.
- Participated in 15 interviews for Parks Attendant-Intermittent.
- Scheduled pre-employment physical and drug screening for: (1) Stormwater Technician.
- FMLA requests: 1
- Met with Daytona State officials regarding use of the DSC parking areas and classrooms.
- Coordinated with the City's labor attorney and senior management regarding an executive session with the Commissioners.
- Coordinated with the City Attorney and senior management regarding a formal discrimination claim by a former employee.
- Met with Class Plan Consultant from Mercer Group, Phillip Robertson.

PARKS AND RECREATION DEPARTMENT thru 01/28/2012

Administration:

- Farmers Market: 5 vendors, 120 cars.
- Coordinated with the legal department to discuss the conservation easement at Vann Park.
- Coordinated with Building and Enforcement Services to evaluate two (2) building permits -1 each for Thornby Park and Vann Park.
- Met with Trentham Well Drilling at Vann Park to discuss proper placement of the irrigation well.
- Processed registration forms for vendors for the Ability Fair.
- Website update for department.
- Processed 11 permits for pavilion rentals.

Facility Use Permits:

- | | | |
|------------------------------------|-----------------|--------------------------|
| ● Deltona Community Center | 4 permit issued | Weekly attendance – 1280 |
| ● Harris M. Saxon Community Center | 0 permit issued | Weekly attendance – 223 |
| ● Wes Crile Park | 0 permit issued | Weekly attendance – 2108 |
| ● Skate Park | 6 new passes | Weekly attendance – 641 |

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series starts on Saturday, April 14th featuring AP60.
- City Hall:
 - West Volusia Baseball Opening Day Parade is scheduled for Saturday, February 11th at 9:00 a.m.
 - 5th Annual Ability Fair is scheduled for Saturday, March 10th from 10:00 a.m. to 2:00 p.m.
- Deltona Blvd.:

- Deltona Little League's Opening Day Parade is scheduled for Saturday, March 10th departing from Deltona Middle School parking lot at 9:00 a.m.
- 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.
- Keysville Dog Park:
 - Wags-n-Whiskers Pet Fest scheduled for Saturday, March 17th

City Leagues Currently Underway:

- Men's winter league continues.
- Men's senior league will start in March 2012.

Partner Leagues Currently Underway:

- Adult 6v6 soccer winter season continues.
- FBVA winter season continues.
- Registration continues for West Volusia Youth Baseball and Deltona Little League.
- Deltona Youth Soccer spring sign-ups are underway.

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, including seasonal items; 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 damaged paper towel and toilet paper dispensers.

- Deltona Community Center – Painted ADA lines on new slabs of concrete.
- Dewey Boster – Replaced damaged slide; replaced damaged monkey bar; replaced outside lighting.
- Festival – Removed broken play station; replaced damaged bridge platform.
- Firefighters Memorial Park – repaired water fountain; changed out broken step up pads.
- Harris Saxon – Prepped island for landscape improvements; installed drive pins on playground; capped $\frac{3}{4}$ line by pavilion; removed concrete forms and back-filled border with sand.
- Keysville Dog Park – removed graffiti from slide and steps on playground.
- Thornby Park – Checked restroom locks; replaced closet lock; removed dead tree in front of restrooms.
- Timber Ridge – Replaced restroom doors; replaced outside lighting; replaced restroom lock.
- Vann Park – Checked all water fountains and hose bibs; began pressure washing around park in preparation for opening day; removed graffiti from Little League plaque and tried to restore finish; dug footers and poured concrete for fence posts around new well.
- Veterans Memorial – removed graffiti from picnic tables under pavilion and from restrooms.
- Miscellaneous: Picked up supplies at Lowes and Ace Hardware.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; cleaning all restrooms; unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees,

watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalk; cleaning front of building, retrieving supplies from storage at various times.

- Escorted Electrical Solutions.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Sprayed Dupont Lakes with pre-emergent weed control.
- **Sports Complex:**
 - Repaired valve at parking lot near Pony League and replaced bases.
 - Sprayed Pony League with pre-emergent weed control.
 - Sprayed complex with fertilizer and wetting agent.
 - Painted picnic tables.
 - Added clay to tee ball field at Pony League.

PLANNING & DEVELOPMENT SERVICES thru 02/02/2012

Executive Summary:

The Planning and Development Services Department is incorporating comments from the City Commission and the City Attorney on the Sign Code revisions. The draft will be finalized early next week and ready to distribute to the general public for review, as well as to create the Planning and Zoning Board staff report. The P&Z Board will review the Sign Code at their March meeting before bringing it to the City Commission at a public hearing.

Planning:

The Planning Section is working with Deltona Retail Holdings to complete the Preliminary Plat for the Deltona Village project. The draft recently submitted to the City was for cursory review to determine if there were any outstanding or egregious issues indicated on the plan. Following our surveyor's review and acceptance, the City will be in the position to issue a Development Order to the developer to move forward with projects within the Planned Unit Development. Staff is also working closely with the developer for the Shops of DuPont Lakes so that the Certificate of Occupancy can be achieved in a timely manner.

Housing & Community Development:

The Community Development Section is focused on the NSP 3 program to buy homes. The pace is greatly different with the banks from the rapid acquisition process within the NSP 1 program in 2010. We have acquired three homes and are looking at another four units to buy; the ultimate goal is 15 homes. Work has begun on our first NSP 3 home for rehabilitation. Finally, the NSP 1 program has five scheduled closings this month, which with closings pending, will remove 38 homes from the program. We are buying an additional home in NSP 1.

In CDBG, staff will be providing on-site monitoring of its subrecipients within the next two months. We have been providing desk-top monitoring of invoices and payment requests and need to provide field verification, as well.

PUBLIC WORKS thru 01/27/2012

Traffic Operations:

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

- **Signs:**
 - Completed 2 sign repair work tickets in the City.
 - Fabricated 17 new street name signs.
 - Installed 7 new street name signs.
 - Fabricated and installed (1) S4-3P school sign; (1) R2-1 20 mph sign; (1) S4-1P school times at 181 Wolfpack Run.
 - Fabricated and installed (1) S4-3P school sign; (1) R2-1 20 mph sign; (1) S4-1P school times; (1) 35 mph sign at 181 Wolfpack Run & Howland Blvd.
 - Fabricated and installed (1) 35 mph sign at Catalina & Wolfpack Run.
 - Fabricated (25) 9"x 24" Dig Alert" Reclaimed Water sign for Deltona Water.
 - Fabricated and installed (1) 30 mph sign at 3298 Noah.
 - Fabricated and installed (1) 30 mph sign at 3174 Noah.
 - Fabricated (5) Stop signs for stock.
- **Asphalt:**
 - Completed 9 asphalt repair work tickets – 2 tons.
 - Courtland Blvd & Roland – repaired section of road for Deltona Water – ¼ tons.
 - 1265 Bakersfield – repaired section of road for Deltona Water – ¼ tons.
- **Speed Trailer:**
 - Removed speed trailer from 1971 S Old Mill.
 - Installed speed trailer at 874 Vicksburg.
 - Installed speed trailer at Noah & Sardinia.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Providence Blvd; Elkcarn Blvd.
- **Concrete:**
 - Sidewalk repair at 1285 Briarwood – 5'x 4'; 1104 Hastings – 6'x 4'; 2220 Danforth – 6'x 4'; Alexander & Outlook – 8'x 10'; 1041 Alpine – 6'x 9'; 2942 Portsmouth – 4'x 4'; 1793 Philadelphia – 6'x 4'.
 - Grinding trip hazards at 1706 Philadelphia; 929 W Village; 1778 S Village; 1781 S Village; 1698 E Waycross; 1670 S Page; 1678 S Page; 1147 Hastings; 1123 Hastings; 1107 Hastings; 1684 Hastings.
- **Clam Truck:**
 - Debris – 23
 - Trimming – 19
- **Misc:**
 - Orlando Bobcat – picked up bobcat and brought back to depot.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 5 | Repairs – 7 |
| • Equipment | PM – 0 | Repairs – 11 |
| • Road Calls | 4 | |
| • Parts Run/Vehicle Delivery | 2 | |
| • CDL Testing | 0 | |

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:**
 - 840 Abby Ter – poured back 4 driveways; reshaped swales and placed sod.
 - Sweet Springs – built 1 box; poured back driveway and sidewalk; reshaped swales and placed sod.
 - 675 Lorraine – prepped area for drainage project.
 - Sanborn/Florentine – prepped area for drainage project.
- **System Cleaning (Vac Truck):**
 - 105 feet of Stormwater system cleaned.
 - 3 Yards of debris removed.
 - Storm systems jetted – 726 Arlene; 2344 Fitzpatrick; 2133 Fitzpatrick.
- **Right of Way Litter Crew:**
 - 742.5 gallons of litter removed.
 - Main road trash pickup – Elkcarn Blvd twice; Newmark; Normandy; Deltona Blvd; Tivoli; April; Montecito; Humphrey; India; Courtland.
 - Alley trash pickup – 1021; 1023; 1024; 1159; 1184; 1185; 1578; 1590; 1915.
- **Misc:**
 - 1576 Falmouth Av – repaired box and filled in hole.
 - 735 Fruitland Av – repaired box.
 - 776 Fairbairn Dr E – removed debris from ditch.
 - 967 Millenbeck Av – put lid back on box.
 - 2908 Beal St – filled in washout.
 - 1102 Sherbrook Dr – cleaned weeds off of fence.
 - 1290 Baton Dr – restored grate and fixed around box.
 - City Wide – watered newly laid sod.
 - 1314 Ferendina Dr - pump maintenance on Baton pump; repaired pump discharge.
 - 201 Howland Blvd – cleaned out pit.
 - 1080 Peak Cir – installed 3 No Trespassing signs.

UTILITIES thru 1/29/2012

Customer Service

January 2012	Total week ending 01/29/12
DW – Lockbox	1953
Ebox	982
Call Center Calls	1888
Walk-ins/Drop Box	1088
On-line Payments	783

Customers Disconnected for Non-Pay

January 2012	Total week ending 01/29/12
Total on Disconnect List	196
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

January 2012	Total week ending 01/29/12
Water Service	
Meter Sets	3
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	8
Locates Received	95
Locates Completed	85
Main Leaks	1
Service Leaks	3
Sewer Repairs	
Sewer Blockage	4
KV2 Valves	3
Service Replacements	2
Meter Change Outs	25
Service Orders	434
Disconnects	196
Drainfield Leaks	
Meter Retirements	14