



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: March 2, 2012

CITY MANAGER'S OFFICE thru 03/02/2012

Communication:

- Promoted the FDOT Open House scheduled to take place at City Hall March 6th; posted the information on City's homepage, e-mailed "news" group, posted it on the DeltonaTV community calendar, Facebook and Twitter.
- Promoted the Foreclosure Prevention Workshops scheduled to take place at City Hall, March 2-3; posted the information on the City's homepage, emailed "news" group, posted it on the DeltonaTV community calendar, Facebook and Twitter.
- Disseminated information about the City-sponsored blood drive which took place in the parking lot at City Hall on February 29th; information about the drive was also posted on Facebook and Twitter.
- Submitted the 2011 Annual Report to the City Manager for review.
- Created Job Fair Bus Shelter posters.
- Working on Job Fair flyers and posters.
- TV slides for Ability Fair, Wags N Whiskers being developed.
- Created poster for Wags N Whiskers.
- Updated DeltonaTV Schedule for the Week of March 4th.
- Updated DeltonaTV programming—UCF(Arts Performance, Global Perspective, MetroCenter Outlook), White House Chronicle, VA Weekly News.
- Working on the March issue of the Pride.
- Created invitations for Deltona Vanpool Ribbon-Cutting and Sav-A-Lot Ribbon-Cutting.
- Represented the City with Mitch Honaker at the Mason Lodge "Citizen Celebration" on Saturday February 25th.
- Photographed the Water and Energy Exposition at City Hall on Friday March 24th.
- Pre-production on Energy Seminar 4: Landscaping, for broadcast on DeltonaTV.
- Pre-production on Citizens Budget Forum, for broadcast on DeltonaTV.

Media Relations:

- Provided information regarding an animal hoarding case to Sarah Rose/West Volusia Beacon.
- Provided information regarding the Energy Exposition and the City's federal EECBG funds to Dan Harkins/Hometown News.
- Met with Dave Denny and Glenn Whitcomb for an interview session with Mark Harper/News Journal.

Press Release/s:

- Deltona Regional Job Fair Press Release
- Water and Energy Exposition Press Release

Business Development:

- Participated in the Monday morning Team Volusia EDC teleconference to discuss County-wide economic development and updates.

- Attended several Deltona Regional Job Fair meetings and worked to obtain commitments from employers.
- Had a discussion with Walter Wheeler, an Ecologist representing a landowner on Howland Blvd., regarding the Deltona Scrub Jay Mitigation Project, its ramifications and benefits.
- Met with Steve Kintner of the Audubon Society, to work on maps which were requested by the City Commission in workshop, as well as other issues and Commission requests.
- Met with Bob Turk, DeLand's Economic Developer, to discuss a joint venture project that might fit in the SR 415 corridor.
- Met with members of the Planning & Development staff and George Voll, J&J Security, regarding his expansion plans in Deltona.
- Attended the Deltona Plaza Shared-Use Park & Ride Facility ribbon cutting at 1200 Deltona Boulevard.
- Met with Al Pell to discuss the potential of parcel consolidation for a large project in the SR 415 corridor.
- Participated in the conference call on "Florida Economic Gardening".
- Met with DEDAB Commerce Park & Micro-incubator Study Sub-committee Vice Chairperson Roy Braddy and Chairperson Joe Cerrato individually, to discuss DEDAB issues and meeting prep.
- As City Liaison, attended the meeting of the DEDAB Commerce Park & Micro-incubator Study Sub-committee.
- Called on a local pizza shop franchisee to try to verify expansion plans.
- Verified listing information on 901 Doyle Road (former Federal Trust Bank) and contacted various financial institutions regarding expansion into that space at Providence Boulevard and Doyle Road.

BUILDING & ENFORCEMENT SERVICES thru 02/24/2012

Building Services Division:

Building Permits issued for the week.....	76
Valuation of work permitted for the week.....	\$873,625.80
Inspections completed for the week	112
Total Permits issued for Fiscal Year 11/12	1,061
Valuation of work permitted for the year 11/12	\$9,575,580.65
Permits Issued:	
A/C change out	16
Building Residential.....	2
Concrete Flat Work.....	1
Deck.....	1
Door Replacement	1
Driveway.....	2
Electrical	2
Fence.....	10
Gas Installation	1
Generator	1
Glass Room.....	1
Interior Repair.....	1
Mechanical.....	3
Pool Enclosure	1
Reroof.....	13
Right of Way.....	4
Screen Enclosure.....	1
Shed	3
Sign	1
Solar Panel Installation	1

Water Heater Replacement	5
Window Replacement	5
Total	76

Enforcement Services Division:

Requests for services this week	309	
Animals impounded at the humane societies	36	
Citation warnings issued	30	
Courtesy notices	100	
Abatement notices	10	
Citations issued	13	
Code Enforcement telephone calls	172	
Animal Control calls	121	
Solid Waste calls	102	
Citizen walk in requests for Code Enforcement assistance	11	
Citizen walk in requests for Animal Control assistance	5	
Citizen walk in requests for Solid Waste assistance	2	
Properties requiring grass to be cut by contractors	2	(at a cost of \$70.00)
Certified mailings sent out	23	(at a cost of \$128.80)
Money collected for Animal tags, liens and return to owners	\$1,631.00	
Foreclosures for this week: Deltona	20	
County	39	
Total	59	

CITY CLERK'S OFFICE thru 02/24/12

2nd Floor HR/CC Walk-In Customers	77	
2nd Floor calls Answered	22	
Packages Picked Up	1	
Packages Received	29	
A/P Invoices Opened	92	
Newspapers	16	(11 hours)
Public Records Requests Received	6	
Public Record Request Amount Received	\$3.21	
Documents imaged, pages	4,581	
Large scale drawings imaged, pages	22	

FINANCE DEPARTMENT thru 2/29/2012

- Posted bid for Security Camera Project at City Hall (pre-bid meeting to be held on March 6th, and bids are due March 15th).
- Award of City Newsletter on March 5th agenda.
- Agreements for Landscape Architect firms are going through the Legal Department's contract approval process.
- Selection Committee met regarding Financial Advisory Services RFP; they will be meeting with the firms on March 6, 2012 for a question/answer session.
- Updating Asset Trak system in order to do a "practice run" prior to training on March 9, 2012.

- Testing online change orders through the workflow process; training to take place within the next few months.
- Testing online receiving in Munis.
- Continue to work on Final revision of credit card policy.
- Attended Tyler Content Management (a paperless document management software system) monthly meeting.
- Submitted Local Highway Finance Report to Florida Dept. of Transportation.

Accounts Payable Section

Check Run Date:	2/3/2012	
Checks Processed	255	\$815,759.10
Invoices Processed:		
Carol	298	376,148.52
Julia/Jacque	209	431,734.77
UB Refunds	121	7,875.81
	<hr/>	
	628	\$815,759.10
	<hr/> <hr/>	

Check Run Date:	2/17/2012	
Checks Processed	330	\$1,574,481.27
Invoices Processed:		
Carol	210	663,291.46
Julia/Jacque	227	896,999.67
UB Refunds	198	14,190.14
	<hr/>	
	635	\$1,574,481.27
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Payroll Section

Check Run Date:	2/2/2012	
Total Employees	306	
Time Sheets Processed	612	
Checks Processed	29	
Direct Deposits Processed	288	
Total Payroll including benefits	\$ 664,591.73	
Miscellaneous:		
Flexible Spending Reimbursement	29	

Check Run Date:	2/16/2012	
Total Employees	307	
Time Sheets Processed	614	
Checks Processed	28	
Direct Deposits Processed	290	
Total Payroll including benefits	\$ 658,381.91	
Miscellaneous:		
Flexible Spending Reimbursement	23	

FIRE/RESCUE DEPARTMENT thru 3/01/2012

Fire Chief Staples:

- Developed Agenda Memorandum for renewal of a revised Interlocal Agreement for Mutual Aid Responses with Volusia County government and other municipalities in Volusia County. (This agreement will supersede the previous agreement approved by the Commission that did not include Volusia County government.)
- Working with Orange City and DeLand for an Interlocal Agreement for Automatic Aid and other like services. This is a cooperative effort between the three municipalities' fire departments to provide smooth interoperability between the areas served by all three departments. Besides response to fires and medical emergencies, this agreement will provide for inter-agency sharing of resources such as Special Operations, Training and Aerial / Ladder responses.
- Working with Volusia County and the other municipalities in Volusia County on the development of an Interlocal Agreement for Automatic Aid and Closest-Unit Response between all jurisdictions. This agreement will provide smooth interoperability between all entities in Volusia County for Fire, Rescue and other All-Hazard responses.
- Work continues on preparations for the department's Insurance Services Organization (ISO) site visit scheduled for March 6th.

Fire Chief Rafferty:

Admin/Daily:

- Meetings with station Chiefs (personnel issues).
- Meeting with Ten-8 for TNT equipment.
- ISO Prep Meetings.
- Meeting with Lt. Sievert and Lt. Drexler.

Response:

- Fire Alarm Sounding.
- MVA x 2.
- Med Calls x 2.

Training & Safety:

- Street orientation training continues.
- Target Safety Training (CO2, Hose, Fraud).
- Attended Special Ops Training.
- CO Training class x 4.

EMS:

- Meeting with Boundtree Medical (CPAP and Hydromover).
- Meeting with Physio Control.

Assistant Chief DeBose:

- Completed the WOC TEST for company officers and division chiefs.
- Completed target safety assignments.
- Attended training session taught by Ted Piper from Massimo on carbon monoxide poisoning.

HUMAN RESOURCES DEPARTMENT thru 2/29/2012

- 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 – 1118
- Applications received:
 - (01) Utility Maintenance Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Background check – (1) Public Works Technician.
- Scheduled pre-employment physical and drug screening for: (1) Public Works Technician.
- New Hire orientation: (1) Public Works Technician.
- FMLA requests: 2
- Conducted mini training session on City's Dress Code Policy for City Hall – 2nd Floor.
- Separations including exit interview: C. Howard; WasteWater Operator (Resignation), K. Fick; Law Clerk (position eliminated).
- Participated in telephone Unemployment hearing for former employee.
- Logging and organizing scholarship applications for the William S. Harvey Scholarship Selection Committee.
- Continue to coordinate for the Regional Job Fair: participated in a general executive planning meeting with CBE, an internal city logistics meeting and an internal parking/security meeting which included participation by VCSO.

PARKS AND RECREATION DEPARTMENT thru 2/25/2012

Administration:

- Farmers Market: 5 vendors, 155 cars.
- Met with ARC representative re: Thornby Park.
- Visited parks with Risk Manager to inspect tennis and basketball courts.
- Met with contractor regarding repairs to tennis and basketball courts.
- Website update for department.
- Processed 10 permits for pavilion rentals.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|--------------------------|
| ● Deltona Community Center | 3 permits issued | Weekly attendance – 858 |
| ● Harris M. Saxon Community Center | 0 permit issued | Weekly attendance – 260 |
| ● Wes Crile Park | 1 permit issued | Weekly attendance – 1879 |
| ● Skate Park | 6 new passes | Weekly attendance – 949 |

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series starts on Saturday, April 14th featuring AP60.
- City Hall:
 - 5th Annual Ability Fair is scheduled for Saturday, March 10th from 10:00 a.m. to 2:00 p.m.
 - Arbor Day is scheduled for Friday, April 27th at 10:00 a.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:
 - Annual Eggstravaganza event is scheduled for Saturday, March 31st.

- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.
- Keyville 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 has ended.
- West Volusia Youth Baseball spring season continues.
- Deltona Little League registration and practice continue.
- Deltona Youth Soccer spring practice is 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.

- Mowed, edged and weed-whacked: Campbell Park, City Hall, Sheriff's Office and Veterans Memorial.
- Changed restroom locks at Firefighters, Manny Rodriguez, Timber Ridge and Wes Crile Parks.
- Deltona Community Center – Pressure-washed School House and replaced rotted trash can.
- Vann Park – Continued opening day preparation for Little League.
- Wes Crile – Removed and replaced dead memorial tree; filled cracks in tennis court
- Picked up tables, chairs and tents and returned them to Wes Crile, storage and City Hall.

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 (floors, toilets, sinks, etc.); 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 Allen Plumbing to check on water heater.
- Got paint chips for testing.
- Escorted Boyers Locksmith.
- Escorted Wiginton Fire Services to do inspections.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex

- Baseball and Pony League Fields
- Vann Park
- Dupont Lakes
- Wes Crile Park
- Set Shea Field for Trinity softball.
- Continued adding clay to fields at Vann Park.
- Sprayed Campbell Park with TB3 fertilizer.
- Sports Complex:
 - Removed soccer nets from goals used by Philadelphia Union.
 - Added irrigation to field 3.
 - Removed trees from fence along bridge between Pony League and Sports Complex.
 - Repaired fence by the bridge.
 - Repaired irrigation at Pony League.
 - Top dressed and dragged complex with sand and milorganite.

PLANNING & DEVELOPMENT SERVICES thru 2/29/2012

Executive Summary:

The Planning and Development Services Department spent the week preparing packages for the Planning and Zoning Board meeting on March 21st. Items on the P&Z agenda include the Sign Ordinance, a rezoning application for the proposed Dunkin Donuts, a presentation on P&Z powers and duties as provided in Article XII of the Code of Ordinances, and a discussion on the traffic study for the Family Dollar at 951 Doyle Road.

Planning:

The Planning Section is assisting in preparing the packages for the P&Z board and the City Commission for the Sign Ordinance (Ordinance No. 04-2012) and the rezoning application for the Dunkin Donuts. Also coming forward to the City Commission is Resolution No. 2012-06, which is a proposed third impact fee moratorium for the City since 2009. The proposed moratorium is similar to the previous two, in that there would be a cessation of fire/rescue and law enforcement fees for a period of one (1) year. Staff reviewed the updated version of the Preliminary Plat for the Deltona Village and, pending the applicant's required changes to the plat, can issue a Development Order.

Housing & Community Development:

The Community Development Section was busy selling NSP homes. Within the last two weeks, staff worked to close 2689 Derby Drive, 1561 O'Hara Street, and 3064 Blaine Circle. These represent the sale of 37 homes, with five under contract to sell, and eight needing offers. The sale of the 37th home is a 74% completion rate within NSP 1, with over a year left to complete the sale of these homes. Staff is focused on Habitat for Humanity completing the house at 1242 Abigail Drive and starting the home at 3064 Shallowford Street. Staff is starting their first redevelopment home within NSP 3, which will eliminate blight on Mayflower Avenue and add a new house that is compatible with the neighborhood. Spending efforts in SHIP and CDBG continue routinely.

PUBLIC WORKS thru 3/01/2012

Traffic Operations:

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

- **Signs:**
 - Completed 10 sign repair work tickets in the City.
 - Fabricated 7 new street name signs.
 - Installed 7 new street name signs.
 - Fabricated and installed (1) school crossing sign & (1) school arrow sign at Cortland & Maltby.
 - Replaced from stock (1) stop sign at Tamerlane & Urbana.
- **Asphalt:**
 - Completed 20 asphalt repair work tickets – 2 ton.
 - Repaired sections of road for Stormwater Department at Sheffield & Hobson – 7 tons.
 - Repaired 9'x 20' section of road for Stormwater Department at 725 Lorraine – 2 ¼ tons.
 - Repaired 7'x 20' section of road for Stormwater Department at 720 Lorraine – 2 ¼ tons.
 - Repaired 8'x 20' section of road for Stormwater Department at 715 Lorraine – 2 ¼ tons.
 - Repaired 8'x 20' section of road for Stormwater Department at 695 Lorraine – 2 tons.
- **Speed Trailer:** Removed speed trailer at Vicksburg & Fillmore.
- **Message Board:** Installed boards and also removed them from City Hall. (1) before City Hall and (1) across from City Hall.
- **Misc:** Gator Lane & Glenhaven – informed resident that the street sign is on private road and would be up to homeowners to install a new one.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Normandy Blvd – measure and stake out locations for trees.
 - Howland Blvd- checked and repaired irrigation as needed.
 - Providence Blvd – checked and repaired irrigation as needed.
- **Concrete:**
 - Sidewalk repair at 1285 Briarwood – 5'x 4'; 2821 Fern – 5'x 4' & 4'x 4'.
- **Clam Truck:**
 - Debris – 21.
 - Trimming – 13.
- **Drop Offs:**
 - Repaired drop off with fill dirt at 1439 Galena; 2897 W Covington; 1132 Vicksburg; 2031 Montecito; 2110 Montecito; 2040 Montecito; 2614 Ainsworth; Across from 2499 Barbarossa; .
 - Repaired drop off with pieces of sod at 2479 Kimberly, 35 pieces; 2693 Beal, 24 pieces; 476 Oslo, 15 pieces; Across from 2401 Barbarossa, 20 pieces; 1905 Philadelphia, removed dirt and placed 20 pieces; Fern, 20 pieces.
 - Replaced 1/8 pallet of sod at 2681 Derby; 2872 Derby.
 - Replaced ¼ pallet of sod at Beal & Sable 2725 Windsor Heights.
 - Repaired drop off and replaced 1 ¼ pallets of sod at Fisher between Providence & Oslo.
 - Replaced 1 ½ pallet of sod at Renton.
- **Misc:**
 - City Wide – emptied all trash containers.
 - Harbinger & Morven – evaluated concern resident had with bush blocking view of traffic (nothing found).
 - 3125 Noah – raked ruts out of right of way.

Fleet Maintenance Division:

- Vehicles PM – 2 Repairs – 8
- Equipment PM – 1 Repairs – 6
- Road Calls 2
- 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:**
 - Lorraine Dr – formed 4 driveways and poured concrete back; 12 nyloplast basins; reshaped swales; fixed irrigation; placed sod around area.
 - 2563 Sheffield Dr – took out driveway and formed up; installed 120’ of 8” hdpe pipe; mudded box; poured back driveway; reshaped swales and sodded.
 - 1201 N Oldmill Rd – reshaped pond and ditch.
- **System Cleaning (Vac Truck):**
 - 12 basins cleaned.
 - 710 feet of Stormwater system cleaned.
 - 22.5 yards of debris removed.
 - Storm systems jetted – 3115 Noah Ct; 1591 Courtland Blvd; 1152 Courtland Blvd; 2738 Boyce Ct; 980 Parnell Ct; 965 Courtland Blvd; 316 Post Ct; 740 Courtland Blvd; Courtland Blvd & Mallard; 871 Courtland Blvd; 781 Courtland Blvd; 407 Courtland Blvd; 1030 Courtland Blvd; 1001 Parnell Ct.
- **Right of Way Mowing Crew:**
 - 2 miles of right of way mowed.
 - Main road mowed – Ft Smith Blvd.
- **Right of Way Litter Crew:**
 - 688.625 gallons of litter removed.
 - Main road trash pickup – Alexander; Anderson Dr; Cloverleaf Blvd; Deltona Blvd; Wolf Pack Run; Eustace Av; Trade St; Tivoli Dr; April Av; Catalina Blvd; Captain Dr; Haulover Blvd; Newmark Dr; India Blvd.
 - Picked up trash in alleyways City wide.
- **Misc:**
 - 2320 Matthew Cir – reinstalled grate on box.
 - City Wide – cleaned debris off of storm grates.
 - Sky St/Whipple – checked storm system for any blockage.

UTILITIES thru 2/26/2012

Customer Service

February 2012	Total week ending 02/26/12
DW – Lockbox	2053
Ebox	1020
Call Center Calls	2050
Walk-ins/Drop Box	1084
On-line Payments	1057

Customers Disconnected for Non-Pay

February 2012	Total week ending 2/26/12
Total on Disconnect List	163
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

February 2012	Total week ending 2/26/12
Water Service	
Meter Sets	3
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	10
Locates Received	88
Locates Completed	84
Main Leaks	2
Service Leaks	5
Sewer Repairs	
Sewer Blockage	5
KV2 Valves	4
Service Replacements	1
Meter Change Outs	30
Service Orders	404
Disconnects	163
Drainfield Leaks	
Meter Retirements	2