



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: June 1, 2012

CITY MANAGER'S OFFICE thru 06/01/2012

Communication:

- Working to promote the Hurricane Preparedness Forum via a flyer, DeltonaTV, eblast, social networking and the City's home page.
- Posted Deltona Youth Soccer Club tryouts on Facebook, Twitter, DeltonaTV and the entryway signs.
- Posted the upcoming Health Expo to DeltonaTV.
- Working on promotional items for the next Concert in the Amphitheater featuring the Jazz band, Platinum.
- Participated in the City's EOC/hurricane drill.
- Photographed a student tour group.
- Gathering stories and information for the July, August, September City Newsletter.
- Updated DeltonaTV Schedule for the week of June 3rd.
- Updated programming—UCF (Global Perspectives, MetroCenter Outlook, On the Issues, Arts Performance), White House Chronicle, VA Weekly News, UF Environment programming—for DeltonaTV
- Created DeltonaTV slides for: Memorial Day Holiday, City Hall Closed for Memorial Day.
- Updated the DeltonaTV slides for the Neighborhood Stabilization Program.
- Working on the employee newsletter Pride.
- Posted Hurricane Seminar Preview PSA for DeltonaTV.
- Lee Lopez completed DSC Business Writing Class.
- Scheduled Memorial Day programming marathon featuring veteran-oriented programs.

Media Relations:

- Provided information regarding the business license for EZ Play slots business, to Blaine Tolison/WFTV-TV Ch. 9, and Mark Harper/Daytona News Journal.
- Provided information regarding the NSP property located at 882 Vercelli, to Mark Harper/Daytona News Journal, Kelly Joyce/WOFL-TV Ch. 35, and Al Everson/West Volusia Beacon.
- Provided information regarding the Sanford Chamber of Commerce proposal, to Bob Koslow/Daytona News Journal.

Press Release/s:

- Memorial Day programming marathon
- Platinum Concert
- Hurricane Preparedness Forum 1
- Hurricane Preparedness Forum 2
- Statement of Public Record pertaining to the property at 882 Vercelli

Business Development:

- Attended the DRC meeting for the RaceTrac Convenience Store/Gas Station that is proposed for the intersection of Howland Boulevard and Rhode Island Road. Proposed groundbreaking in 3rd quarter (2012) with opening in late 4th Quarter (2012) or early 1st Quarter (2013).
- Met with representative of Lab Corp to discuss potential for them expanding a facility into Deltona. Provided a “Medical Facilities Map” and a “Commercial Pod Map” of the prospective location of interest.
- Visited businesses listed on the ‘Business Tax Receipt’ list to welcome them to Deltona if new business, or if existing business, ascertain number of new employees and other pertinent facts.
- Prepared meeting packet for the DEDAB Medical Complex and Educational Campus Sub-committee. Meeting is on June 8, at 10:00 AM, in the Second Floor Conference Room. Mary Bruno of Daytona State College will be the guest speaker.
- Met with Van Canada, representative for the Small Business Development Center, to discuss advantages of having a microincubator and a Small Business Assistance Center in Deltona.
- Met with the Planning & Development staff and consultants for the development group that is planning an assisted living facility in Deltona.
- Prepared meeting packet for the DEDAB Commerce Park & Microincubator Sub-committee. Meeting is on June 8, at 3:30 PM, in the Second Floor Conference Room. Ned Harper and Van Canada of the Small Business Development Center, Daytona State College, will be the guest speakers.
- Met with Jason Jones, the new area representative for Edward Jones Investments, at the Publix Plaza in DuPont Lakes Commercial Area.
- Attended a planning meeting for the Business Forum III, which is planned for June 21st. Guest speaker will be Phil Ehlinger, former Executive Director of Volusia County Department of Economic Development.

BUILDING & ENFORCEMENT SERVICES thru 05/25/2012

Building Services:

Building Permits issued for the week.....	77
Valuation of work permitted for the week.....	\$438,065
Inspections completed for the week	170
Valuation of work permitted for the year 11/12	\$14,712,753
Total Permits issued for Fiscal Year 11/12	1,957
Permits Issued:	
A/C Change Out	14
Addition	1
Building Commercial.....	1
Demolition	1
Door Replacement	3
Electrical	4
Exterior Renovation.....	1
Fence.....	10
Garage Door Replacement.....	1
Garage	1
Mechanical.....	1
Other	1
Patio Cover	1

Plumbing.....	1
Pool Above Ground	1
Pool Enclosure	1
Pool In Ground.....	2
Reroof	7
Right of Way.....	5
Screen Enclosure.....	3
Shed	5
Siding	1
Solar Panel	4
Water Heater Replacement	1
Window Replacement	6
<u>Total</u>	<u>77</u>

Enforcement Services Division:

Requests for services this week	378
Animals impounded at the humane societies	47
Citation warnings issued	34
Courtesy notices	175
Abatement notices	25
Citations issued	2
Code Enforcement telephone calls	162
Animal Control calls	140
Solid Waste calls	96
Citizen walk in requests for Code Enforcement assistance	9
Citizen walk in requests for Animal Control assistance	7
Citizen walk in requests for Solid Waste assistance	7
Properties requiring grass to be cut by contractors	9
Certified mailings sent out	32
Money collected for Animal tags, liens and return to owners	\$1,119
Foreclosures for this week: Deltona	6
County	<u>43</u>
Total	49

(at a cost of \$315.00)
 (at a cost of \$184.00)

CITY CLERK'S OFFICE thru 05/25/12

2nd Floor HR/CC Walk-In Customers	57
2nd Floor calls Answered	77
Packages Picked Up	4
Packages Received	39
A/P Invoices Opened	82
Newspapers	16
Public Records Requests Received	4
Public Record Request Amount Received	\$2.16
Documents imaged, pages	4,048
Large scale drawings imaged, pages	0

(8 hours)

FINANCE DEPARTMENT thru 05/30/2012

- Working on 5 year CIP plan for budget.
- Conducting first round budget meetings with City Hall departments.
- Bids for replacement of the tennis and basketball courts at Wes Crile are due on June 6th.
- Scheduled training for all cardholders to review the new Purchasing Card policy.
- Proposals for Bond and Disclosure Counsel Services due June 14th.
- Beginning to review three way match, contracts module, online change orders, online receiving and project accounting modules in Munis for future implementation.

Accounts Payable Section		
Check Run Date:	5/11/2012	
Checks Processed	321	\$ 1,425,787.29
Invoices Processed:		
Carol	306	562,966.80
Julia/Jacque	228	852,916.63
UB Refunds	187	9,903.86
	721	\$ 1,425,787.29
Check Run Date:	5/25/2012	
Checks Processed	269	658,869.84
Invoices Processed:		
Carol	239	238,880.60
Julia/Jacque	169	411,552.51
UB Refunds	142	8,436.73
	550	\$ 658,869.84

Payroll Section	
Check Run Date:	5/10/2012
Total Employees	309
Time Sheets Processed	618
Checks Processed	26
Direct Deposits Processed	293
Total Payroll including benefits	\$ 668,473.60
Miscellaneous:	
Flexible Spending Reimbursements	31
Check Run Date:	5/24/2012
Total Employees	308
Time Sheets Processed	616
Checks Processed	24
Direct Deposits Processed	294
Total Payroll including benefits	\$ 678,659.66
Miscellaneous:	
Flexible Spending Reimbursements	22

FIRE/RESCUE DEPARTMENT thru 05/30/2012

Fire Chief Staples:

- Chief Staples and Rafferty attended a Community Partnership Academy Awards Ceremony conducted by the Volusia County School Board and the Center for Business Excellence. The Department was awarded a certificate recognizing the partnership with the Deltona High School Health Services Academy. Students receive in-service education and participate in a ride-along experience during their junior and senior years.
- Participated in the City wide hurricane drill.
- Attended an organizational meeting of the Florida Fire Chiefs' Association Fire-Rescue East ALS/BLS Competition Committee to develop scenarios and organize the 2013 competition held in Daytona Beach.

Deputy Chief Rafferty:

- Met with Dr. Warren, Daytona State College EMS Program, requesting assistance for EMS evaluation.
- Attended EMS Week luncheon.
- Attended the VC School Board Award Program in Daytona.
- Attended the FFCA ALS Competition Committee Meeting in Ormond Beach.
- Attended the Hurricane Drill at City Hall.
- Conducted EMS Rider In-Service for DSC students to ride with DFR (3 sessions).

Asst. Chief Debose:

- Assisted Kissimmee Fire Department with Lt. Assessment Center (promotional process).
- Attended Hurricane Drill at City Hall.
- Participated in EMS Week functions.

David Faer, Public Education:

- Read to 40 students (4-classes) at Trinity Assembly Pre-school in conjunction with the Early Learning Coalition of Flagler and Volusia.
- Fire Safety talk and apparatus tour was given to 40 pre-K students at Deltona Christian School.
- Three Pride articles submitted:
 - Overview of EMS Week;
 - Water safety tips;
 - The Fire Explorers' Personal Safety Awareness Class with the Deland Police Explorers.

HUMAN RESOURCES DEPARTMENT thru 05/30/2012

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (1,177)
- Applications received:
 - (02) Water Operator
 - (01) Waste Water Operator
 - (01) Utility Billing Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Separations processed including exit interview: T. Sievert; Utility Customer Service Rep. (Resignation)
- Prepared & sent out new internal job posting for Utility Billing Tech.

- Researching Public Record Exemption forms.
- Attended the Business Writing class @ DeBary City Hall.
- Reviewing Mercer Employer-Sponsored Health Plan survey results.
- Processed (1) ICMA-RC loan application.

PARKS AND RECREATION DEPARTMENT thru 05/26/2012

Administration:

- Farmers Market: 1 vendor, 101 cars (due to inclement weather)
- Met with Advanced Recreational Concepts to do walk-thru inspection of the new playground at Harris Saxon Park.
- Processed 14 permits for pavilion rentals.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 1,122 |
| • Harris M. Saxon Community Center | 1 permits issued | Weekly attendance – |
| • Wes Crile Park | 2 permits issued | Weekly attendance – 2,422 |
| • Skate Park | 8 new passes | Weekly attendance – 415 |

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series: Saturday, June 9th at 7:00 p.m. features Platinum Band (Jazz).
- City Hall:
 - Community Health Expo, Saturday, June 16th from 10:00 a.m. to 2:00 p.m.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.
- Wes Crile Park:
 - Youth Flag Football (summer season) returns at the end of May.
 - Summer camp starts on June 11th.

City Leagues Currently Underway:

- Men's senior league continues.
- Men's league continues.

Partner Leagues Currently Underway:

- FBVA spring season continues.
- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season continues.
- Deltona Adult Soccer (6v6) has started.

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: City Hall, Dwight Hawkins, Festival, Firefighters Memorial, Keysville Dog Park, Manny Rodriguez and Veterans Memorial.
- Picked up trash at various parks.
- Campbell Park – Repaired sewer line in restroom.
- Dupont Lakes – Painted perimeter fences.
- Festival Park – Installed new baby changing station; replaced collars/clamps on “lift me up” set.
- Manny Rodriguez – Restroom repair; replaced garbage can due to vandalism; replaced sections of perimeter fence.
- Timber Ridge Park – Completed painting building.
- Vann Park – Repaired window.
- Veterans Memorial – Built and poured form for Coast Guard sign; painted shackle, installed chain on anchor.
- Miscellaneous: Picked up supplies at 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; replacing soap dispensers; 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.

- Spackled, painted and set yearly highlights in Chambers next to “tree”.
- Set up chambers for EOC training.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Fertilized Campbell Park.
 - Removed and replaced valve at Vann Park.
- Sports Complex:
 - Top dressed soccer fields.
 - Fertilized Pony League.
 - Restroom repairs.
 - Cleaned up complex after soccer tournament.
 - Sprayed clay infield with Round-Up at Pony League.

PLANNING & DEVELOPMENT SERVICES thru 05/30/2012

Executive Summary:

The Planning and Development Services Department completed a busy week with the conclusion of the Preliminary Plat for Deltona Village. The issuance of the Development Order for the Preliminary Plat marks a milestone, and the applicant is now able to submit for the Final Plat. Since the Final Plat is anticipated to be an identical document to the Preliminary Plat, the Final Plat review should expedite matters. The Final Plat is required to go to the Development Review Committee (DRC) and City Commission for their review and approval.

Planning:

The Planning Section is preparing staff reports for: the Dunkin Donuts Final Site Plan; a McDonalds inside of the WalMart center; and the two Dollar General Store applications. The Final Site Plan for the RaceTrac along Howland Boulevard, within Deltona Village, is also being brought to the DRC this week. Finally, work continues on the Findings of Necessity for the anticipated CRA and it is expected that this document will be completed internally by early July and ready to present to the City Commission at a Commission Workshop.

Housing & Community Development:

The Housing Section attended a nationwide conference call with HUD to learn the process for closure of the NSP 1 initial grant funds. Every community will be required to:

1. Have the homes sold by their deadline (ours is in 2013)
2. Meet the Very Low Income requirement;
3. Monitor for continued affordability;
4. Ensure the files are complete.

The City is ahead of schedule, currently at a 79% completion rate and anticipating sale of seven (7) homes to get to 92%. The remaining four (4) homes will need to be sold by the deadline and two (2) of those homes will need to be sold to Very Low Income applicants for the City to meet that HUD requirement. File review and internal monitoring continues. Finally, on-site monitoring is occurring in CDBG and the close-out of SHIP continues and is anticipated to be completed by the end of June 2012.

PUBLIC WORKS thru 05/25/2012

Traffic Operations:

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

- **Signs:**
 - Completed 5 sign repair work tickets in the City.
 - Fabricated & installed 15 new street name signs.
 - Replaced from stock (4) red "Warning Diamonds" (OM4-3) at the end of Sullivan St.
 - Added 2012 Baseball Champions to the Trinity Christian Academy plaque at Howland & SR 415; Howland & Graves, Deltona Blvd & Doyle as well as Saxon & Normandy Blvd.
- **Asphalt:**
 - Wolf Pack Run – used 1 bag of cold patch to repair multiple potholes.
 - Normandy Blvd E – used 1 ¼ bags of cold patch to repair potholes.
- **Speed Trailer:** Removed speed trailer at 656 Gainsboro.
- **Message Boards:** "Click It or Ticket" program.
 - Saxon Blvd & Normandy Blvd N – moved to Deltona Blvd & Doyle.
 - Howland & Graves – moved to Providence Blvd, in front of Fire Station.

- **Thermoplastic Striping:**
 - White 12” stop bars – 10 with a total of 125’.
 - Yellow 6” center lines – 1712’.
 - Yellow RPMs – installed at Courtland & Doyle.
- **Misc:** Antilles & Normandy – installed yellow reflectivity to guard rail.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Providence Blvd – routine maintenance; sprayed mulch beds for weeds.
 - Howland Blvd – routine maintenance.
 - Normandy Blvd – routine maintenance; cut back and buried all chase lines.
 - Elkcarn Blvd – sprayed mulch beds for weeds.
 - City Signs: Howland Blvd sign.
- **Concrete:**
 - Sidewalk repairs – 695 Hartley – 18’x 4’ & 2’x 4’; 696 Tradewinds – 16’x 4’; Crawford & Lily – 20’x 4’.
- **Clam Truck:**
 - Debris – 7
 - Trimming – 4
- **Drop Offs:**
 - Antoinette & Applegate – installed 1 ½ pallets of sod.
 - 1510 Zinnia – installed 1 pallet of sod.
 - 2913 Elkcarn – installed ¾ pallets of sod.
 - 977 Hugo; 899 Treadway; Conyers between Howland & Alloway; 1500 Catalina; Jackson; 2418 Austin; 668 E Normandy; 661 E Normandy; 2886 Elkcarn – installed ¼ pallet of sod.
 - 1431 Tune; 906 Treadway – repaired drop off and replace ¼ pallet sod.
 - 3193 Buckland – reshaped swale and installed ¾ pallet of sod.
 - 1506 Lavilla – repaired drop off and installed ¾ pallet of sod.
- **Slope Mowing:** 1639 Oxford – 240’; 1640 Oxford – 260’; 680 Lorraine – 160’; 1591 Randolph – 160’; 535 Nardello – 320’; 1457 Drysdale – 100’; 430 Dressel – 350’; E Slater – 500’.
- **Miscellaneous:**
 - 1182 Banner – removed overgrown weeds from sidewalk.
 - City Wide – completed trash route.
 - Courtland Blvd near Save-A-Lot – removed pea gravel and installed ¼ pallet of sod.
 - Fish Hawk Rd – graded out road and installed recycled concrete.
 - 1658 April – removed broken glass from road.

Fleet Maintenance Division:

• Vehicles	PM – 6	Repairs – 9
• Equipment	PM – 1	Repairs – 8
• 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:**
 - 2415 Haulover – poured back sidewalk with concrete and poured 2 mitered ends on pipe; completed swales and placed sod.
 - Stanton/Worthington – poured a concrete collar around box.
 - 3061 Malcolm – prepped area for pipe project.
 - 431 Sullivan – recut swale next to I4 wall for proper water flow and placed sod.
 - 2072 Monterey – repaired swale across from this address.
 - 984 Gaucho – cleaned debris from outfall ditch for Lake Gleason.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 8.7 acres drainage areas maintained.
 - Ponds mowed – 2150 Deck; 1641 Houston; 665 Malaga; 3298 Tallwood; 593 Tradewinds; 310 Montego; 489 Tradewinds; 1700 Philadelphia; 682 Anderson; 878 Whitewood; 1537 Norbert; 810 Kangaroo; 1190 Saxon; 1495 Elkcam; Omaha; Beechdale; Alex Ln; Corrigan; 1780 Whipple; 3178 Mapleshade; 2035 Borinquen; 2383 Collingswood; 2601 Haulover; 2660 Eustace; Covington; Roseapple.
 - Ditches mowed – 2147 Howland; 1310 Portillo; 989 9th; 1201 Old Mill N; 738 Leeward; 2355 Welton; 699 Piedmont; 2442 Walkertown; 810 Alex Ln; 963 Waycross; 1004 De Carlo; 2170 Clearwater; 3252 Roland; 37 Courtland; 2550 Enterprise/Osteen; 625 Leland.
- **System Cleaning (Vac Truck):**
 - 4 basins cleaned.
 - 275' of stormwater systems cleaned.
 - 8.5 yards of debris removed.
 - Storm systems jetted – 624 Radcliff; Abeline/Melagano; 1665 Hanover.
- **Right of Way Mowing Crew:**
 - 32 miles of right of way mowed.
 - Main Roads mowed – Elkcam; Ft Smith; Cloverleaf; Anderson; Alexander; Catalina; Tivoli; Captain; Haulover; Newmark; Deltona Blvd.
 - Sectors mowed – 12; 13; 14; 15; 16; 17.
 - Alleys mowed – 484; 1021; 1024.
- **Right of Way Litter Crew:**
 - 297 gallons of litter removed.
 - Main road trash pickup – Elkcam; Normandy; Alexander; Anderson; part of Courtland.
- **Miscellaneous:**
 - 201 Howland – cleaned truck SW0827.
 - City Wide – watered new sod; weekly inspections on all pump stations and control structures; cleaned trash from pond.
 - Elkcam Blvd; Ft Smith Blvd – painted headwalls yellow.
 - Dade Ct; Ft Smith; Ronda – repaired rails.
 - 2710 Haulover Blvd – trimmed and removed tree limbs.
 - 2415 Haulover Blvd – removed road closed sign from job site.
 - Haulover Blvd – moved message boards down the street to the next job.
 - Normandy Blvd N – removed trash bag of grass from row.
 - Eva Ct; Hartley Ave – painted floor at pump station.
 - Courtland Blvd – paint lids yellow.
 - 1535 Agatha Dr; Alley 566; 1570 Zinnia; 1182 Banner Ter – mowed row.
 - Cloverleaf Blvd – removed tree branches from ditch.

UTILITIES thru 5/27/2012

Customer Service

May 2012	Total week ending 5/27/12
DW – Lockbox	1963
Ebox	1094
Call Center Calls	2180
Walk-ins/Drop Box	896
On-line Payments	927

Customers Disconnected for Non-Pay

May 2012	Total week ending 5/27/12
Total on Disconnect List	110
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

May 2012	Total week ending 5/27/12
Water Service	
Meter Sets	2
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	14
Locates Received	81
Locates Completed	80
Main Leaks	2
Service Leaks	3
Sewer Repairs	3
Sewer Blockage	2
KV2 Valves	
Service Replacements	3
Meter Change Outs	41
Service Orders	423
Disconnects	110
Drainfield Leaks	4
Meter Retirements	18