



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: April 15, 2011

## CITY MANAGER'S OFFICE:

### COMMUNICATION: 4/13/11

- Met with Frank DeMarsh and Jerry Mayes on the site of the future Epic Theaters.
- Filmed for later broadcast the Impasse Hearing/Commission Meeting of April 8.
- Coordinated volunteers to shoot video at the Volunteer Appreciation Brunch and the Concert & Cruise-in on April 9.
- Sent photo cards of February and March to Superstar students on behalf of the Mayor and Commission.
- Continue to work on an Annual Report concept for the City Manager.
- Promoting the Foreclosure Prevention Workshop, the Skate Competition and Eggstravaganza.
- Created programming schedules for DeltonaTV for the weeks of 4/17 and 4/24.
- Videotaped VCSO Substation Ribbon Cutting.
- Contacting the Offices of the Governor and G Swoope/Enterprise Florida, regarding invitations to May 12 Business Forum.
- Created DeltonaTV slide for City Hall Closed on 4/22.
- Produced PSAs for Arbor Day 2011 Advancer, Thornby Dedication and NSP House Ribbon Cutting.

### Media Relations ~

- Sent information to Greg Lienesch of the *Daytona Beach News-Journal* regarding the next phase of the Fort Smith road improvement project.
- Provided information to Mark Harper of the *Daytona Beach News-Journal* regarding the Special Commission Meeting/Impasse Hrg
- Provided information to Mark Harper of the *Daytona Beach News-Journal* regarding the Howland Blvd access road- from 4/4 Comm Mtg, item 10b
- Provided information to Mark Harper of the *Daytona Beach News-Journal* regarding the Home Occupation Ordinance

### Press Releases ~

- Eggstravaganza.
- Foreclosure Prevention Workshop.

### Business Development ~ 4/11/11 – 4/15/11

- The EPIC Theatre Groundbreaking Team met with Frank DeMarsh.
- DEDAB meeting to begin review and updating the City's 5-Year Strategic Economic Development Plan.
- Attended the West Volusia Regional Chamber of Commerce meeting in Debary.
- Attended meeting regarding potential of AT&T Mobile putting cell towers in Deltona.
- Steve Seacat executed his lease and sub-lease with Winn Dixie for their facility in Deltona Plaza. He hopes to open the Deltona Mini Mart on or about June 15.

- Did review on companies for UL ratings on 2-hour fire retardant products.
- Worked with Gary Cooney, City Attorney, on issues with Deltona Minimart.
- Attended the West Volusia Economic Development Committee meeting in Orange City.
- Attended EPIC Theatre Groundbreaking Ceremony City team meeting.
- Attended the Deltona Business Forum team meeting.
- Met with Jim Carlson, Business Banker with CNL Bank.
- Sent out formal invitations to booth attendees for the May 12 Deltona Business Forum.
- Attended the Retailer One on One Franchise Show in Orlando to gather franchise information.

**BUILDING & ZONING SERVICES: Week of 4/1/11 thru 4/8/11:**

• Building Permits issued for the week	91
• Valuation of work permitted for the week	\$1,573,057.05
• Inspections completed for the week	127
• Total Permits issued for Fiscal Year 10/11	1,567
• Valuation of work permitted for the year 10/11	\$15,429,667.03
• Solar Rebates Processed this week:	1
• Total Solar Rebates processed since 2/1/10:	83

**Permits Issued 4/1/11 – 4/8/11:**

AC Change Out	9
Building Comm	1
Building Res	4
Comm Build Out Small	1
Concrete Flat Work	2
Door Replacement	1
Driveway	1
Electrical	10
Fence	17
Garage Door Replacement	1
Patio Cover	1
Pool Above Ground	1
Pool Enclosure	3
Reroof	17
Right Of Way	3
Screen Enclosure	2
Shed I	5
Siding	1
Solar Panel Install	2
Water Heater Replacement	3
<u>Window Replacement</u>	<u>6</u>
Total	91

**CITY CLERK'S OFFICE: Week of 4/4/11 – 4/8/11**

**Department Staff:**

- 2<sup>nd</sup> Floor HR/CC Walk-In Customers: 83
- 2<sup>nd</sup> Floor calls Answered: 19
- Packages Picked Up: 1
- Packages Received: 46
- A/P Invoices Opened: 174
- Newspapers: 16 (9 hours)
- Public Records Requests Received: 2
- Public Record Request Amount Rec'd: \$0
- Documents imaged, pages: 1669
- Large scale drawings imaged, pages: 45

**ENFORCEMENT SERVICES DEPARTMENT:**

- Responded to 294 requests for services this week.
- Animals impounded at the humane societies: 32.
- Citation warnings issued: 12.
- Courtesy notices: 101.
- Abatement notices: 50.
- Citations issued: 5
- Code Enforcement telephone calls: 85.
- Solid Waste calls: 72.
- Citizen walk in requests for Code Enforcement assistance: 17.
- Citizen walk in requests for Solid Waste assistance: 2.
- Properties requiring grass to be cut by contractors: 11 at a cost of \$385.00.
- 73 certified mailings were sent out at a cost of \$404.42.
- Money collected for Animal tags, liens, citations and return to owners: \$340.00.
- Foreclosures last week:

Deltona	2
Volusia County	24
Total	26

**FINANCE DEPARTMENT:**

- Bids for steel building for Sports Complex due April 14, 2011.
- Completed most of the Fire Department physical inventory. Only a few trucks and the radios need to be inventoried.
- Preparing list of items for auction to be brought to Commission for approval.
- Updating Purchasing Card Policies and Procedures.
- Updated Procurement Policies and Procedures.
- Prepared agenda memo for purchase of goods & services related to a 25kVA UPS for the server room.
- Met with City Attorney to discuss Street Lighting Districts.
- Working on procedure to reconcile independent software systems to financial software (audit comment).

**FIRE DEPARTMENT:** 4/14/11

**Fire Chief:**

- Attended a Tech./Ops meeting with VCSO on consolidation of 9-1-1 Communications center.
- Participated in the Impasse Resolution Hearing held on Friday, April 8<sup>th</sup>.
- Attended the VCSO Substation Grand opening dedication ceremony.
- Participated in a celebration and appreciation dinner for our 9-1-1 Telecommunicators in recognition of National Telecommunicators Week.

**EMS:**

- Met with Nick Sassic about possibly changing vendors for firefighter physicals this year.
- Attended a Stroke Committee meeting at CFR (Central Florida Regional) hospital.
- Researching different EMS billing companies.
- QA medical reports and dealing with some report writing issues.
- Laminated ITLS cards for all EMT's and Paramedics, filled copies of cards in personnel folders, prepared additional copies to mail to Volusia County EMS.
- Collected fees from students and scheduled a CPR Pro Recertification class for Saturday.
- Spoke with Tricia from Texas Roadhouse regarding donation of food for EMS Week.
- Updated firefighter ITLS certification date in Target Safety.
- Sent out March customer survey cards.

**Safety & Training:**

- Working with Commander Link of Deland Fire Department on developing a Safety Manual and firefighter injury/death reporting policy.
- Redeveloping working out of class policy for Engineers working as Lieutenants.
- Working with Assistant Chief Hughes and Deputy Chief Rogers on MCI drill.
- Inventory of Craft Building with Sue Houle and Kate from Finance.
- Training with Deputy Nabicht on entering fire reports.

**Fire Loss:**

Monthly Inspection Summary - March 2011

Annual Commercial Inspections	99
Occupational License-Commercial	16
Occupational License-Residential	30
DCF Inspections	16
Plans Reviews	25
Systems Inspections	5
Construction Inspections	9
C/O Inspections	1
Complaint Inspections	2
Special Inspections	3
Burn Permit Inspections	1

Consultation	23
Hydrants - Installation Inspection - Flow Test - 613	613
Pre-plans	30
Quarterly Fire Station Inspections	3
School Fire Drills / Security Plan Review / School Annual Insp. 33	33
City Facilities	1
<b>Total Inspections</b>	<b>910</b>

Fire Investigations	2
Follow up Investigations	2
Juvenile Fire Setter Programs	1
Public Education Programs	6
Bio-Terrorism Calls	0

Monthly Incident Statistics – March 2011

Incidents	
Calls	753
Nulls	1
<b>Total Calls</b>	<b>753</b>

Mutual Aid Calls	
Mutual Aid Given	8
Mutual Received	29
Automatic Aid Given	4
Automatic Aid Received	5
<b>Total Calls</b>	<b>46</b>

**HUMAN RESOURCES DEPARTMENT:**

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders: 1<sup>st</sup> Floor lobby- (5) added, 2<sup>nd</sup> FL Lobby (5) added; (To date 4/13/11) total # of Deltona JOBS Program folders taken – (921).
- Applications received: (30) Enforcement Services Officer, (1) Stormwater Tech,(1) Wastewater Operator
- Background checks: (4) Utility System Tech, (2) Utility Customer Service Rep.
- Finished Quarterly Report
- Pre-Employment Drug Screenings & Physicals scheduled: (2) Utility Customer Service Representatives and (1) Utility Systems Technician.
- Reconciled FSA balances and in the process of sending out reminders.
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- FMLA requests: 2
- Separations including exit interviews: M. Ducharme – Utility System Tech (termination), Luz Quinones – Utility Customer Service Rep. (resignation)
- Met with Wellness Committee to finalize results of the Weight Loss Contest.
- Met with Dpty City Mgr, Fire Chief, and Volusia County (Telecommunicator Project) transition team.

- Participated with City management negotiations team at Legislative Hearing with the City Commission regarding IAFF contract impasse.

**PARKS AND RECREATION DEPARTMENT: Week ending 4/8/11**

**Administration:**

- Farmers Market: 9 vendors, 166 cars.
- Hosted the Volunteer Appreciation Reception.
- Hosted the Concert in the Amphitheater and car show.
- Provided support for Deltona Spring Fest.
- Attended the Budget Strategy Workshop.
- Prepared materials for Eggstravaganza.
- Attended VCSO Ribbon Cutting Ceremony.
- Hosted the Youth Advisory Sub Committee Meeting.
- Hosted the Parks and Recreation Advisory Board Meeting.

**Facility Use Permits include:**

- Deltona Community Center – 2 permit issued. Weekly attendance – 2,375.
- Harris M. Saxon Community Center – 2 permits issued. Weekly attendance – 486.
- Wes Crile Park – 4 permits issued. Weekly attendance – 1,785.
- Skate Park – 14 new passes. Weekly attendance – 971.

**Special Events/Programs:**

- Amphitheater: Concert and Car Show on May 14<sup>th</sup> from 7:00-9:00pm. Country/Western Group called Hayfire.
- City Hall: Arbor Day – Friday, April 29<sup>th</sup> from 11:00am-1:00pm.
- Deltona Community Center: Zumba dance classes Thursdays at 7:00p.m.
- Dewey Boster Sports Complex:
  - Little Linksters Spring session will end on May 7<sup>th</sup>.
  - The Orlando City Soccer Club continues training.
  - Eggstravaganza – Saturday, April 16<sup>th</sup> from 10:00am-2:00pm
- Harris M. Saxon Community Center:
  - Zumba dance classes continue.
  - Boys and Girls Club After-School program continue.
- Lake Butler Skate Park: Skate competition – Sunday, April 17<sup>th</sup>.
- Wes Crile Park: Youth Flag Football continues.

**City Leagues Currently Underway:**

- Seniors Softball league continues.
- Men's and Church leagues continue.

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season continues.
- Deltona Youth Soccer travel and in-house spring season continues.
- FBVA spring season continues.

**Parks Maintenance:**

**Mowed, edged and weed-eated the following:** Campbell Park, City Hall, Deltona Community Center, Dupont Lakes, Firefighters Memorial Park, Tom Hoffman Park, Vann Park and Veterans Memorial Park.

- Deltona Community Center – Cleaned roof, gutters and down spouts.
- Harris Saxon – Checked irrigation trenches; building maintenance.
- Tom Hoffman Park – Repaired water fountain; graded wooded area.

**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, replacing paper towel and toilet paper dispensers.

- Vehicle Maintenance.
- Checked to see if storage units could be consolidated (they cannot).
- Took tables and chairs to Dewey Boster for Spring Fest.

**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 shrub; walking the grounds and picking up trash; sweeping sidewalk; setting up commission chambers for various meetings and resetting afterwards, checking temperature throughout the building; vacuuming the chambers, 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.

- Checked power system after power outage.
- Escorted Irvine Mechanical to DSC classrooms.
- Cleaned up Sheriff Department grounds in preparation for their open house.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex.
  - Baseball and Pony League Fields.
  - Vann Park.
  - Dupont Lakes.
  - Wes Crile Park.
- Sports Complex:
  - Repainted soccer fields and placed nets for Orlando City Soccer.
  - Set up and cleaned up after Deltona Spring Fest.
  - Located and cleared septic system lids for Deltona Water.
  - Fertilized.

## **PLANNING & DEVELOPMENT SERVICES DEPARTMENT:**

### **Executive Summary ~**

The Planning and Development Services Department has wrapped up a busy week on several fronts. Work continues with the rewrite of the Land Development Code, staff has prepared five agenda packages for the May 16<sup>th</sup>, City Commission hearing of which two final site plans, a conditional use permit as a resolution, two ordinances for text amendments to the Code of Ordinances are coming forward. Staff is also preparing for the Mixed Use/Business Target Zone presentation to the City Commission on April 26<sup>th</sup>.

### **Planning ~**

The Planning Section is focused on the process to get applications for development review through in a timely manner. The Conditional Use Permit application for the proposed Lohman's Funeral Home, Ordinance No. 07-2011 to amend Section 110-808, Landscape bufferyards, and Ordinance No. 08-2011 to expand the locations of Group Homes, by definition in the Code, as Conditional Uses into expanded zoning districts, will be going to the April 20<sup>th</sup> Planning and Zoning Board at 7:00 PM. Staff is taking two Final Site Plans to the City Commission on May 16<sup>th</sup>, in addition to the above mentioned P&Z items. These include plans for the development of a ±12,000 SF retail commercial building to the east of Fire Station 63 along Howland Boulevard.

Work is proceeding on the EPIC Theater site. The applicant received his U.S. Fish and Wildlife Permit for Scrub Jay habitat mitigation and the Building Permit for the theater was pulled. Also, work continues on the Family Dollar at Howland and Catalina Boulevards. These projects are inclusive of 16 private developments and four public development projects processed in the Department over the past year and a half.

### **Housing & Community Development ~**

The Housing and Community Development Section is completing the SHIP program. There are six houses to complete major repairs, seven houses finished needing final inspection, and four houses for minor repairs, for a total of \$195,000 to spend (down from \$1.19 million). CDBG is operating with a focus on completing stormwater projects through Public Works, monitoring public service agencies receiving subrecipient funding, and minor home repairs. The NSP 1 program is shifting a focus to manage Habitat for Humanity's efforts and to sell rehabilitated homes. A revised Master Project Schedule is underway tracking the project through completion. Finally, the Management Plan for the NSP 3 program was approved by HUD and we are able to begin that project. This will entail purchase and rehabilitation of 10-15 homes.

## **PUBLIC WORKS: 4/4/11 to 4/8/11**

**Traffic Operations ~** Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
  - Removed garage/yard sale signs throughout the City.
  - Completed 17 sign repair work tickets throughout the City.

- Fabricated & installed (2) Pedestrian signs at the following locations: Deltona Blvd & Winn Dixie; Deltona Blvd & Hummingbird; Deltona Blvd & Balsam; Southern Title & Deltona Blvd.
- Fabricated & installed (1) left curve advisory sign at S Fairbairn & Deltona Blvd.
- Fabricated & installed (1) right curve advisory sign at 1315 Deltona Blvd.
- Fabricated & installed (8) sets of street name signs.
- Installed from stock (2) right turn only signs at Enterprise & Deltona Blvd.
- **Asphalt:**
  - Completed 21 asphalt work tickets – 7600 lbs.
  - Repaired small section of road at Harris Saxon Park for Parks & Recreation Dept – 400 lbs.
- **Speed Trailers:** Removed speed trailers on Berkshire Woods & Wildpepper.
- **Message Boards:** Installed message boards at Providence Blvd & Eustace and Saxon Blvd & N Normandy Blvd for car show (Parks & Rec).
- **Thermoplastic Striping:**
  - White 12” stop bars – 404’.
  - White 12” crosswalk – 83’.
- **Misc:** Loblolly & Wildpepper – removed graffiti from sidewalk.

**Field Operations** ~ Weekly tasks include evaluating work orders called in by residents.

- **Beautification:** Medians –
  - Howland Blvd – check and repair irrigation; mow weedat & edge sign.
  - Providence Blvd – cut out and prep dead areas of grass for new sod.
- **Concrete:**
  - Sidewalks – 1793 Philadelphia – 4’x 4’ & 6’x 4’; 1713 Oasis – 5’x 4’; 1221 Crawford – 50’x 4’; 926 Crawford – 13’x 4’.
  - Grinding – 967 Chippendale.
- **Clam Truck:**
  - Debris – 15.
  - Trimming – 4.
- **Drop Offs:** N Normandy – repaired drop off.
- **Slope Mowing:** Hancock & Galiano – 160’; Hager between Raven & 9th – 560’; 1835 Alameda – 80’; 1142 Hancock – 80’; 1151 Hancock – 80’; 1922 Shaw – 80’; 1188 W Hancock – 80’; 9<sup>th</sup> – 240’; Old Mill – 72’.
- **Misc:**
  - 1166 Lombardy; 1158 Lombardy; 1096 Lombardy – removed stump with stump grinder.
  - Tom Hoffman Park – underbrush area by pavilion for Parks & Rec.
  - Filled gas containers with regular & mixed gas.

**Fleet Maintenance Division** ~

- **Vehicles:** PM – 5; Repairs – 6.
- **Equipment:** PM – 2; Repairs – 16.
- **Road Calls** – 2.
- **Parts Run/Vehicles Delivery:** 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:**
  - 2021 Conyers Ct – cut down basins; poured collars around basins; graded area for sod.
  - Tillery – prepped area for job; put in 100' of 15" pipe; mudded box; installed 1 nyloplast basin.
  - Seahorse/Deerfield – took out headwall; poured mitered end; prepped area for asphalt.
  - 1256 Bachman – poured collar around box.
- **Drainage Rehabilitation Crew:**
  - 500' of drainage rehabilitated.
  - Ditches cleaned and reshaped – 2856 Jewell; 1697 Courtland.
- **Drainage Area Maintenance ( Aebi Mowing):**
  - 4 acres mowed.
  - Ditches mowed – Sheryl Dr; 212 Patch Ct; 184 Oliver; 139 Heather; 155 Bluefield; 2621 Bluestone; 2737 Boyce; 651 Outrigger; 2861 Bardahl; 2912 Clovis; 2850 Gallup; 2903 Parkview; 2766 Welton; 2650 Deed Cir; 380 El Camino; 2784 Kingsdale; 451 El Camino; 524 Deed Cir; 153 Ft Smith; 3363 Planter; 3250 Planter; 3261 Roland; 3200 Shallowford; 532 Glenhaven; 783 Shafton; 317 Shadydale; Glenhaven; 2022 Gloria;
  - Ponds mowed – 660 Cloudcroft; 2307 Greenwood; 201 Howland Blvd; Deltona Blvd.
- **System Cleaning (Vac Truck):**
  - 1310' of Stormwater systems cleaned.
  - 23.5 yards of debris removed.
  - Systems Jetted – Feather/Barlington; 2060, 2071, 2080, 2081 Deborah; 1998 Helmly; 1104 Feather; 1851 Springwood; 1796 Arcadian; Aaron/Norwood; 903 Marquette; Baltimore/Fourwinds.
- **Right of Way Mowing Crew:**
  - 22.25 miles of right of way mowed.
  - Sectors mowed – 1; 27; 28; 29; 30; 31.
  - Main Roads mowed – Elkcam; Montecito; Normandy.
  - Alley's mowed – Alley 618; 632.
- **Right of Way Litter Crew:**
  - 643.5 gallons of litter removed.
  - Main roads – Newmark; Humphrey; India; Courtland; Normandy; Elkcam; Deltona Blvd; Cloverleaf; Anderson; Alexander; Ft Smith; Captain; Haulover; Catalina; Montecito; Wolfpack.
- **Misc:**
  - Ft Smith Blvd – returned 4" pump to depot.
  - Oxford Dr S – cut slots in side of box for proper water flow.
  - 1264 Bachman – put dirt in holes around box.
  - Matheson/Saxon Blvd – repaired box.

**UTILITIES: Customer Service**

April 2011	4	5	6	7	8	9	10	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	1046	551	266	276	300	X	X	2439
Ebox	336	365	160	97	170	X	X	1128
Call Center Calls	509	435	355	260	329	X	X	1888
Walk-ins/Drop Box	498	257	264	159	216	X	X	1394
On-line Payments	207	137	140	115	143	87	77	906

**Customers Disconnected for Non-Pay**

April 2011	5	6	Total
	Tues	Wed	
<b>Cycle</b>	<b>1</b>	<b>2</b>	
Total on Disconnect List	75	24	99
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

**Construction Log & Service Orders**

April 2011	4	5	6	7	8	9	10	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets				3				3
Reclaim Meters								
Fire Hydrant Installs			1					1
Fire Hydrant Replacement								
Fire Hydrant Repair		3		5				8
Replace Meter Box	8	1	3	7	5			24
Locates Received	18	20	26	17	7			88
Locates Completed	9	13	23	17	10			72
Main Leaks								
Service Leaks	1			3				4
Sewer Repairs								
Sewer Blockage			2		1			3
KV2 Valves								
Service Replacements								
Meter Change Outs	11	4	3		3			21
Service Orders	124	105	82	77	85			473
Disconnects		75	24					99
Drainfield Leaks								
Meter Retirements	2			1				3