

# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: May 13, 2011

## **Fannie Mae Foreclosure Prevention Workshop:**

The upcoming Fannie Mae Foreclosure Prevention Workshops are scheduled for Friday, June 3<sup>rd</sup> from 9:00 a.m. until 6:00 p.m., and Saturday, June 4<sup>th</sup> from 10:00 a.m. until 3:00 p.m. here at City Hall. These workshops will be geared toward educating and assisting homeowners who are having difficulty meeting their obligations. Homeowners will also have an opportunity to receive on-site assistance through Fannie Mae. Public announcements soon to be forthcoming.

## **NSP 1 Status Update:**

We have completed four (4) property sales and closings on NSP houses as of today, and we have an additional nine (9) closings pending as shown on the attached Exhibit A. We are now also showing slides (photographs) of the homes available through NSP on D-TV and the City's Website.

## **Deltona Business Forum:**

Under the guidance of Jerry Mayes, Business Development Administrator, and a team of staff members, the City held its first Business Forum on Thursday. We had 48 registered guests at the Forum (those who signed in at the registration table); we may have had a few more slip-in without signing the registration log. Thank you to those members of the Commission who were able to attend the Forum. In case you haven't seen it, attached is a News Journal article from today's paper regarding the Forum. Attached also in draft form as Exhibit B, are bullet lists of the Obstacles & Issues portion of the Forum and the Progress & Successes portion, both of which list the ideas presented by business members of our community during these discussion topics. We feel the Forum was a success and staff will be following up with the business members who provided input and had questions during the Forum and we look forward to scheduling a similar program within the next quarter.

## **Spruce Up:**

During this year's Spruce Up event, we collected 14 tons of waste as compared to 32 tons last year. The cost for the roll-off dumpster fees would have been \$5,957.00, however, Waste Pro, waved several fees so the final cost was \$1,430.15, a savings to the City of \$4,544.85.

CITY MANAGER'S OFFICE

2345 Providence Boulevard, Deltona, Florida 32725

(386) 878-8100 Fax (386) 878-8851

Webpage: [www.Deltonafl.gov](http://www.Deltonafl.gov)

**Press Release for Economic Development Activities:**

Attached is a copy of a press release for upcoming economic development activities in May including:

- Ribbon-Cutting/Grand Opening, AdKore Rehab, 1670 Providence Blvd., Monday, May 16<sup>th</sup>, 10:00 a.m.;
- Ribbon-Cutting/Grand Opening, Skreemin' Chicken Restaurant, 1682 Providence Blvd., Tuesday, May 17, 2011.

**Ongoing/Upcoming Events:**

- **Concert at the Amphitheatre & Antique Car Show** – Saturday, May 14<sup>th</sup>, 7:00 – 9:00 p.m.; Deltona Amphitheatre; Performing: Hayfire
- **Regular City Commission Meeting** – Monday, May 16<sup>th</sup>, 6:30 p.m., Commission Chambers.
- **City Commission Workshop Meeting** – Monday, May 23<sup>rd</sup>, 4:30 p.m., Commission Chambers
- **Groundbreaking Ceremony – Epic Theatres** – Friday, May 20<sup>th</sup>, 3:30 p.m., Normandy Blvd. just South of Graves Avenue
- **Memorial Day Holiday** – Monday, May 30<sup>th</sup>, City Administrative Offices Closed
- **Fannie Mae Foreclosure Prevention Workshops** – Friday, June 3<sup>rd</sup>, 9:00 a.m. – 6:00 p.m., and Saturday, June 4<sup>th</sup>, 10:00 a.m. – 3:00 p.m.
- **West Volusia Summit Meeting** – Hosted by City of Deltona, Saturday, June 11<sup>th</sup>, 8:30 – Noon; Deltona Regional Library
- **Senior Expo** – Saturday, June 11<sup>th</sup>, 10:00 a.m. – 2:00 p.m.; Commission Chambers
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.

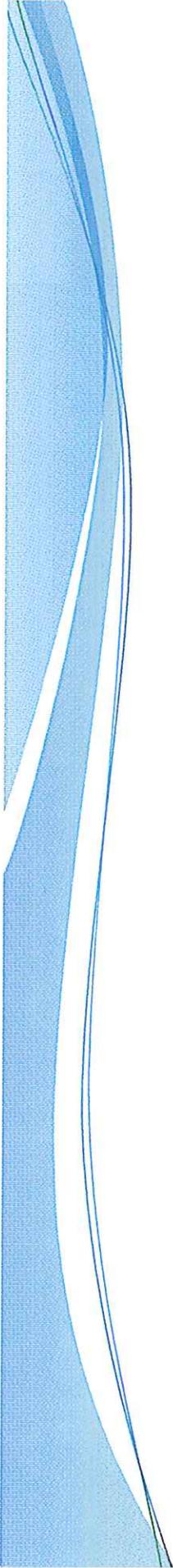
  
Faith G. Miller  
City Manager

Exhibit A

Applicants/Buyers	Address	Sales Price	Scheduled Closing Date	Contract	Closed
Arelis Pellecer	720 Red Coach	\$ 91,200.00	6/17/2011	4/25/2011	
Allister Hamilton	525 Cavalier	\$ 93,750.00	6/30/2011	4/25/2011	
Earl Stapleton/Perry Spoto	2713 Sweet Spgs	\$ 85,000.00		1/18/2011	3/11/2011
Mary Lawrence	1141 Matterhorn	\$ 75,000.00		2/3/2011	3/24/2011
Bonnie Glasgow	777 Alcan	\$ 71,500.00		3/4/2011	4/29/2011
Tiffany Wynn	1729 E. Chapel	\$ 79,420.00	5/20/2011	3/4/2011	
George Bethoney	3237 Cranston	\$ 45,000.00	5/18/2011	3/4/2011	
Eddie Nealy	1851 Gatewood	\$ 89,300.00	6/10/2011	4/22/2011	
Reynaldo Lantigua	1231 Wheeling	\$ 88,000.00		3/30/2011	5/4/2011
Ian Smith	2490 Dumas	\$ 88,350.00	5/25/2011	4/7/2011	
Andrea Bertubin	1258 Feather	\$72,000.00	6/15/2011	4/18/2011	
Wesley Arp	311 Maguire	\$107,212.00	6/30/2011	4/29/2011	
Lisa Nadeau	1961 Merrick	\$85,000.00	6/30/2011	4/29/2011	

TOTAL SALES AS OF  
5/11/2011

\$ 1,070,732.00



# Obstacles & Issues

## Ideas...

- Directional Signs – Real Estate Sales, Open House
- State Regulations – Scrub Jay
- Initiative Aid Subsidy (To Hire Employees)
- Road Plan Network – Activity Center Area
- Redesign Deltona's Code towards Businesses
- Non-licensed workforce (plumbing) (home occupations)



Exhibit B

Florida's Bright Spot<sup>SM</sup>

# OPENING UP DIALOGUE



News-Journal/BOB KOSLOW

Epic Theatres' 12-screen movie complex is under construction at Normandy Boulevard and Graves Avenue in Deltona after nearly a decade in the planning. It's the first project in Deltona's 800-acre designated activity center and something the local business community hopes will point the way to more development in the under-served city.

## Business owners voice concerns, suggestions to city

By BOB KOSLOW  
BUSINESS WRITER

**DELTONA** — Cheryl Newman has wanted to upgrade and spruce up her business, Critter's Pub, here on Howland Boulevard for a number of years.

But approvals from the city's building department were not easily forthcoming.

"There are a lot of inconsistencies at City Hall," Newman said Thursday morning at a summit the city held with local business owners.

"You get five different answers from the same department about what we need to do," she said. "Many just give up and open a business in Orange City or Lake Mary. We have thought that, too, but we love it here," she said.

Newman was one of several who spoke during the summit, which was held to discuss what the city is doing right to encourage business growth and development and areas in which it needs to improve. The event drew 45 people.

Chip Burton worked four years before opening Top Shelf Car Wash last year on Howland Boulevard. He owns 10 car washes in Central Florida.

"I talked to many developers and heard horror stories about what I was going to get into with the city," he said. "But it was the exact opposite. Through the special exception hearings and the construction that took five months, this was the first one that I enjoyed building. I was pleased with the city support."



News-Journal

Both kinds of feedback are important, city officials said, if Volusia County's most populous city of 85,000-plus residents wants more than a handful of neighborhood shopping centers squeezed in at major intersections.

"A lot of times cities tend to segregate themselves from the business people and sometimes they think they know more than the business people," said Jerry Mayes, the city's economic development administrator. "We want to ensure the businesses that we're here and support them. We do not want to make decisions that affect the business community without hearing from them and not after the fact. We want to be proactive."

Realtors and business owners voiced offered several suggestions on how the city can become more business-friendly. Their suggestions included allowing small directional signs for open houses; creating a "mitigation bank" for scrub jays and other endangered species — i.e., an

area that developers can pay for to be set aside as a wildlife habitat; approving business incentives and subsidies; and improving law enforcement to keep skateboarders off posted commercial property.

The city's costly process for obtaining building permits, its scarcity of commercially zoned areas, and required unnecessary improvements to older buildings, were other issues raised by business owners attending the summit.

Some speakers also urged the city to invest in road improvements and infrastructure.

"Work on the planned road plan in the activity center and figure out a way to get it done," said Frank DeMarsh, owner of Epic Theatres, the DeLand company that is building a 12-screen movie theater at Normandy Boulevard and Graves Avenue. The movie theater complex is the first project in the city's designated 800-acre activity center.

"Do it early so owners have access to their property," DeMarsh said.

Some of the businesspeople attending the summit praised DeMarsh as one of the new developers "taking a leap of faith" to build in Deltona.

Many of the items raised Thursday are already being discussed and reviewed, along with the city's codes and development rules, Mayor John Masiarczyk said.

"We do not want to be road blocks to your prosperity," he said to the gathering.

Getting more restaurants also mentioned several times.

"Those are nice amenities and people deserve to be able to spend their money in their own city," Mayes said. "But we need to develop a lunch crowd and right now too many people leave the city each day to go to work. If we get more medical clinics, auto repair shops, assisted living facilities and jobs in the city, then restaurants will want to come here."

With construction well on its way for the Epic Theatres complex in Deltona, Mayes is fielding more calls from nearby property owners about restaurant possibilities.

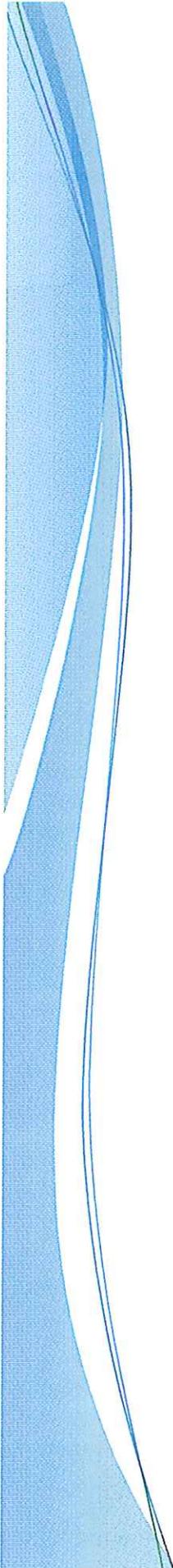
Members of the business community said they are pleased with the way Mayes is working with them. They also praised him with having repaired DeLand's relationships with neighboring cities as well as with the county, and for the landscaping along the Howland Boulevard entry corridor.

But, they still want to see long-term plans and efforts, even a business incubator program, to spur economic development investment.

County Councilwoman Pat Northey, one of the event's featured speakers, noted Deltona's large population base, strong infrastructure, large undeveloped activity center, a somewhat more cohesive City Commission and improved relationships.

"Deltona has good bones. Let's put some meat on them," she said.

bob.koslow@news-jrnl.com



# Obstacles & Issues

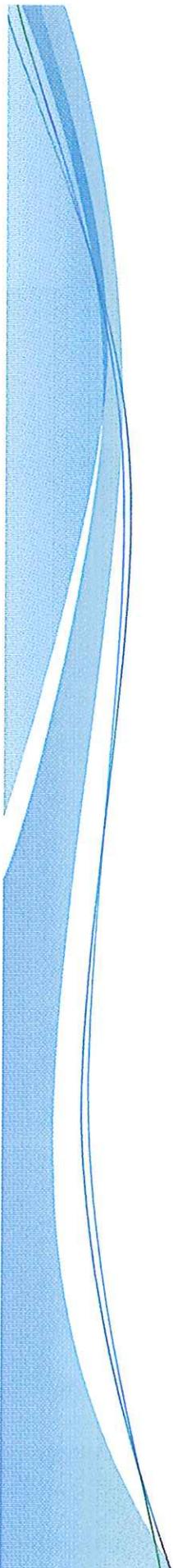
Ideas...

- Lack of Restaurants, entertainment
- Flexibility of Lease Agreement (Restaurants, etc.)
- Zoning Issues, Difficulties with Building Permits, Business Licenses Issues (Fee, Inconsistencies in Procedures (responses)
- Cost (construction) to do business in Deltona comparing to other Cities (High), Safety Requirements, Reconfiguration of existing business space,

- Enforced no skateboard rules in commercial properties



Florida's Bright Spot<sup>SM</sup>



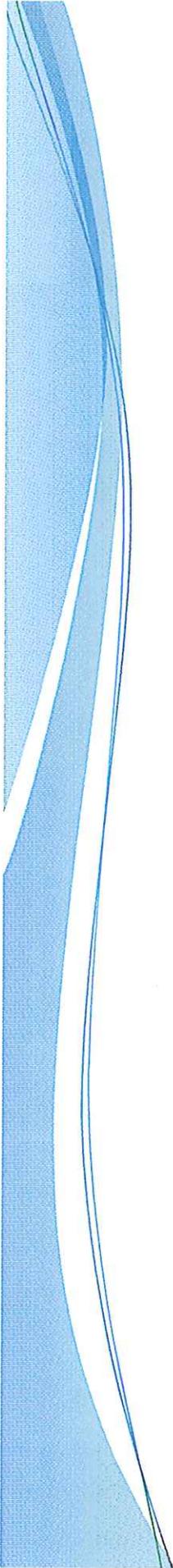
# Obstacles & Issues

Ideas...

- Recent changes in home business licenses requirements



Florida's Bright Spot<sup>SM</sup>



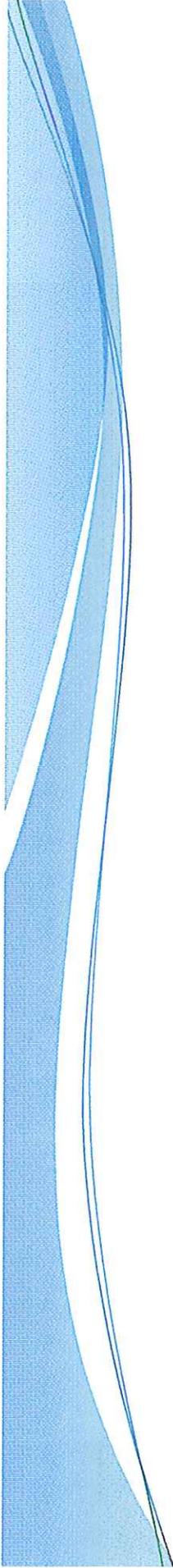
# Progress & Successes

Ideas...

- Economic Development Administrator – Jerry Mayes
- Embracing communities around the City (Daytona Beach, etc.)
- Joint effort to improve the re-development of business
- Teamwork between the City and Businesses. Maintaining the businesses informed and keeping them competitive.
- Beautification of the main roads in Deltona (Howland Blvd.)
- Establish committee for positive growth



Florida's Bright Spot<sup>SM</sup>



# Progress & Successes

## Ideas...

- Positive experience with the City in the process of establishing a business
- Relationship building with other government entities and local chambers
- Deltona's future long-term plan: partnership with County, Eco Tourism, etc. Encourage new business coming to Deltona
- Work with business in looking to renovate older commercial properties
- Need for business incubators
- Invest on infrastructure (roads), update land use requirements, major intersections are not properly zoned (commercial), have funding available to help businesses invest in the City



Florida's Bright Spot<sup>SM</sup>



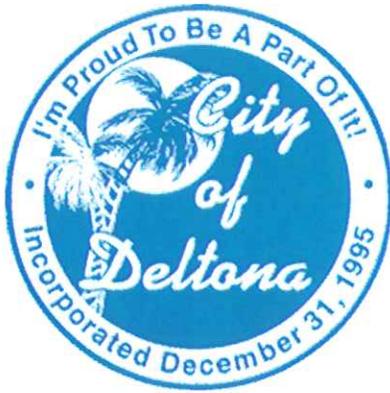
# Progress & Successes

Ideas...

- Focus on our strength as a community
- Develop community center area along lake front



Florida's Bright Spot<sup>SM</sup>



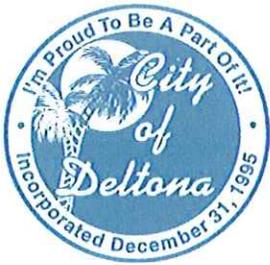
Contact: Lee Lopez  
Public Information Officer  
City of Deltona, 2345 Providence Blvd.  
Deltona, FL 32725-5550  
Phone: (386) 878-8755  
Fax: (386) 878-8751

## **City of Deltona Welcomes Two Companies to the Business Community**

**May 9, 2011**— The City of Deltona welcomes two locally owned businesses to the Providence Blvd. commercial area, located between Ft. Smith Blvd. and Tivoli Drive.

AdKore Rehabilitation Clinic will have its ribbon-cutting at 10am, on Monday May 16<sup>th</sup> at 1670 Providence Blvd. A brief open house for invited business leaders will follow the ceremony. On Tuesday, May 17<sup>th</sup>, a new restaurant to Deltona, "Skreemin Chicken", will host its ribbon-cutting at 10:30am, at 1682 Providence Blvd. Both businesses indicate that Deltona's commercial development is moving forward, occupying existing storefronts in the center of town.

For more information regarding these ribbon-cutting events and general questions concerning business development, please contact either Jerry Mayes at [jmayes@deltonafl.gov](mailto:jmayes@deltonafl.gov), or Lee Lopez at [llopez@deltonafl.gov](mailto:llopez@deltonafl.gov).



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: May 13, 2011

## CITY MANAGER'S OFFICE:

### Communication: 5/11/11

- Created and mailed out over 50 invitations to the Epic Theatre ground breaking ceremony.
- Created an invitation for the Deltona Business Forum and sent it to over 300 Deltona businesses.
- Designed a ribbon-cutting invitation template for use by the Office of Economic Development. This invitation was used to invite folks via email to a ribbon cutting/grand opening ceremony for the Skreemn Chicken and AdKore businesses opening in Deltona.
- Working on the details for the May 12 Business Forum including creating a sign-in sheet, ordering food, creating a PowerPoint template for the sessions, creating a survey and gathering promotional materials for the OED display table.
- Completed template scripts for CGi Communications, who will be working on video vignettes for the City's Web site in August.
- Used social networking and E-blast to promote a Friends of the Deltona Library fundraiser at Woody's BBQ. Also forwarded their press release to our media contacts.
- Promoted the upcoming Concert in the Amphitheater which will feature Hayfire and the Deltona Business Forum on the City Web site, via E-blast, entryway signs and Facebook and Twitter.
- Reminded key department members of upcoming newsletter deadlines.
- Used social network, DeltonaTV and the entryway signs to promote the Deltona Panthers signups.
- Created a DeltonaTV slide on an upcoming City-sponsored blood drive.
- Produced "NSP Showcase of Homes" slide show to air on DeltonaTV.
- Videotaped Deltona Business Conference to be rebroadcast on DeltonaTV.

### Media Relations:

- Sent an e-mail to Jeff Shepherd, the music columnist at the *DeLand-Deltona Beacon*, correcting some old information about the City's "Music in the Courtyard" concert series.
- Provided information to Ludi Lelis with the *Orlando Sentinel* regarding Commissioner Zischkau's attendance at a legal seminar in 2010.
- Provided information to Mark Harper, *News-Journal* regarding City's search for a new City Attorney.
- Provided information to Al Everson, *DeLand Beacon* regarding City's search for a new City Attorney.
- Provided information to Ludi Lelis with the *Orlando Sentinel* regarding the EPIC Theater ground breaking, and history about the area.
- Provided information to Bob Koslow with the *Orlando Sentinel* regarding the dual ribbon-cutting ceremonies on Providence Blvd.
- Provided information to Al Everson with the *DeLand Beacon* regarding the legal fees that the City was charged by Skip Fowler and associates.

**Press Releases:**

- Epic Theatre to host ground breaking
- Two new businesses open on Providence Boulevard

**Business Development: 5/9/11 thru 05/13/11**

- Contacted fast food franchisees in Deltona regarding the 3.75 acres on Normandy Boulevard, adjacent to the EPIC Theatre site to provide loyal Deltona franchisees with first option at the property.
- Attended the City Commission’s Workshop on property discussions within Deltona.
- Attended the Deltona Economic Development Advisory Board’s May meeting as City Liaison. Discussion was on (1) attendance (2) formation of Sub-committees as allowed by By-laws and (3) review on the 5-Year Strategic Business Plan for the City of Deltona.
- Attended the West Volusia Regional Chamber of Commerce meeting. Took opportunity to announce (again) the May 12 Deltona Business Forum and hand out brochures.
- Attended the West Volusia Chamber of Commerce EDC meeting in Orange City. The guest speaker was Frank DeMarsh of Epic Theatres.
- Had discussion with Frank DeMarsh regarding development of some of his outparcels at the Activity Center. There is competition coming in adjacent to his property that wants to put in restaurants.
- Met with Bob Turk regarding his information on USDA B&I Loans. Deltona has two small areas that may be eligible for these loans.
- Met with Paul Scarpello, developer of Shoppes of DuPont Lakes and WalMart outparcel. Discussed both site plans with Steve Roland. Discussed potential dates for ribbon cuttings and ground breakings.
- City of Deltona Business Forum. There were 48 attendees from our business community. The first session was on “Making Deltona a Better Place to Do Business”, and then our guest speaker, Councilperson Pat Northey, addressed our business community. We finished with “What Are We Doing Right So We Can Keep Doing It”. Many excellent ideas were expressed, opinions given, and suggestions made. Major consensus was the Deltona Business Community wants to have more Business Forums.

**BUILDING & ZONING SERVICES: Week of 4/29/11 thru 5/6/11:**

- Building Permits issued for the week .....90
- Valuation of work permitted for the week .....\$431,978.00
- Inspections completed for the week .....177
- Total Permits issued for Fiscal Year 10/11 .....1,877
- Valuation of work permitted for the year 10/11 ..... \$22,050,182.86
- Solar Rebates Processed this week .....1
- Total Solar Rebates processed since 2/1/10: .....83

**Permits Issued 04/29/11 – 05/06/11:**

- AC change out .....13
- Addition.....1
- Building comm .....1
- Comm build out small .....1

Dock .....	1
Door replacement .....	4
Electrical.....	3
Exterior renovation.....	1
Fence .....	17
Garage door replacement.....	6
Hood .....	1
Interior repair.....	3
Other.....	1
Patio cover.....	1
Plumbing .....	2
Pool above ground.....	1
Reroof .....	10
Screen enclosure.....	4
Shed I.....	1
Shed II .....	1
Siding.....	3
Sign.....	1
Solar panel install .....	2
Water heater replacement .....	5
<u>Window replacement.....</u>	<u>6</u>
<u>TOTAL.....</u>	<u>90</u>

**CITY CLERK’S OFFICE: Week of 5/2/11 – 5/6/11**

**Department Staff:**

- 2<sup>nd</sup> Floor HR/CC Walk-In Customers: 102
- 2<sup>nd</sup> Floor calls Answered: 30
- Packages Picked Up: 2
- Packages Received: 53
- A/P Invoices Opened: 122
- Newspapers: 16 (8 hours)
- Public Records Requests Received: 4
- Public Record Request Amount Rec’d: \$.72
- Documents imaged, pages: 4,684
- Large scale drawings imaged, pages: 24

**ENFORCEMENT SERVICES DEPARTMENT:**

- Requests for services this week. ....324
- Animals impounded at the humane societies: .....40
- Citation warnings issued: .....25



	Business tax revenue collected	\$4,650.75
	Fire inspections revenue collected	\$2,270.00

## **FIRE DEPARTMENT:**

### **EMS:**

- Attended Day 2 of Emergency Services Leadership Institute (ESLI) in Daytona Beach.
- Finalizing preparation for EMS week next week.
- Finalizing CPR and First Aid class for City Employees for May 19<sup>th</sup>, 2011.
- Cleared a paramedic (Nazario).
- Set up paramedic clearance with Dr. Springer (medical director).
- QA medical reports.

### **Training & Safety:**

- Attended final module of the ESLI (Emergency Services Leadership Institute)
- Attended Sunshine State Training Officers Meeting
- Worked with IT on resolving Target Safety issues
- In the process of putting together a more comprehensive out of class policy for Engineers and Lieutenants
- Attended Volusia County Fire Chiefs Training Committee meeting

### **Fire Loss:**

- Continued inspections for Station 65
- Plans Reviews
- Annual Inspections
- Multiple investigations – 1 structure fire, 4 brush fires
- Hydrant maintenance and repairs

### **Information, Communications & Education:**

- Monthly CERT business meeting and training: Exposure Control (Faer & Nadeau)
- Meeting reference CAD Data transfer (Interact to Tiburon CAD) (Faer, Huth, Rogers and VCISO)

## **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 5/11/11) total # of Deltona JOBS Program folders taken – (951).
- Applications received: (7) Parks Attendant, (14) Utility Systems Tech, (2) Waste Water Operator II
- New Job Posting – City Attorney
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- Separations including exit interviews: A. Rhodes, Utility Customer Service Rep. (resignation), R. Lloyd, Utility System Technician (resignation), C. Butts, Building official (resignation)

**PARKS AND RECREATION DEPARTMENT: Week ending 5/06/11**

**Administration:**

- Farmers Market: 8 vendors, 171 cars.
- Met with Garland Roof representative to evaluate the roof at 1691 Providence (VCSO).
- Hosted Parks & Recreation Advisory Board meeting.
- Prepared FY 11/12 budget for Parks & Recreation.
- Met with DRMP to discuss the preparation of a site plan for the metal building at Dewey.
- Met with Orlando City Soccer to plan practice availability.
- Attended Safety Evacuation Meeting.

**Facility Use Permits include:**

• Deltona Community Center	2 permits issued	Weekly attendance – 968.
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 427.
• Wes Crile Park	6 permits issued	Weekly attendance – 2,217.
• Skate Park	12 new passes	Weekly attendance – 1,123.

**Special Events/Programs:**

- Amphitheater: Concert and Car Show on May 14<sup>th</sup> from 7:00-9:00pm. Country/Western Group “Hayfire”.
- Deltona Community Center: Zumba dance classes Thursdays at 7:00p.m.
- Dewey Boster Sports Complex:
  - The Orlando City Soccer Club continues training.
  - Memorial Day Soccer Tournament scheduled for Saturday, May 28<sup>th</sup> and Sunday, May 29<sup>th</sup>.
- Dupont Lakes: Kids All American Fishing Derby has been rescheduled to July 16<sup>th</sup>.
- Harris M. Saxon Community Center:
  - Zumba dance classes Mondays at 7:00p.m.
  - Boys and Girls Club After-School program continue.
- 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:** Manny Rodriguez, Parks Depot and the Sheriff’s Department.

- Replaced nets on all basketball courts in City parks.
- Mulched planter beds in several parks.

- Campbell Park – Re-attached windscreen on tennis court and repaired fence on shuffleboard court; painted restrooms.
- Dewey Boster – Mulched playground; installed timer for planter irrigation.
- Festival Park – Cleaned up shoreline and playground; added plants.
- Harris Saxon - Installed new gate stop; prepped restroom for painting.
- Lake Gleason Park – Hauled fill from yard to fill in soft spots in preparation for shell delivery; graded shell in parking lot.
- Skate Park – Filled in washout with shell.
- Veterans Memorial – Repaired zone #13; replaced diaphragms on zones; added irrigation head; prepared planters.
- Wes Crile Park – Painted restroom doors and re-attached windscreen on tennis court.

**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 tables to City Hall; chairs and tents to Wes Crile.
- Delivered after Easter supplies to City Hall for inventory.
- Fabricated new fence brakes.
- Picked up supplies at Ace Hardware.

**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.

- Replaced lights and repaired irrigation at the Sheriff's Department.
- Escorted Electrical Solutions around City Hall.
- Took paint samples off gutters to be tested.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex.
  - Baseball and Pony League Fields.
  - Vann Park.
  - Dupont Lakes.
  - Wes Crile Park.
  - Checked irrigation at all sports parks.

- Sports Complex:
  - Repainted soccer fields and placed nets for Orlando City Soccer.
  - Set up and cleaned up for Relay for Life.

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

### **Executive Summary:**

The Planning and Development Services Department is in the process of completing the applications for the Small Scale Future Land Use Map amendments for two areas brought to the City Commission at the April 26<sup>th</sup> Commission Workshop. These include the ±4.3 acres paralleling Elkcam Boulevard and the DuPont Lakes Park site. The DuPont Lakes Park site was discussed this week at the May 9<sup>th</sup> Commission Workshop to include an administrative rezoning to C-1 for the park. The Commission also gave staff the directive to administratively entitle Festival Park for commercial uses.

### **Planning:**

The Planning Section has engaged peer review for the Preliminary Plat for the Deltona Village site. The peer review will allow for the Final Plat to be submitted with a more expedited review. Construction of the movie theater site continues.

Staff also took the Land Development Code to the Department Heads for their review and have received comments that are being incorporated into the document. Staff will bring the LDC to the Planning and Zoning Board on May 18<sup>th</sup> and the City Commission Workshop on June 13<sup>th</sup> for final input before being brought before the City Commission for a vote. Finally, the May 16<sup>th</sup> City Commission date will include the two Final Site Plans, ordinances, and a resolution to allow for development to occur at Shops of DuPont Lakes and the Lohmans Funeral Home.

### **Housing & Community Development:**

The Housing and Community Development Section has completed its response to the mandatory HUD monitoring period conducted two weeks ago. Every "entitlement" community has to receive some level of monitoring and the City is appreciative to HUD that a thorough job was conducted to make our program more efficient. As a result of HUD's visit, the City increased the amount of detail listed within the Operations and Procedures Manual and will increase monitoring activities.

The general contractors continue to do an outstanding and efficient job in the rehabilitation of the NSP 1 homes; working ahead of schedule. Staff anticipated that all of the 53 properties would be completed by the end of 2011. To-date, there are six (6) homes remaining to be completed, plus the three (3) Habitat for Humanity properties. Since the City is a partner with Habitat and they are a subrecipient to the City, staff will be meeting with Habitat to assist in achieving on their properties. Finally, the City has sold four (4) homes and is scheduled to close on another seven (7). Marketing for the homes is taking effect. Posting the properties on the City's website and DTV should increase interest in the homes, in addition to marketing to specific groups such as returning veterans from foreign wars and senior citizens.

## **PUBLIC WORKS: 5/2/11 thru 5/6/11**

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

- **Signs:**
  - Completed 5 sign repair work tickets throughout the City.
  - Fabricated & installed (7) sets of street name signs.
  - Fabricated (5) No Trespassing signs for stormwater.
  - Fabricated & installed (1) 30 mph sign at Waco & Derby.
- **Asphalt:**
  - Completed 15 asphalt work tickets – 2 ¾ tons.
  - 110 Cypress Woods Ct – repaired 7'x 11'; 4'x 3' section of road for Deltona Water – 1 ¼ ton.
  - 110 –15'x 4' & 6'x 2' section of road for stormwater – 1 ½ tons.
  - 614 Goodrich Dr – repaired 7'x 20' section of road for stormwater – 2 tons.
- **Thermoplastic Stripping/RPM: Stop Bars – 59'.**
- **Misc:**
  - Station 61 – replaced burned out bulb on traffic light.
  - 3257 Dudley – removed debris from road.
  - 3241 Dudley – removed horse droppings from road for resident.
  - 2020 Prescott – repaired depressions on dirt road with recycle concrete.

## **Field Operations**

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
  - Medians –
    - Providence Blvd – sprayed mulched areas to control weeds; restaked all trees that were leaning into road.
    - Elkcam Blvd – sprayed mulched areas to control weeds; checked irrigation controllers and repaired as needed; edged bed lines; trimmed Indian Hawthorne; pruned trees; removed weeds.
    - Howland Blvd – flushed irrigation and checked nozzles.
  - City Signs – Howland Blvd.
- **Concrete:** Sidewalks – 2501 Elkcam Blvd – 70'x 8'; 2473 Elkcam – 31'x 8'; 3147 Tillery – 6'x 4'; Elkcam Blvd & Adelia – 53'x 8'.
- **Clam Truck:**
  - Debris – 22.
  - Trimming – 9.
- **Slope Mowing:** 1432 Baton – 500'; 2690 Glenridge – 80'; 2760 Corrigan – 80'; 2912 Derby – 160'; 2706 Gramercy – 80'; Glenridge & Corrigan – 160'.
- **Misc:**
  - Emptied all trash containers city wide.
  - 1337 Ferendina Dr – grinded sidewalk.
  - 1341 Lombardy – evaluated resident concern about driveway and turned over to stormwater.
  - Courtland Blvd & Doyle Rd – removed broken trash can caused by accident.
  - Glencove; Tillery; Whitehorse; Wakefield – waters all new sod.
  - Elkcam Blvd & Montecito Ave – installed barricades over broken sidewalk.

### **Fleet Maintenance Division**

- **Vehicles:** PM – 4; Repairs – 5.
- **Equipment:** PM – 3; Repairs – 14.
- **Road Calls** – 1.
- **Parts Run/Vehicles Delivery:** 1.

### **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:**
  - Hancock & Alladin – installed 40' of 18" sock pipe; 2 nyloplast basins; poured collars around basins; reshaped swales for sod.
  - 1056 Wakefield – installed 60' of 6" sock pipe; 2 yard basins; regraded area for sod.
  - 1072 Santa Clara – reshaped swales; added sod.
- **Retrofit Crew:** 1 structure retrofitted.
- **Drainage Area Maintenance ( Aebi Mowing):**
  - 1.6 acres mowed.
  - Ditches mowed – 2410 Haulover; 1896 Concert; 1782 Concert; 2149 Vance; 2293 Asbury; 1660 Dublin; 2348 Statler; 1583 Carmona; 2280 Clearwater; 2160 Clearwater; 2553 Delaware; 2660 Delaware; 2491 Candlewick; 1947 Quintillis; 2370 Alton; 1770 Montecito; 1817 Ulser .
- **System Cleaning (Vac Truck):** Watered newly laid sod city wide.
- **Right of Way Mowing Crew:**
  - 2.5 miles of right of way mowed.
  - Alleys mowed – 171; 172; 566; 1159.
  - Main Roads mowed – Normandy Blvd from Elkcam to Graves
  - Ponds mowed – all ponds on new part of Ft Smith.
- **Right of Way Litter Crew:**
  - 433.125 gallons of litter removed.
  - Main roads – Anderson; Alexander; April; Tivoli; Wolfpack Run; Deltona Blvd; Cloverleaf; Catalina; Captain; Haulover; Ft Smith.
- **Misc:**
  - 401 Fisher Dr – dug dirt out of basin; filled hole in with rock.
  - 1168 W Wellington Dr – put storm lid back on.
  - 3154 Tillery Dr – blend sod in with existing sod.
  - Saxon Blvd – slide manhole cover back on.
  - Glenhaven & Courtland Blvd – installed three 6'x8' panels of wood fence and put rock on floor to level it out.

**UTILITIES:**

**Customer Service**

May 2011	2	3	4	5	6	7	8	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	942	828	572	465	445	X	X	3252
Ebox	335	490	275	159	282	X	X	1540
Call Center Calls	542	447	444	303	377	X	X	2113
Walk-ins/Drop Box	451	346	356	205	218	X	X	1576
On-line Payments	215	194	199	176	182	102	98	1166

**Customers Disconnected for Non-Pay**

May 2011	4	Total
	Wed	
Cycle	8	
Total on Disconnect List	102	102
Off in error/DW error		
Off in error/Munis error		
Misapplied Payment		

**Construction Log & Service Orders**

May 2011	2	3	4	5	6	7	8	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box	1	1	4	1	1			8
Locates Received	22	18	19	18	18			95
Locates Completed	22	12	20	22	10			86
Main Leaks								
Service Leaks	1		2		1			4
Sewer Repairs								
Sewer Blockage	4		1				1	6
KV2 Valves			2		1			3
Service Replacements			1	1	1			3
Meter Change Outs	3	7	5	10	9			34
Service Orders	105	105	102	103	94			509
Disconnects			102					102
Drainfield Leaks								
Meter Retirements		6	2	15	28			51