



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: June 10, 2011

CITY MANAGER'S OFFICE thru 6/8/2011

Communication:

- Used social networking to promote blood drive.
- Promoted the Torkays concert via the City's Web site, E-blast and reminders on Facebook and Twitter.
- Posted Senior Expo the City's Web site and E-blasted it.
- Assisted with the setup and shot video for the Baseball recognition ceremony.
- Created a program for VCEP memorial of a fallen soldier that was from Deltona.
- Submitted the July-August-September Edition of the City newsletter to the City Commission for review.
- Working on promotional print items for the July 4th Extravaganza.
- Created and printed invitations for the Station 65 Grand Opening Ceremony planned for June 18.
- Created new air schedule for the week of June 12th for DeltonaTV
- Edited and loaded new programs—White House Chronicle, UCF—for DeltonaTV
- Live broadcast and recorded replays fo the June 6 Commission Meeting
- Added Hurricane Safety Programs to DeltonaTV schedule- "Cyclone: 2nd Wave", and English and Spanish versions of "Getting Ready for Disaster"
- Working on possible "Acoustic Spotlight" music program marathon, to air on Monday, July 4th on DeltonaTV
- Updated Deltona Jobs Program DeltonaTV Slides
- Updated NSP Parade of Homes DeltonaTV Slides

Media Relations:

- Provided information to Blaine Tolison/*WFTV Ch. 9* regarding Station 65's Construction Fines
- Provided information to Mark Harper/*News Journal* for a comment on EPA Numeric Nutrient Criteria
- Provided information to Traci Jacim/*WOFL Ch. 35* for a comment on the "Interference with Funerals" Ordinance
- Provided information to Mark Harper/*News Journal* regarding Special Magistrate Charles Cino/Salary and how selected
- Provided information to Mark Harper/*News Journal* regarding Lonnie Groot's emails concerning Skip Fowler

Press Releases:

- July 4th Extravaganza
- Fannie Mae Workshops
- Baseball Ceremony
- VLOC gold medal winners

Social Networking:

Following is information related to how many people “LIKE” the City of Deltona on Facebook:
Here is this week's summary for your Facebook Page:



City of Deltona—FACEBOOK:

126 monthly active users ↑8 since last week
127 people like this ↑0 since last week
4 wall posts or comments this week ↓4 since last week
56 visits this week ↓7 since last week

City of Deltona—TWITTER:

The City_of_Deltona has 79 followers on Twitter.

Business Development:

- Met with Frank DeMarsh regarding Deltona Villages and his immediate plans. Discussed various business concepts (industrial flex park, retail, restaurants, hotel, etc.).
- Discussion with Larry Cavallaro regarding ALDI at Howland Crossings. Sent Larry site demographics for an ALDI store and the name and contact information for the ALDI site selector.
- Met with James Sada, owner of Expert Auto Care and the Chevron Service Stations/Convenience Store on Saxon Boulevard, across from the Publix plaza. Sada has a new tenant and wants to upgrade the property (resurface parking, put in a retaining wall where the area between his east property line and the adjoining property is washing away, clean up area, put up a gasoline sign, and rebrand the property as a CITGO. He is also interested in opening another location on Howland Boulevard near Wolfpack Road.
- Discussion with Heather Buell of Nextel regarding estimates in bringing some of Deltona's empty retail space to call center site ready facilities. These would mainly be some of the properties in the Deltona Plaza and in Courtland Square (former Winn Dixie at Courtland and Doyle). What would be the expenditure in distance, time, and money to bring a site on line?
- Discussion with Efrain Centeno, Centeno Tire and Auto Repair, Elkcam Boulevard. Efrin is looking at relocating his auto service business to another location in Deltona. He is considering the former Tile USA at 271 Ft. Smith Boulevard. He is also interested in building on the land next to the Top Shelf Car Wash, owned by Chip Burton. We discussed potential sites, existing and commercial land for new construction. I provided him with site demographics, building plans of existing sites, and information on SBA 504 Commercial Real Estate Loans.
- Met with Chip Burton of Top Shelf Car Wash, Howland Boulevard, to gather his information on the adjoining property that he owns and has for sale.
- Attended a 'my.Region.com' meeting in Orange City.

- Attended Legislative Luncheon at Best Western Deltona, hosted by West Volusia Regional Chamber of Commerce.
- Researched the Deltona City Code of Ordinances in regards to signage for James Sada's request and for the realtor's request made during the Deltona Business Forum regarding realtors being able to utilize direction signs for "House for Sale" and "Open House" on weekends.
- Walked over the lot on Providence Boulevard, located between Ace Hardware and Applebee's Fresh Produce.

BUILDING & ZONING SERVICES thru 6/02/11

Building Permits issued for the week.....	45
Valuation of work permitted for the week.....	\$158,065.50
Inspections completed for the week	134
Total Permits issued for Fiscal Year 10/11	2,139
Valuation of work permitted for the year 10/11	\$23,506,795.70
Solar Rebates Processed this week:.....	0
Total Solar Rebates processed since 2/1/10:	86

Permits Issued 05/27/11 – 06/02/11:

AC Change Out	12
Concrete Flat Work	1
Door Replacement	3
Electrical	2
Fence	7
Fire Sprinklers	1
Generator	1
Mechanical	1
Patio Cover	1
Pool Above Ground	1
Reroof	7
Right Of Way	1
Screen Enclosure	1
Shed I	2
Siding	2
Sign	1
Window Replacement	1
Total	45

CITY CLERK'S OFFICE thru 6/3/11

Department Staff:

2nd Floor HR/CC Walk-In Customers.....	70
2nd Floor calls Answered	9
Packages Picked Up	2

Check Run Date:	5/27/2011	
Checks Processed	272	\$1,011,780.13
Invoices Processed:		
	Carol 294	528,593.22
	Julia/Jacque 197	476,481.87
	UB Refunds 129	6,705.04
	620	\$1,011,780.13
Payroll Section		
Check Run Date:	5/12/2011	
Total Employees	314	
Time Sheets Processed	628	
Checks Processed	21	
Direct Deposits Processed	304	
Total Payroll including benefits	\$696,339.74	
Miscellaneous:		
Flexible Spending Reimbursements	27	
Check Run Date:	5/26/2011	
Total Employees	315	
Time Sheets Processed	630	
Checks Processed	21	
Direct Deposits Processed	305	
Total Payroll including benefits	\$700,177.93	
Miscellaneous:		
Flexible Spending Reimbursements	24	

May-11	Activity	COUNT
	May 1-31, 2011	
	LBT	
	Renewals	49
	Residential rentals	43
	New residential	19
	New residential rentals	21
	New commercial	3
	Non-profits	0
	Exempt/issued	0
	Walk-ins:	60
	Business tax revenue collected	\$ 6,023.25
	Fire inspections revenue collected	\$ 3,805.00

FIRE DEPARTMENT thru 6/9/2011

EMS:

- Received and placed ALS permits on rescue trucks for use in Contingency Transports.
- Email sent out to explain the parameters that must be used for a Contingency Transport.
- Compiled and sent monthly data to the County (meds, procedures used, response times, Closest Unit Response data).
- Planned training on STEMI, stroke and Contingency Transport for June 14, 15 and 16.
- Set up CPR class for this Saturday, June 11th (CPR for Community and Workplace).
- Prepared report QA and sent to employees for follow up.
- Received shipment of Cyanokits (hazmat) from the State, turned them over to logistics for storage.
- Received shipment of CO monitors, working on a training program for them.
- Collecting the last of the employee information needed for the County re: Contingency Transport.
- Assigned 2 new classes on Target Safety (heat emergency and EMS safe driving).

Training & Safety:

- Flame Sim demonstration for the Seminole County Training Officers Committee.
- Burned CD's for hurricane update.
- Administered Performance Objective Testing for FF Connor Beverly.
- Made contact with Charlie Brush from State Fire College on creating an injury reporting policy.
- Contacted Gym Source on getting quote for gym equipment (Smith Machine).

Fire Loss:

- Responded to one brush fire investigation on Camdon. The cause was determined to be related to power lines.
- Approved and signed the final site plans for Shops of Dupont.
- Approved a site plan for McDonalds on Deltona Blvd.
- Provided copies of site plans to a prospective new developer and helped locate an existing water line for his project, Tractor Supply, on Howland across from Walmart.
- Working on verifying occupancy files in firehouse and creating reports for the new CAD system for data input of commercial businesses and schools to the new CAD.
- Worked with IT on connectivity problems.
- Annual, DCF and school inspections continue.
- Worked with Deltona Water on water line upgrades and new fire hydrant installs as well as a damaged hydrant on Fort Smith that was hit by a car.

HUMAN RESOURCES DEPARTMENT thru 6/8/2011

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
 - 1st Floor lobby – (5) added
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (976)
- Applications received: (40) Cashier, (6) Public works Tech, (1) SW Heavy Equipment Operator

- Reposted Job Posting – Parks Attendant, INT
- Background checks – Parks Attendant, Utility Systems Tech & Wastewater Operator
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- Separations processed including exit interviews: C. Cordero, intermittent Facility Attendant (resignation), S. Churney, Lead Water Operator (resignation)
- FMLA requests - 2
- Scheduled Pre-Employment physical and drug screening for: (2) Utility Systems Technicians, (1) Wastewater Operator I, and (1) Facility Attendant
- Conducted make-up session for Leadership Academy - Supervisor Development Program
- Met with Gene Gizzi regarding United HealthCare renewal.

PARKS AND RECREATION DEPARTMENT thru 6/03/11

Administration:

- Farmers Market: 10 vendors, 166 cars.
- Met with B&L Investments.
- Met with VCSO representatives to discuss National Night Out.
- Prepared for the Senior Expo.
- Planted native plants at City Hall.
- Planted native plants at VCSO District Headquarters.
- Coordinated with the Department of Energy representatives on our Energy Grant application.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 1 permit issued | Weekly attendance – 686 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 474 |
| • Wes Crile Park | 4 permits issued | Weekly attendance – 3,457 |
| • Skate Park | 7 new passes | Weekly attendance – 953 |

Special Events/Programs:

- Amphitheater
 - Concert and Car Show on June 11th from 7:00-9:00 p.m. Vegas style, Rock-a-Billy show by the “Torkays”.
- City Hall
 - Senior Expo – Saturday, June 11th from 10:00 a.m.-2:00 p.m. in the Commission Chambers.
- Dewey Boster Sports Complex
 - The Orlando City Soccer Club continues training.
 - Discussions are on-going regarding hosting an Elite Clubs National League tournament in late December.
 - Volusia County Hispanic Association Latin Fest – Sunday, June 26th.
 - Annual City of Deltona July 4th celebration – Monday, July 4th.
- Dupont Lakes
 - Kids All American Fishing Derby - July 16th.
- Harris M. Saxon Community Center
 - Zumba dance classes Mondays at 7:00 p.m.
 - Boys and Girls Club Summer Camp has started.

- Wes Crile Park
 - DTA Summer program continues.

City Leagues Currently Underway:

- Men's League ends this week.
- Summer league will start the first week in July.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball All-Star and tournament practices continue.
- Deltona Little League All-Star and tournament practices continue.
- Deltona Youth Soccer travel and in-house spring season has ended.
- FBVA summer program will start in July.

Parks Maintenance:

- Mowed, edged and weed-eated Parks
 - Dwight Hawkins Park, Firefighters Memorial Park, Skate Park, Tom Hoffman Park and Wes Crile Park.
- Deltona Community Center Repainted picnic tables at boat ramp.
- Dewey O. Boster Removed graffiti from restrooms due to vandalism.
- Firefighters Memorial Replaced drinking fountain.
- Manny Rodriguez Repaired and painted fence.
- Vann Park Repaired bench on softball score booth due to vandalism.
- Wes Crile Trained staff how to operate splash pad; repaired and painted fence; restroom repairs; routine building maintenance.

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.

- Took supplies to storage.

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 shrubbery; walking the grounds and picking up trash; sweeping sidewalk; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; 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.

- Trained staff on City Hall building procedures.
- Escorted Irvine Mechanical around City Hall to troubleshoot air conditioning issues.
- Checked air handler on second floor; cleaned up spill.
- Replaced ceiling tiles in Code Enforcement due to air conditioner leakage.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Repaired irrigation at Wes Crile
 - Fertilized Campbell Park
 - Landscaped the front of City Hall
- **Sports Complex:**
 - Repainted soccer fields and placed nets for Orlando City Soccer.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT thru 6/7/2011

Executive Summary:

The Planning and Development Services Department appreciates the City Commission's support on the five items brought to the Commission over the past two months. Items that received approval include two ordinances, a resolution, and two final site plans. This shows a commitment to business development within the City as the community moves forward to create a more balanced land use development program and higher property values.

Planning:

The Planning Section is presenting the reorganized Land Development Code to the City Commission next Monday, June 13th. Staff will work diligently to incorporate the Commission's comments, with the goal of having the document in an approvable format before the Commission for a decision in July.

The initial administrative Small Scale Future Land Use Map amendments are proceeding and the rezoning effort has begun for Dupont Lakes Park. Staff views this effort as an important first step in identifying an efficient process to take any administrative application through in a timely manner. With the first two areas entitled administratively, staff will bring to the Commission a ranked priority list of additional areas to consider. Upon Commission ranking, the staff will systematically work to achieve all administrative entitlements by the end of next year (2012).

Finally, staff met with the Volusia County Planning staff to review draft land development regulations for the Osteen Local Plan. A draft is being prepared by staff for County's review and comment.

Housing & Community Development:

The Housing and Community Development Section is ecstatic with the successes of the NSP program. The sale of seven units and seven closings pending, places the program in a very good position for achievement. It represents that the City is operating the program correctly, spending the Program Funds and Program Income, and placing people that need homes, in homes. It also represents market stability, or neighborhood stabilization—a fancy term for maintaining or increasing land values.

Upon sale, the City needs to maintain and monitor for continued affordability to ensure that the home buyer stays with the unit. In addition, staff is completing rehabilitation on its last five units:

- 989 W. 9th Street
- 882 Vercelli Street
- 1629 Elkcam Boulevard
- 1321 Herndon Avenue
- 1353 Herndon Avenue

We anticipate having these homes completed by the end of July and will revisit units with numerous days on the market to ensure that they sell as well. Finally, staff has three Habitat for Humanity homes to complete that will be sold to Habitat-placed individuals or families.

PUBLIC WORKS thru 6/3/2011

Traffic Operations:

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

- **Signs**
 - Completed 4 sign repair work tickets throughout the City.
 - Fabricated & installed (8) sets of street name signs.
 - Fabricated & installed (1) 30 mph sign at Ft Smith Blvd & Sunday Dr.
 - Fabricated & installed (1) 30 mph sign at Sunday Dr & Noremac.
 - Fabricated & installed (1) 12"x18" Public Servant of the Year sign for Michael Carmolingo and (1) 12" x 18" Employee of the Year sign for Dave Denny at City Hall.
- **Asphalt**
 - Completed (9) asphalt work tickets – 1 ¼ tons.
 - 2249 Banbury – installed asphalt berm for Stormwater Dept – ¼ ton.
- **Message Boards**
 - Removed from Saxon Blvd & Normandy for Click It or Ticket campaign.
 - Installed at Deltona Blvd & McDonalds for click it or ticket campaign.
- **Speed Trailer** – Installed on Maltby.
- **Miscellaneous**
 - City Wide – turned all school flashers off.
 - Public Works Depot – installed new batteries and lights on the barricades.
 - Sign Shop – started resheeting orange and white reflectivity on the barricades.
 - Sign Shop – cleaned sign shop and pressure washed outside.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification**
 - Medians
 - Providence Blvd – trimmed African iris plants and watered new sod.
 - Elkcam Blvd – cleaned.
 - Howland Blvd – cleaned and watered new sod.
 - City Signs – Howland Blvd; Saxon Blvd.
 - Misc – Public Works Depot – mow, weed eat, and remove litter.
- **Concrete**
 - Sidewalks – India & Lovington – 5'x5' & 4'x5'; 523 Glenhaven – 7'x4'; 1021 Elkcam – 10'x 8', 4'x 8' & 3'x 8'.

- **Clam Truck**
 - Debris – 4
 - Trimming – 12
- **Drop Offs**
 2502 Scottsville; 1193 Winterville; 1134 W Seagate – repaired drop off (empty lots).
- **Slope Mowing**
 1850 Snook – 180'; between Kingsway and 1870 Snook – 230'; 1844 Kingsway – 460'; 1870 Snook – 160'; 1805 Snook – 819'; 1809 Snook – 45'; across from 1805 Snook – 74'; 447 Viscaya – 130'; 447 Viscaya – 140'; 401 Viscaya – 140'; 370 Viscaya – 600'; Viscaya – 75'; 1955 Lehigh & Saxon Blvd – 120'; 1880 Snook – 120'; Viscaya & Snook – 408'; 860 Lehigh – 277'; 799 Lehigh – 80'; Old Mill & S Cooper – 80'; 1938 – 1970 Lehigh – 297'; 487 Lehigh – 160'; 748 Lehigh – 60'.
- **Miscellaneous**
 Empty all trash containers City-wide.

Fleet Maintenance Division:

• Vehicles	PM – 3	Repairs – 10
• Equipment	PM – 1	Repairs – 17
• Road Calls	2	
• Parts Run/Vehicles Delivery	2	
• CDL Testing	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**
 - 1618 Horseshoe – put in 200' of 15' sock pipe; 4 nyloplast basins; poured a driveway.
 - 2650 Coachman – installed 2 grates with chains and locks.
 - 1341 Lombardy – installed 60' of 6" pipe and tied into box; poured a mitered end on pipe and filled in area.
- **Repair Crew**
 Repaired structure at Merchant & Courtland Blvd.
- **Drainage Rehabilitation Crew**
 401 Fisher – dug out areas of the pond for more water capacity.
- **Drainage Area Maintenance (Aebi Mowing)**
 - 2 acres mowed.
 - Ditches mowed – 825 Lehigh; 1909 Coble; 1933 Monterey; 1860 Tanner; 1562 Joyner; 2712 Ivydale; 2635 Groveland; 2962 Allegro; 1751 Catalina; 1185 Winterville; 2521 Tansboro; 2470 Unionville; 2507 Walkertown; 2009 Jessamine.
 - Ponds mowed – 2727 Sedgefield; Farrington.
- **System Cleaning (Vac Truck):**
 - 100' of stormwater system cleaned.
 - 2 yards of debris cleared.
 - Storm systems jetted – Merchant/Courtland; Acadian/Alley 484; 201 Howland Blvd.
 - Watered new sod City wide.
- **Right of Way Mowing Crew**
 - 14 miles of right of way mowed.

- Main roads mowed—Ft Smith Blvd, Courtland Blvd.
- **Right of Way Litter Crew**
 - 569.25 gallons of litter removed.
 - Main roads – Elkcam; Normandy; Ft. Smith; India; Courtland; Newmark; Humphrey.
 - Sectors – 7; 8.
 - Alleys – 977; 1590.
- **Miscellaneous**
 - 1166 Wellington Dr W replaced broken lid with new one.
 - 1254 Homeway Ln cut tree off fence and put new wood fence panel.
 - 1230 Silverdale St checked out hole in front yard.
 - Tallwood Dr moved dirt around to make more room to stockpile.

UTILITIES thru 6/5/2011

Customer Service

May / June 2011	30	31	1	2	3	4	5	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	X	767	596	380	567	X	X	2310
Ebox	X	220	449	213	303	X	X	1185
Call Center Calls	X	730	596	606	473	X	X	2405
Walk-ins/Drop Box	X	366	392	268	387	X	X	1413
On-line Payments	153	141	176	175	229	106	119	1099

Customers Disconnected for Non-Pay

June 2011	1	2	Total
	Wed	Thurs	
Cycle	7	8	
Total on Disconnect List	84	101	185
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

May / June 2011	30	31	1	2	3	4	5	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		3	8	1	7	2		21
Locates Received	0	8	20	10	13			51
Locates Completed	0	6	20	10	5			41
Main Leaks		1						1
Service Leaks		1	3	2		1		7
Sewer Repairs								
Sewer Blockage		1		1				2
KV2 Valves		2						2
Service Replacements		1				2		3
Meter Change Outs			3	13	3			19
Service Orders		99	127	127	121			474
Disconnects			84	101				185
Drainfield Leaks								
Meter Retirements		23	3		2			28