

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: August 26, 2011

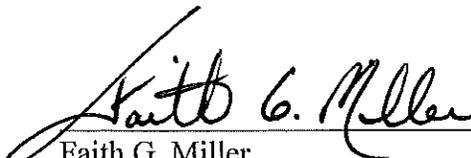
Lake Windsor Update:

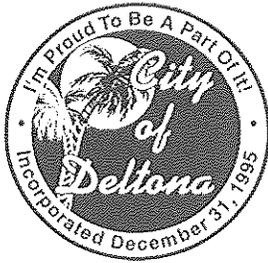
The Lake Windsor Stormwater Pump Station and Force Main project (ITB # PW 11-22) has been posted to DemandStar. Bids are being requested for the installation of the stormwater pump station including submersible pumps and associated appurtenances, associated gravity pipe and inlet system, approximately 5,500 linear feet of 10-inch stormwater force main piping, valves, fittings, and appurtenances, demolition and restoration of driveways, excavation and reconfiguration and grading of the existing stormwater management pond along Slater Avenue, site grading, erosion and sedimentation control, installation of energy dissipation and outfall devices, and associated electrical design by a Florida licensed professional, permitting, and installation of the components to provide a complete stormwater pump station.

The estimated amount for this project is \$555,000. The source of funds for this project is from CIP Stormwater. There will be a pre-bid meeting for all interested bidders on September 25, 2011.

Ongoing/Upcoming Events:

- **Public Workshop on Stormwater Pollution Prevention** – Wednesday, August 31st, 6:00 p.m., Deltona Regional Library – Scrub Jay Room
- **Labor Day Holiday** – Monday, September 5th – City and Deltona Water administrative offices closed
- **Joint Workshop Meeting of the Volusia County Council & Volusia County School Board to discuss re-districting** – Tuesday, September 6th, 9:00 a.m., Training Rooms, Volusia County Administrative Offices in Deland
- **Regular City Commission Meeting** – Tuesday, September 6th, 6:30 p.m., Commission Chambers
- **Executive Session** – Thursday, September 8th, re: Fire Fighters Collective Bargaining Agreement, 4:30 p.m., 2nd Floor Conference Room
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.


Faith G. Miller
City Manager



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CITY MANAGER'S OFFICE thru 8/25/2011

Communication:

- Took photos and assisted with the coordination of the "Yep! Its Yogurt" ribbon cutting.
- Working with the City Clerk to understand and train on the "News" feature of the new Web site software.
- Collecting stories and information for the last City Newsletter of 2011.
- Posted the upcoming Simulcast concert on Facebook & Twitter.
- Helped to promote the VCSO Kicks for Guns event.
- Sent out an invite to a ribbon cutting for Pablo's Mexican Grill.
- Created a community calendar slide for DeltonaTV and posted on Facebook & Twitter a "Save the Date" for the Fire Department's Annual Safety Day on October 9th.
- Prepared a ribbon cutting invitation to the JCPenney Catalog store.
- Submitted text for the City of Deltona's page on the new Team Volusia Web site.
- Producing PSAs for VCSO Substation, Senior Expo.
- Updated Broadcast Schedule for DeltonaTV for the week of August 28.
- Downloaded new programs for UCF- Global Perspectives and White House Chronicle.
- Compiling file footage of City events for CGI's internet vignettes.
- Working on September issue of The Pride.
- Working with Planning & Development Dept for NSP/Habitat for Humanity groundbreaking on Sept 2nd.
- Produced DeltonaTV slides for "City Hall Closed/Labor Day Holiday" and "Have a Safe Labor Day Holiday".

Media Relations:

- Responded to questions from Mark Harper/Daytona Beach News-Journal regarding the Executive Session and the Zischkau vs. City of Deltona lawsuit.
- Provided information to Ludi Lelis/Orlando Sentinel regarding the City's stormwater mitigation projects.
- Provided information to Audrey Parente/Daytona Beach News-Journal regarding the State Firearms statute and Deltona's ordinances.
- Provided information to Al Everson/Beacon regarding Vose Law Firm's rates and current invoices.
- Provided information to Al Everson/Beacon regarding the Zischkau vs. City of Deltona lawsuit.
- Provided information to Mark Harper/Daytona Beach News-Journal regarding City preparations for Hurricane Irene.
- Provided information to Saul Saenz/CFNews 13 regarding City preparations for Hurricane Irene.

Press Releases:

- Out & About Trip
- Foreclosure Prevention Workshop

Business Development:

- Jerry Mayes attended a two-day conference at the International Council of Shopping Centers (ICSC) in Kissimmee, including meetings with retailers, developers, etc.
- Attended the Pre-Development Meeting for the Shops of DuPont Lakes Project.
- Attended the Ribbon Cutting and Grand Opening for the ‘Yep it’s Yogurt’ shop at WalMart Plaza outparcel owned by Paul Scarpello.
- Met with the West Volusia Regional Chamber of Commerce regarding the ‘BuyLocal’ project and the local business questionnaire.
- Met with John Wanamaker of Coldwell Banker to discuss conceptual and ongoing projects within the City of Deltona.
- Met with Frank DeMarsh to discuss setting appointments with ICSC contacts.
- Met with Albert Pell regarding his and adjoining properties at Howland Boulevard and SR415.
- Upcoming Ribbon Cuttings:
 - August 30th, 10:00 AM, Family Dollar Store at Howland & Catalina
 - September 1st, 11:00 AM, Pablo’s Mexican Grill
 - September 6th, 10:00 AM, JC Penney & Shoe Shack

BUILDING & ZONING SERVICES thru 8/19/11

Building Permits issued for the week.....	45
Valuation of work permitted for the week.....	\$285,649.50
Inspections completed for the week	124
Total Permits issued for Fiscal Year 10/11	2800
Valuation of work permitted for the year 10/11	\$30,178,040.11

Permits Issued:

A/C change out	14
Building Residential	1
Concrete Flat work	1
Electrical.....	3
Fence	6
Fire Sprinkler.....	2
Glass Room	1
Plumbing	1
Pool Above Ground.....	1
Reroof	8
Screen Enclosure	1
Shed	2
Sign.....	1
Water Heater replacement	3
Total	45

CITY CLERK'S OFFICE thru 8/19/11

Department Staff:

2nd Floor HR/CC Walk-In Customers	97	
2nd Floor calls Answered.....	20	
Packages Picked Up	3	
Packages Received	30	
A/P Invoices Opened.....	86	
Newspapers	16	(11 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	\$51.49	
Documents imaged, pages.....	3914	
Large scale drawings imaged, pages	375	

ENFORCEMENT SERVICES DEPARTMENT thru 8/19/2011

Requests for services this week	320	
Animals impounded at the humane societies	38	
Citation warnings issued	20	
Courtesy notices	126	
Abatement notices	49	
Citations issued	2	
Code Enforcement telephone calls	146	
Solid Waste calls	101	
Citizen walk in requests for Code Enforcement assistance	15	
Citizen walk in requests for Solid Waste assistance	5	
Properties requiring grass to be cut by contractors	40	(at a cost of \$1,400.00)
Certified mailings sent out	87	(at a cost of \$486.33)
Money collected for Animal tags, liens and return to owners	\$0.00	
Foreclosures last week:		
Deltona	15	
Volusia County	36	
Total	51	

FINANCE DEPARTMENT thru 8/24/2011

- Working on FY11/12 renewals/contract updates.
- Bids for Housing Inspectors for the Housing Program due September 7, 2011.
- Six bids received for Nuisance Abatements.
- Closing out PO's for FY 10/11.
- Working on finalizing budget for Sept 6th Commission meeting -- budget message, charts, graphs, summary sheets, and debt.

FIRE DEPARTMENT thru 8/25/2011

Fire Chief:

- Attended VCFCA Meeting. Topics of discussion included Contingency Transport Program, County takeover of EVAC, Consolidated Communications, Possibility of VCSO taking on Fire RMS systems and potential for a singular RMS system; Pros & Cons and discussion of Volusia County Medical Director and the lack of an investigative process when there has been a possible protocol violation or in the case of Edgewater, a contingency transport completed prior to the issuance of a ALS Transport license and modification of EVAC's and Volusia County's CoPCNs.
- Attended a 800MHz / Volusia County Sheriff's Office Fire Emergency Communications Center (SOFECC) Users' Group meeting. Discussed the re-profiling and re-banding of radios and post-consolidation radio profiles and tactical channel assignments for all fire agencies.
- Attended a 'Demand To Bargain' meeting on the Union's DTB on Healthcare costs beginning FY 2011-12. At this meeting the Union did not provide a counter proposal, but did submit one for consideration on Friday the 19th.

EMS:

- Employee physicals continued this week; "C" shift is complete with the exception of one person who was out sick.
- Basic First Aid class was taught to 10 of the Explorers.
- Still working with EMSTARS technical support to get the program up and running on my computer.

Information, Communications & Education:

- Projects in progress include:
 - Fire Prevention Week
 - Coordinating MDC Mounts and training
 - 800mhz Rebanding

HUMAN RESOURCES DEPARTMENT thru 8/24/2011

- Performance Evaluations processed: (5)
- Deltona JOBS Program Folders
 - 1st Floor lobby – (5) added
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (1041)
- Applications received:
 - (2) Waste Water Operator
 - (5) Water Operator
 - (8) Utility Systems Tech
 - (1) Utility Maintenance Tech
- New Employee Orientations conducted: (4) Intermittent Facility Attendants and (1) Utility Customer Service Representative.
- Background check & reference check on new Wastewater Operator.
- Prepared questionnaires for the Utility Systems Tech Interviews that are scheduled for Friday.

- Pre-employment Physical & Drug Screening scheduled: (1) Facility Attendant
- Conducted Annual Open Enrollment sessions over three days with all City employees participating.
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Participated in 5 interviews for Utility System Technician at Deltona Water.
- FMLA requests: (1)
- Responded to Union regarding their 'Demand To Bargain Health Insurance' counterproposal which was unacceptable to the City. Impasse was formally declared and PERC notified to send a Special Magistrate list.

PARKS AND RECREATION DEPARTMENT thru 8/20/11

Administration:

- Farmers Market: 9 vendors, 142 cars.
- Met with property owner and Risk Management to discuss tree liability.
- Met with West Volusia Fire Equipment, Inc. to conduct our annual fire inspection for all our park facilities.
- Met with Irvine Mechanical to do an inspection at Campbell Park and City Hall.
- Met with Estep Construction to apply for a building permit for the metal building at Dewey Boster.
- Met with Infinity Solutions to discuss the cameras at Thornby Park Inspiration Playground.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---|
| • Deltona Community Center | 1 permit issued | Weekly attendance – 914 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 223 |
| • Wes Crile Park | 5 permits issued | Weekly attendance – 1,480 |
| • Skate Park | 8 new passes | Weekly attendance -- 475 (closed due to rain) |

Special Events/Programs:

- **Amphitheater:**
 - Concert scheduled for Saturday, September 10th with Simulcast featuring Scott MacKenzie from Mix 105.1 and Bob Frier from Fox 35.
 - Concert with Caribbean Crew has been rescheduled for Saturday, October 15, 2011.
- **Dewey Boster Sports Complex:**
 - The Orlando City Soccer Club continues training.
- **Dupont Lakes:**
 - Kids All American Fishing Derby has been postponed due to low water levels.
- **Harris M. Saxon Community Center:**
 - Zumba dance classes continue on Mondays at 7:00p.m.
 - Boys and Girls Club after school program started on August 22, 2011.
- **Wes Crile Park:**
 - DTA Summer Camp program has ended.

City Leagues Currently Underway:

- Summer League continues.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball fall season will start in September.
- Deltona Little League fall season will start in September.
- Deltona Panthers Football and Cheerleading continue.
- FBVA summer program continues.
- Deltona Youth Soccer fall season continues.
- Stetson Futbol fall season will begin in late August.

Parks Maintenance:

- Mowed, edged and weed-eated the following: City Hall, Dewey Boster, Dwight Hawkins, Farmers Market location, Harris Saxon, Keysville Dog Park, Lake Gleason, Manny Rodriguez, Sheriff's Department, Thornby Park, Timber Ridge and Veterans Memorial.
- Campbell Park – Changed A/C disconnects on building.
- Deltona Community Center – Replaced urinal.
- Tom Hoffman Park – Removed down tree from fence.
- Wes Crile Park – Checked electrical problem – short in #14 wire panel.

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.

- Picked up tents and took to City Hall.
- Assisted with cleaning the barn area at Dewey Boster and taking materials back to the Depot.
- Picked up supplies at Lowes.
- Met with delivery company at the Depot, unloaded supplies.

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.

- Escorted Wiginton Fire Sprinkler and Irvine Mechanical around City Hall.
- Escorted Electrical Solutions to replace ballasts.
- Met with Signal 21 at the Sheriff's Department to check mechanical room. Had to re-schedule.
- Checked storage units with the Purchasing Department.
- Walked City Hall with the cleaning company.
- Checked master key throughout City Hall.
- Repaired door leading into City Clerk's Office.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Cleaned all drains and valves at Vann Park.

- Sports Complex:
 - Repainted soccer fields and placed nets for Orlando City Soccer.
 - Continued trimming trail around the complex.
 - Made sure all trash cans were firmly secured in case of bad weather.
 - Spot sprayed Pony League for weeds and fertilized.
 - Sprayed for mole crickets and fire ants.

PLANNING & DEVELOPMENT SERVICES thru 8/25/2011

Executive Summary:

The Planning and Development Services Department is finalizing efforts to come before the City Commission September regarding:

1. The Small Scale Future Land Use Map Amendments for the DuPont Lakes Park and Fernwood Street sites.
2. The rezoning for the Fernwood Street site.
3. The Floodplain Management Ordinance.
4. The Reapportionment Plan.

Planning:

The Planning Section is focusing on the reorganization of the Land Development Code (LDC) and Capital Improvement Element (CIE) for adoption this year. Staff is beginning work on a draft Mobility Plan outline to be brought to the City Commission at a future Commission Workshop. Similar Mobility Plans are being created by local governments and the City will build off of the model created within the Southwest Volusia Regional Transportation Study (SWVRTS) as a contributing member. Finally, staff is organizing efforts beyond the restructuring of the LDC for its rewrite. Staff will begin with the Zoning Ordinance, since it addresses the performance standards throughout the City for day-to-day land use decisions and has the biggest need for rewrite.

Housing & Community Development:

The Community Development Section is busy with the following, per program:

1. CDBG – Staff sent HUD additional supporting information for the *Annual Action Plan*.

2. NSP 1 – The City is scheduled to close seven (7) homes within NSP 1, in addition to the 20 homes already sold. This places project completion at 54% for the homes the City is controlling and another 23 homes that need to be sold. The homes to be sold are listed on the MLS, the City's website, and on DTV. However, additional marketing will be employed to sell the final 23 units. Upon sale of another 5-10 units, staff will begin purchasing 2-3 more units within NSP 1.
3. NSP 3 – The home search effort for NSP 3 is underway. One unit has been identified as a good candidate and staff is seeking an additional nine (9) units to purchase. The Management Plan will be coming to the City Commission in October for an amendment to allow for demolition of homes and redevelopment on those lots.
4. SHIP – Purchase Orders were signed off on this week to begin repair on two units within SHIP. Staff is attempting to have 3-4 jobs underway by the end of September.

PUBLIC WORKS thru 8/19/2011

Traffic Operations:

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

- **Signs:**
 - Completed 1 sign repair work ticket in the City.
 - Fabricated 18 new street name signs.
 - Installed 2 new street name signs.
 - Replaced from stock (1) 25 mph sign at Ft Smith & Elkcam and (1) at Drysdale & Elkcam.
 - Removed (2) Do Not Enter signs from Floyd & Drayton.
 - Relocated Stop Sign for sidewalk contractors at Swiss & Montcalm.
 - Fabricated (1) 24"x 30" No Trespassing, Water Control Structure sign for Stormwater Dept.
- **Asphalt:** Completed 8 asphalt work tickets and used 6 tons of asphalt.
- **Message Boards:** Removed message boards from Ft Smith & Elkcam and Elkcam & Drysdale that were used for drainage project.
- **Thermoplastic Stripping:**
 - Providence Blvd & Elkcam Blvd – restriped piano keyed crosswalk with 12" white – 114'.
 - Elkcam Blvd & Drysdale Dr – restriped crosswalk with 12" white – 32'.
 - 12" stop bars – 28'.
- **Misc:** Drayton Av – installed four ballasts where people were using the road as a cut through.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Howland Blvd; Elkcam Blvd; Normandy Blvd; Providence Blvd – removed pine tree that had fallen into roadway; installed and watered new pine tree.
 - City Homes – 591 N Firwood; 1049 Falcon; 1787 Ft Smith; 1177 Hastings.
 - City Signs – Howland Blvd.
- **Concrete:**
 - Sidewalks Repairs: 2201 Illinois – 36'x 4'; 1150 Hampshire – 15'x 4'; 1400 Seagate – 110'x 8'; 1084 W Seagate – 15'x 5'.

- **Clam Truck:**
 - Debris – 13.
 - Trimming – 5.
- **Drop Offs:**
 - Repair drop off – 1631 N Normandy Blvd; 140 Ft Smith Blvd.
 - Repair drop off and placed ½ pallet sod – Austin Av & Windsor Heights; 2584 Windsor Heights; 1072 Dunkirk.
 - Replaced ¼ pallet sod – 1239 Seybold; 2695 Groveland; 1884 Van Allen; 1880 Van Allen; 1873 Van Allen; 1865 Van Allen.
 - Replaced ½ pallet sod – 1815 Cooper; 1191 S Cooper; 521 Antelope.
 - Replaced 1 pallet sod – 1886 Van Allen.
 - Repaired shoulder and placed 30 pieces of sod – 970
- **Slope Mowing:** 1282 Abigail – 480'; 1207 Abigail – 80'; Alexander between Grapewood & Algoma – 120'; 1004 Pioneer – 200'; 1043 Pioneer – 80'; Abigail & Pinder – 320'; Kenmore & Abigail – 200'; 825 Hancock – 240'; 1169 Hancock – 720'; 935 Abby – 80'; Abby & Coronet – 200'; 1365 N Hartley – 200'; 712 Hartley – 640'; Malaga & Randolph – 200'; Randolph & Oxford – 1300'; 396 Oslo – 80'; 279 Maguire – 280'; 556 Nardello – 160'; 519 Nardello – 120'; 864 Amidon – 80'; 1043 Sheppard – 80'; 1084 Sheppard – 80'.
- **Misc:** Public Works Depot – straightened back parking lot; removed tires; graded parking lot; evaluated alarm sounding.

Fleet Maintenance Division:

- Vehicles PM – 6; Repairs – 18.
- Equipment PM – 3; Repairs – 36.
- Road Calls 1.
- Parts Run/Vehicle 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:**
 - 1489 Elkcam Blvd – installed 120' of 18" pipe; 2 concrete basins; poured back driveway; reshaped swales; placed sod.
 - 2811 Conyers Ct – installed 60' of 15" sock pipe; poured back driveway; reshaped swales; placed sod.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 11.7 acres mowed.
 - Ditches mowed – 1417 Lombardy; 1302 Star Ct; 926 Whitewood; 1307 Whitewood; 1933 Monterey; 651 Outrigger; 2861 Bardahl; 2971 Mallard; 1562 Joyner; 2712 Ivydale; 2962 Allegro; 1751 Catalina; 1185 Winterville; 2727 Sedgfield; 2521 Tansboro; 2470 Unionville; 2507 Walkertown; 2442 Walkertown.
 - Ponds mowed – 2916 Covington; 2916 Winlock; 2808 Huron; 2962 Corrigan; 1049 Sylvia; 3148 Loblolly; 2883 Arbour Trail; 1820 Elwood; 589 Tassel; 561 Calusa; 409 Ft Smith; 2068 Atmore; 1771 Normandy; Beechdale; Whitewood.
- **Right of Way Mowing Crew:**
 - 23 miles of right of way mowed.

- Main roads mowed – Normandy; Ft Smith; Deltona Blvd; Cloverleaf; Anderson; Alexander; Courtland.
- Sectors mowed – 23; 24; 25; 26; 27; 28; 29.
- Alley mowed – 219; 500.
- **Right of Way Litter Crew:**
 - 569.25 gallons of litter removed.
 - Main roads – Courtland; Anderson; Cloverleaf; Deltona Blvd; Ft Smith; Elkcam; Normandy.
- **Misc:**
 - Mow Right of Way – Wolfpack Run; Eustace Av; Crawford Ct.
 - Replaced storm lid – Treadway Dr.
 - Filled hole with recycle concrete – 1568 Zinnia Dr.
 - Placed piece of sign channel across opening on storm box – 701 Hager St.
 - Weed eat around drainage box – Dressel Ter.

UTILITIES thru 8/21/2011

Customer Service

August 2011	15	16	17	18	19	20	21	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW -- Lockbox	717	537	264	257	404	X	X	2179
Ebox	264	333	174	118	236	X	X	1125
Call Center Calls	662	434	387	331	346	X	X	2160
Walk-ins/Drop Box	423	241	214	174	180	X	X	1232
On-line Payments	201	128	172	162	250	131	103	1147

Customers Disconnected for Non-Pay

August 2011	16	17	Total
	Tues	Wed	
Cycle	3	4	
Total on Disconnect List	81	141	222
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

August 2011	15	16	17	18	19	20	21	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	2		2			6
Locates Received	7	34	15	4	4			64
Locates Completed	3	20	16	24	5			68
Main Leaks		2	3	1	3	1		10
Service Leaks	1		2	1			1	5
Sewer Repairs								
Sewer Blockage			1		3			4
KV2 Valves				2				2
Service Replacements				1				1
Meter Change Outs	6	7	4	2	4			23
Service Orders	80	114	103	91	77			465
Disconnects		81	141					222
Drainfield Leaks								
Meter Retirements	16	4	3		1			24