



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: September 2, 2011

CITY MANAGER'S OFFICE thru 9/02/2011

Communication:

- Coordinated and photographed the "Family Dollar" ribbon cutting.
- Production underway of the last City Newsletter of 2011.
- Posted the Foreclosure Prevention Workshop on the City's Facebook and Twitter accounts.
- Created a Community Calendar slide for Fall Ball Registration and posted it to Facebook and Twitter.
- Facebook and Twitter postings:
 - photos from the "Yep, It's Yogurt" grand opening
 - information about a new Deltona restaurant, Pablo's Mexican Grill
 - Caribbean Crew concert makeup date
 - photos of the Family Dollar ribbon cutting
- Updated the Caribbean Crew poster for Parks & Recreation Department
- Created a Community Calendar slide for DeltonaTV on the next City-sponsored blood drive.
- Troubleshooting the City entryway signs.

Media Relations:

- Compiled list of Sept. 11th events in Deltona which the Mayor, Commissioners and First Responders may attend—emailed to media
- Discussed with Al Everson of the DeLand-Deltona Beacon when the proposed budget would be available on the City's Web site.
- Provided information to Bob Koslow, business reporter for the Daytona Beach News-Journal, regarding Paul Scarpello, his recent developments and his future plans for the Dupont Lakes area.
- Provided information to Al Everson regarding plans to put security cameras in City Hall.

Press Releases:

- Simulcast Concert and Cruise-in

Business Development:

- Began follow-up on ICSC Conference contacts via telephone and e-mail.
- Attended Community Open House at 'Central Florida Pregnancy Center' on Deltona Boulevard.
- Attended ribbon cutting for Family Dollar Store at Howland Boulevard and Catalina Boulevard.
- Met with Project Administrator-Environmental regarding the Deltona Scrub Jay Mitigation Project.
- Met with Dave Denny and Bob Clinger regarding updates on municipal financial strategies following-up from conference call on August 18th.
- Met with Planning & Development and engineering team regarding convenience store/gas station owner that plans to locate in Deltona.
- Attended a Planning Team Meeting for the ribbon cutting ceremony for Deltona Fire Station 65.

- Attended ribbon cutting ceremony for Pablo’s Mexican Grill at 121 Howland Boulevard.
- Met with realtor and potential business tenant at Jena Plaza on Howland Boulevard.
- Attended the Habitat for Humanity ground breaking and ribbon cutting at 1242 Abigail Drive.

BUILDING & ZONING SERVICES thru 8/26/11

Building Permits issued for the week.....	70
Valuation of work permitted for the week.....	\$216,806.10
Inspections completed for the week	100
Total Permits issued for Fiscal Year 10/11	2870
Valuation of work permitted for the year 10/11	\$30,395,089.21

Permits Issued:

A/C change out	13
Building Commercial	1
Deck.....	1
Door Replacement.....	2
Electrical.....	4
Fence	12
Fire Sprinkler.....	2
Garage Door replacement.....	1
Gas Installation.....	1
Pool In-ground.....	1
Reroof	5
Retaining Wall.....	1
Screen Enclosure	4
Shed	2
Site Engineering	1
Solar Panel.....	4
Water Heater replacement	10
Window replacement	4

Total **70**

CITY CLERK’S OFFICE thru 8/26/11

Department Staff:

2nd Floor HR/CC Walk-In Customers	102	
2nd Floor calls Answered.....	32	
Packages Picked Up	1	
Packages Received	29	
A/P Invoices Opened.....	104	
Newspapers	16	(10 hours)
Public Records Requests Received	2	

Public Record Request Amount Received	-
Documents imaged, pages	1970
Large scale drawings imaged, pages	223

ENFORCEMENT SERVICES DEPARTMENT thru 8/26/2011

Requests for services this week	339	
Animals impounded at the humane societies	22	
Citation warnings issued	34	
Courtesy notices	174	
Abatement notices	61	
Citations issued	0	
Code Enforcement telephone calls	130	
Solid Waste calls	109	
Citizen walk in requests for Code Enforcement assistance	18	
Citizen walk in requests for Solid Waste assistance	1	
Properties requiring grass to be cut by contractors	43	(at a cost of \$1,505.00)
Certified mailings sent out	121	(at a cost of \$676.39)
Money collected for Animal tags, liens and return to owners	\$360.00	
Foreclosures last week:		
Deltona	6	
Volusia County	<u>25</u>	
Total	31	

FINANCE DEPARTMENT thru 8/31/2011

- Working on finalizing budget for Sept 6th Commission meeting – budget message, charts, graphs, summary sheets, and debt.
- Working on FY11/12 renewals/contract updates.
- Bids for Housing Inspectors for the Housing Program due September 7, 2011.
- Ten bids received for the Lake Lapanocia Pump Station and Force Main Improvements.
- Processing August credit cards.
- Closing out PO's for FY 10/11.

ACCOUNTS PAYABLE SECTION		
Check Run Date:	8/5/2011	
Checks Processed	245	\$441,499.88
Invoices Processed:		
Carol	188	227,237.09
Julia/Jacque	175	206,767.24
UB Refunds	134	7,495.55
	497	\$441,499.88
Check Run Date:	8/19/2011	
Checks Processed	353	\$1,362,267.77
Invoices Processed:		
Carol	351	1,141,999.11
Julia/Jacque	173	210,326.98
UB Refunds	196	9,941.68
	720	\$1,362,267.77
PAYROLL SECTION		
Check Run Date:	8/4/2011	
Total Employees	314	
Time Sheets Processed	628	
Checks Processed	20	
Direct Deposits Processed	304	
Total Payroll including benefits	\$ 673,169.87	
Miscellaneous:		
Flexible Spending Reimbursements	14	
Check Run Date:	8/18/2011	
Total Employees	321	
Time Sheets Processed	642	
Checks Processed	27	
Direct Deposits Processed	304	
Total Payroll including benefits	\$ 676,319.22	
Miscellaneous:		
Flexible Spending Reimbursements	22	

<u>Aug-11</u>	<u>Activity</u>	<u>Count</u>
	August 1-31, 2011	
	Lbt	
	Renewals	292
	Residential rentals	431
	New residential	14
	New residential rentals	7
	New commercial	2
	Non-profits	1
	Exempt/issued	1
	Walk-ins:	93
	Business tax revenue collected	\$33,385.13
	Fire inspections revenue collected	\$ 2,620.00

FIRE DEPARTMENT thru 9/1/2011

Fire Chief:

- Station 65 opened on Monday the 29th and is operational.
- Met with Orange City and DeLand's Fire Chiefs to discuss interoperability and the possibility of developing a Memorandum of Understanding to provide Special Operations jointly between the three cities working with Volusia County Fire Services.
- Attended training with VCSO on Tiburon (Computer-Aided Dispatch program) and other components such as ForceWatch, an application designed to track resources and monitor activities of Fire Service personnel. These applications will improve interoperability, refine closest-unit responses and provide better accountability of personnel and resources.
- Attended a demonstration at the Volusia County Fire Services Training Center on Compressed Aerosol Technology including Potassium Salts and Compressed-Air Foam suppression systems.
- Held meetings with Commissioner Zischkau and with Mayor Masiarczyk to discuss Fire Service issues and the progress on the transition to consolidated communications under VCSO.
- Operations personnel participated in several multi-company drills with VCFS and municipal fire departments at the Stewart Marchman Facility on Tiger Bay Road. Training included Search and Rescue, Wall Breaching, Firefighter Self-extraction, Horizontal and Vertical Ventilation of Large Structures, Tender Shuttle Operations, Application and Use of Compressed-Air Foam (CAF) systems, Exposure Protection and Live Fire Training including Exterior Attack and Defensive Tactics.
- Chief DeBose attended Fire-Rescue International (FRI), an administrative-level conference designed to develop chief officers. Travel, per diem and lodging were all covered by the employee.

EMS:

- FireFighter physicals continue
- Multi-agency drills conducted at Stuart Marchman
- Trained on EMSTAR's reporting program

Information, Communications & Education:

- Completed City-wide 800MHZ radio rebanding.
- Completed MDC Training with VCSO.
- Completed CERT Course and had graduation.

HUMAN RESOURCES DEPARTMENT thru 8/31/2011

- Performance Evaluations processed: 6
- Deltona JOBS Program Folders
 - 1st Floor lobby – (5) added
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (1051)
- Applications received:
 - (1) Waste Water Operator
 - (1) Water Operator
 - (3) Utility Systems Tech
 - (15) Utility Maintenance Tech
- New Employee Orientations conducted: (1) Water Operator
- Pre-employment Physical & Drug Screenings scheduled: (1) Wastewater Operator
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- FMLA requests: 1
- Separations including exit interview: (1) - Joseph Noto, Intermittent Parks Attendant (resignation)
- Coordinating the end of year results of Wellness Check up's.
- HR Manager and HR Rep. attended Annual Florida SHRM (Society for Human Resources) Conference.
- Reviewed several employee discipline and/or performance issues with pertinent supervisors/managers.
- Received Special Magistrate list from PERC regarding the union's Demand To Bargain health insurance impasse procedure; in process of reviewing with City's labor attorney.

Risk Management Division:

- Worked on Commission Workshop agenda item—security.
- Meeting with vendor regarding electronic card access system and security cameras.
- Worked on three Workers Comp mediation files.
- Resolved two citizen claims for damage and/or imminent threat of damage.
- Insurance issues
 - Completed application files for petroleum storage tank insurance
 - Requested changes to insurance policy regarding NSP homes and Fire Station #65
- Concluded annual Fire Fighter's physicals.

PARKS AND RECREATION DEPARTMENT thru 8/27/11

Administration:

- Farmers Market: 6 vendors, 146 cars.
- Met with West Volusia Pony League Baseball president and secretary.
- Met with Electrical Solutions to discuss electrical requirements at Dewey Boster.
- Met with Building Services to discuss permitting requirements for the steel building at Dewey Boster.
- Met with Estep Construction Inc. to finalize permitting requirements for the steel building.
- Met with Deltona Tree Service to discuss removing three (3) dead trees at Thornby Park and the Inspiration Playground.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|-------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 806 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 286 |
| • Wes Crile Park | 3 permits issued | Weekly attendance – 939 |
| • Skate Park | 4 new passes | Weekly attendance – 751 |

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 continues.

City Leagues Currently Underway:

- Summer league ends on September 7th.
- Fall League is scheduled to start on September 26th.

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 is complete. Fall season starts in October.
- Deltona Youth Soccer fall season continues.
- Stetson Futbol fall season has begun.

Parks Maintenance:

- Mowed, edged and weed-eated the following: Campbell Park, City Hall, Dewey Boster, Festival Park, Firefighters Memorial, Vann Park, Veterans Memorial and Wes Crile.

- Campbell Park – Repaired roof on gazebo due to vandalism; removed vandalized window on canoe shack.
- Deltona Community Center – Restroom repairs.
- Dewey Boster – Removed damaged canopy; primed and painted support structure.
- Thornby Park – Removed old playground sign and installed new one.
- Tom Hoffman Park – Reset ECHO sign due to falling tree; removed old and installed new trash can.
- Vann Park – Restroom repairs.
- Veterans Memorial – Repaired waterline.
- Wes Crile Park – Restroom repairs.

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.

- Delivered new chairs 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.

- Escorted Irvine Mechanical around City Hall to check the A/C unit.
- Escorted Electrical Solutions around City Hall to replace ballasts.
- Cleaned benches along main walkway.
- Patched holes in main lobby.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Sprayed and weed-eated landscape bed at City Hall.
- Sports Complex:
 - Repainted soccer fields and placed nets for Orlando City Soccer.
 - Removed fencing around old well; re-fenced area behind workshop.
 - Removed all irrigation from under construction of new building.
 - Re-lined football field for Pop Warner Football.
 - Sprayed Pony League.

PLANNING & DEVELOPMENT SERVICES thru 8/31/2011

Executive Summary:

The Planning and Development Services Department is celebrating the closure of 20 homes within the NSP 1 program, which is a MAJOR milestone for this program. Many of these homes, to the satisfaction of HUD, are considered 25% set-aside units for low- and very low-income applicants and blight is being eliminated from these neighborhoods. The department began acquiring homes at the end of 2009 and was able to purchase 53 properties by September of 2010. Within one year, the department has managed an NSP team that completed the rehabilitation of 47 units to-date, with three scheduled to be completed shortly, and has sold over a third of the homes.

Planning:

The Planning Section is anticipating a busy month of September in the closure of the Small Scale Future Land Use Map Amendments, a rezoning, the City's Reapportionment Plan, and the Floodplain Management ordinance. Staff is gearing up for the reorganized Land Development Code (LDC), rewrite of the LDC, and processing the Capital Improvement Element. Work is underway on the Lohman's Funeral Home site that is scheduled to open later this year.

Housing & Community Development:

The Community Development Section is working on the following:

1. CDBG – The City's *Annual Action Plan* was approved by HUD for the 4th year of a 5-year consolidated plan.
2. NSP 1 – In addition to the above, there are 11 pending contracts and interest in another three units. This will bring the total to 31 homes sold by the end of October and the need to sell an additional 19 units. Construction efforts on the three Habitat for Humanity homes will be kicked-off this Friday, September 2nd at a ribbon-cutting event at the 1242 Abigail Drive location.
3. NSP 3 – The City received preliminary approval from HUD to expand the NSP 3 target area to acquire properties, given the fact that there are few homes to acquire within the existing HUD-approved zone. This should increase the purchase rate. A Management Plan amendment will be brought to the City Commission in October to provide for the expanded area, provide a reallocation of activities to allow for demolition, and provide for reassertion of and consistency with compliance with RESPA law, as approved within the NSP 1 Management Plan.
4. SHIP – Work continues on providing grants to recipients for owner-occupied home repair. Also, the *Annual Budget* is due on September 15th and staff is working with the Florida Housing Coalition to ensure that the budget is being prepared correctly.

PUBLIC WORKS thru 8/31/2011

Traffic Operations:

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

- **Signs:**
 - Completed 14 sign repair work ticket in the City.
 - Fabricated 31 new street name signs.
 - Installed 21 new street name signs.
- **Asphalt:**
 - Completed 9 asphalt work tickets and used 2 tons of asphalt.
 - Perimeter & Live Oak – repaired 29'x 26' section of road for Deltona Water – 8 ½ tons.
 - Fourwind & Baltimore – repaired 18'x 11' section of road for Deltona Water – 3 tons.
 - 2041 Apricot – repaired road in front of driveway for Stormwater – 1 ton.
- **Message Boards:** Removed message boards from Ft Smith & Elkcam and Elkcam & Drysdale that were used for drainage project.
- **Misc:** Sweet Springs & Austin – spoke to resident about concerns she had regarding litter, informed her that we do not install “No Dumping” signs for litter along the side of her house.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Howland Blvd; Elkcam Blvd; Normandy Blvd; Providence Blvd – watered new pine tree.
 - City Homes – 591 N Firwood; 1049 Falcon; 1787 Ft Smith; 1177 Hastings; Saxon & Normandy..
 - City Signs – Howland Blvd; Saxon & I4.
- **Concrete:**
 - Sidewalks Repairs: 2897 Windsor Heights – 8'x 4'; Austin between Glade & Dana W – 32'x 5'.
 - 2002 N Normandy – installed concrete curbing.
 - New Sidewalk Installation: Swiss Lane – 1081'.
- **Clam Truck:**
 - Debris – 11.
 - Trimming – 9.
- **Drop Offs:**
 - Repair drop off – 3332 Partridge.
 - Repaired right of way and placed 6 pallets of sod.
- **Slope Mowing:** 281 Champlain – 340'; 1352 Abigail – 80'; 107 Claymore – 200'; 1557 Piedmont – 320'; 99 Claymore – 80'; Fawn & Claymore – 200'; 1257 Claymore – 80'.
- **Misc:**
 - Public Works Depot – mowed; weedeat; pick up litter.
 - 3308 Planter – remove glass from sidewalk.
 - Firwood & Normandy Blvd N – painted wall.
 - City Wide – emptied all trash containers.

Fleet Maintenance Division:

- Vehicles PM – 4; Repairs – 6.
- Equipment PM – 3; Repairs – 13.
- Road Calls 2.

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:**
 - 2041 Apricot – took out driveway; lowered it and poured it back; reshaped swales; placed sod; put in 20' of 24" sock pipe and 1 nyloplast basin.
- **Drainage Rehabilitation Crew:**
 - 3200 feet of drainage rehabilitated.
 - Ditches Menzi mowed – 3672 Ronda; 3394 Wavecrest; 2415 Haulover; Van Allen – partial.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 7.5 acres mowed.
 - Ditches mowed – 3211 Elkcam Blvd; 1510 N Page Dr.
 - Ponds mowed – 650 Cloudcroft; Drysdale; 3181 Elkcam; 783 Atmore; 1822 Joyner; 1447 Summit Hill; 2660 Eustace; 1027 Seagate; 901 Blaney Ct.
- **Right of Way Mowing Crew:**
 - 15 miles of right of way mowed.
 - Main roads mowed – Courtland Blvd; Partial Elkcam Blvd.
 - Sectors mowed – 1; 2; half 3; 4; 30; 31.
 - Alley mowed – 618; 632; 933; 977; 1915.
- **Right of Way Litter Crew:**
 - 420.75 gallons of litter removed.
 - Main roads – Anderson; Cloverleaf; April; Tivoli; Deltona Blvd; Catalina; Captain; Haulover; Newmark; India; Humphrey.
- **Misc:**
 - Howland Blvd – pulled up sock pipes that were in drains.
 - 3269 Post St – pushed tree over into woods.
 - 1133 Page Dr E – cut branch off tree.
 - Wheeling Av – set up portable pump.
 - 1559 Cranbrook Av – used weed eater on right of way.
 - 1327 Hartley Av – used weed eater down to water's edge.
 - Cloverleaf Blvd – checked ditch for any blockage.
 - 1851 Amboy Dr – filled in ruts that Menzi made.
 - 1851 Gatewood Dr – checked ditch and pipe for blockage; hand mowed to Howland Blvd.
 - Sylvia Ave/Feather; 2477 Unionville Dr – cut dead tree down.
 - Piedmont Dr – fixed suction hose on pump.
 - 3672 Ronda Dr – used weed eater along edge of fence.
 - 2796 Lightwood St – hauled off mulch in right of way.
 - 201 Howland Blvd – hauled off debris in yard.
 - 2856 Banbury Av – filled in hole next to box.

UTILITIES thru 8/28/2011

Customer Service

August 2011	22	23	24	25	26	27	28	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	713	471	268	276	268	X	X	1996
Ebox	220	266	153	106	180	X	X	925
Call Center Calls	564	407	305	396	420	X	X	2092
Walk-ins/Drop Box	327	194	168	210	210	X	X	1109
On-line Payments	161	115	107	117	100	85	82	767

Customers Disconnected for Non-Pay

August 2011 Cycle	25	Total
	Thurs 5 & 6	
Total on Disconnect List	121	121
Off in error/DW error		
Off in error/Munis error		
Misapplied Payment		

Construction Log & Service Orders

August 2011	22	23	24	25	26	27	28	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets		4						4
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box	1	1	1		3			6
Locates Received	8	6	22	5	9			50
Locates Completed	6	1	19	14	3			43
Main Leaks			1					1
Service Leaks	1	1		3	4	1		10
Sewer Repairs								
Sewer Blockage	4	1	1	1				7
KV2 Valves			3		2			5
Service Replacements				1	1			2
Meter Change Outs		2		2	5			9
Service Orders	43	74	37	116	108			378
Disconnects				121				121
Drainfield Leaks		1						1
Meter Retirements	2	12	8	2	3			27