



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: September 30, 2011

CITY MANAGER'S OFFICE thru 9/30/2011

Communication:

- Created DeltonaTV slides for the Then2Now Concert and the Senior Halloween Costume Ball.
- Promoting the Friends of the Deltona Library's Authors Book Fair via social networking, the Communications Office media contacts, and the City Web site.
- Promoting an upcoming City-sponsored blood drive.
- Attended a First Amendment Foundation 2011 Sunshine Law Seminar at the Orlando Sentinel.
- Produced Pink Heals Tour Advancer and Safety Day Advancer PSAs.
- Updated Deltona Jobs Program listings on DeltonaTV.
- "October Pride" employee newsletter.
- Working with Volusia County and Cheryl Atkins on EECBG Energy Efficiency Classes, to be recorded for broadcast on DeltonaTV.
- Working with Purchasing on RFP for video production crew, to record EECBG Energy Efficiency Classes.
- Working with Christmas Parade Committee to broadcast the Parade.

Media Relations:

- Responded to various inquiries from Al Everson of the DeLand-Deltona Beacon:
 - Provided copy of FY 2011-12 Budget Presentation;
 - Provided information regarding Station 65 Ribbon Cutting;
 - Provided information regarding selection/salary of Special Magistrate, and new water rates.
- Provided information regarding sidewalks in Deltona to Steve Gelbach/WOFL Ch. 35.
- Provided information regarding VCSO staffing levels to Jeff Deal/WFTV Ch. 9.
- Provided information regarding VCSO staffing levels to Michael Kiepert/SW Volusia.

Press Releases:

- Annual Safety Day
- Concert & Cruise-in to feature Then2Now
- Blood Drive at City Hall
- EDAB Board Member Recruitment
- Spooktacular

Business Development:

- Met with Monique Mevs of Red Cab Services, Deltona:
Red Cab has been serving the citizens of Deltona and West Volusia for almost 8 years. The business needs to expand to meet demand and is seeking assistance in capital outlays for additional vehicles. First, I introduced Mevs to Ned Harper of the Small Business Development Center who will assist in the

writing of both a formal business plan and assessment of need, which will be needed prior to approaching any formal lender. I met with Allie Brasswell, President & CEO of the Central Florida Urban League and I met with Inez Long of the Black Business Investment Fund of Central Florida, Inc. We discussed Red Cab's needs and they indicated they would follow up with Mevs.

- Attended the "Open for Business: Creating Access to Capital" meeting at the Metro Orlando Economic Development Commission, working toward plans that will achieve a positive impact on accessing capital in our region.
- Events Team met to discuss ribbon cuttings and ceremony planning for JC Penney, Dr. Von Bargen, Dr. George, and the Deltona Business Forum II.
- Met with Diane Dickenson of LAD Imaging regarding potential DEDAB Educational Campus & Medical Plaza Sub-committee membership.
- Met with Gordon French regarding advisory position to the DEDAB Educational Campus & Medical Plaza Sub-committee.
- Continued making solicitations:
 - Working on a medical needs solicitation brochure (Wendi Jackson and Team Volusia staff working together to develop).
 - Solicitations to Publix Supermarkets, Federal Express, and Kaiser University.
- Made site visits to locations in Deltona that could be commercial locations with potential for future expansion.
- Met with Steve Lawrence of Team Volusia to deliver some Deltona materials for Team Volusia to utilize in the Deltona marketing material they are developing for educational and medical solicitations.
- Met with John Wanamaker to discuss economic developments in the region and the local Workforce Florida; invited John or another Workforce Florida officer to attend the October 11th "Creating Access to Capital" workshop.
- Visited a solar powered water facility in Port Orange.
- As City Liaison, attended the Deltona Economic Development Advisory Board Commerce Park and SunRail Parking Sub-committee meeting.

BUILDING & ZONING SERVICES thru 9/28/2011

Building Permits issued for the week	52
Valuation of work permitted for the week.....	\$187,179.00
Inspections completed for the week	131
Total Permits issued for Fiscal Year 10/11	3,102
Valuation of work permitted for the year 10/11	\$32,527,567.62

Permits Issued:

A/C change out	7
Commercial Build-out.....	1
Concrete Flat Work	1
Door Replacement.....	2
Electrical.....	2
Fence	12
Fire Alarm	1
Gas Installation.....	1

Mechanical	2
Pool Enclosure.....	2
Reroof	3
Right of Way	1
Screen Enclosure	1
Siding	1
Sign.....	2
Solar panel.....	2
Water Heater replacement	4
Window replacement	7
Total	52

CITY CLERK’S OFFICE thru 9/23/11

Department Staff:

2nd Floor HR/CC Walk-In Customers	102
2nd Floor calls Answered.....	20
Packages Picked Up	1
Packages Received	30
A/P Invoices Opened.....	84
Newspapers	16
Public Records Requests Received	4
Public Record Request Amount Received	\$ 15.00
Documents imaged, pages.....	1416
Large scale drawings imaged, pages	154

(10 hours)

ENFORCEMENT SERVICES DEPARTMENT thru 9/23/2011

Requests for services this week	284
Animals impounded at the humane societies	22
Citation warnings issued	53
Courtesy notices	142
Abatement notices	49
Citations issued	7
Code Enforcement telephone calls	142
Animal Control calls	17
Solid Waste calls	61
Citizen walk in requests for Code Enforcement assistance	15
Citizen walk in requests for Animal Control assistance	0
Citizen walk in requests for Solid Waste assistance	1
Properties requiring grass to be cut by contractors	38

(at a cost of \$1,330.00)

Certified mailings sent out	84	(at a cost of \$469.56)
Money collected for Animal tags, liens and return to owners	\$1,326.00	
Foreclosures last week:		
Deltona	5	
Volusia County	<u>12</u>	
Total	17	

FINANCE DEPARTMENT thru 9/28/2011

- Processing PO's for the new fiscal year.
- Continued work on fixed assets.
- Closing out PO's for FY 10/11.
- Working on setting up spreadsheets for FY 11/12 for tracking budget, revenue, expenses, cash-flow, payroll, etc.
- Researching implementation of GASB 54.
- Working with auditors to prepare for GASB 54 implementation for FY 10/11 CAFR.
- Entering Finance Department requisitions for FY 11/12.
- Met with ITSD to discuss better phone coverage in Finance/Business Tax areas.
- Finalizing FY 11/12 budget to submit for printing/binding.
- Submitted August 2011 Monthly Financial and Investment Report to City Manager.

FIRE DEPARTMENT thru 9/22/2011

Fire Chief:

- Successfully made the cut-over to Volusia County Sherriff's Office consolidated 911 communications: *Although there were some bumps in the road (and some still remain), alarms are being received and dispatched efficiently, and the CUR between VCFS and Deltona in the fringe areas near Lakeshore Drive and South Courtland Blvd are being handled by VCFS units without delay. Some of the issues still remaining are technology-related (e.g., Mobile Data Computers, call information transfer into our RMS, etc.) and should be worked out in the near future.*
- Attended the Fire Science / EMS Advisory Committee meeting at Daytona State College.
- Met with JTS Associates on the development of a Lieutenant promotional exam scheduled for November of this year.
- Attended the VCOG meeting as Vice President of the Volusia County Fire Chiefs' Association.
- Attended the Volusia County Fire Chiefs' Association meeting: *Items discussed included Consolidated Communications, coordination of various policies and procedures to ensure better inter-operability between agencies and interwoven into the consolidated dispatch center.*
- Deltona conducted its first Contingency Transport: *The patient's condition was not critical, however, the ambulance was dispatched from Daytona Beach due to heavy workload in this area. The patient remained on scene for almost 30 minutes before being transported to Florida Hospital Fish Memorial.*

EMS:

- Scheduled LifePak 15 preventative maintenance.
- Reorganized employee personnel files, packed up former employee files to go to HR.
- Entered training class information in FireHouse.

Training & Safety:

- Conducted command school training.
- Attended and facilitated training to all personnel with the State Fire Marshal on the initial investigations of fires.
- Met with JTS Association in preparation for Lt. Exam scheduled for first week in November.

Information, Communications & Education:

- Completed MDC install in FD apparatus and vehicles.
- Completed MDC power sources in apparatus.
- Transition of Deltona Communication Center Services to VC Communications 09-20-2011.
- Started process of breakdown of Deltona Communication Center equipment: 9-1-1, FIN, VHF, Telephone, etc.
- Working on Ring Down phone conversion from Deltona Communication Center to 9-1-1.
- Completed work on FD phone tree by ITSD.
- New Tactical channel implementation.
- MDC training for personnel completed.

HUMAN RESOURCES DEPARTMENT thru 9/28/2011

- Performance Evaluations processed: 5
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (1066)
- Applications received:
 - (07) Deputy Fire Chief
 - (05) Utility Systems Tech
 - (05) Utility Maintenance Tech
 - (03) Fire Lieutenant
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Reviewed several employee discipline and/or performance issues with pertinent supervisors/managers.
- Scheduled interviews for the Stormwater Tech & Utility Systems Tech.
- Prepared questionnaire for the Stormwater Tech & Utility Systems Tech.
- Finalizing Open Enrollment changes for United Healthcare.

PARKS AND RECREATION DEPARTMENT thru 9/24/11

Administration:

- Farmers Market: 4 vendors, 115 cars.
- Met with Progress Energy to tour city buildings to evaluate possibilities for conserving energy.
- Met with city electrical inspectors to review and inspect the new metal/steel building at Dewey Boster.
- Met with Estep Construction to finalize construction for the metal/steel building at Dewey Boster.
- Met with ISS Cleaning Service to discuss the cleaning of City Hall.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 910 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 336 |
| • Wes Crile Park | 4 permits issued | Weekly attendance – 1,565 |
| • Skate Park | 8 new passes | Weekly attendance – 537 |

Special Events/Programs:

- Amphitheater:
 - Concert with Then2No is scheduled for Saturday, October 8, 2011.
 - Concert with Caribbean Crew is scheduled for Saturday, October 15, 2011.
- 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:

- Men's fall league has started.
- Men's senior 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 fall program begins in October.
- Deltona Youth Soccer fall season continues.
- Stetson Futbol fall season continues.

Parks Maintenance:

- Mowed, edged and weed-eated the following: Campbell Park, Deltona Community Center, Festival Park and Harris Saxon.
- Deltona Community Center – Replaced emergency backup light; unloaded piano and replaced on stage.
- Dewey Boster – Replaced breaker valve in restroom.
- Dupont Lakes – Installed “No Alcohol” signs.
- Harris Saxon – Repaired water fountain.
- Keysville Dog Park – Filled in holes between large/small dog areas.
- Wes Crile Park – Repaired broken water line.

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 sound system, dais and chairs from Fire Station 65.
- Picked up picnic tables from Lowes and assembled.
- Delivered netting to the Sports Complex.
- Escorted Goliath Pest Control to various parks.
- Began setting up trail for Spooktacular.
- Delivered traffic supplies to the Depot.

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.

- Continued with plant removal from courtyard.
- Moved table from Station 61 to City Hall

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Sprayed clay in fields at Wes Crile, Dupont Lakes, Vann Park and Pony League.
- Sports Complex:
 - Fertilized and sprayed wetting agent.
 - Lined football field for Pop Warner.
 - Repaired wooden benches at Pony League.
 - Sprayed overflow parking with herbicide.

PLANNING & DEVELOPMENT SERVICES thru 9/28/2011

Executive Summary:

The Planning and Development Services Department is underway with home acquisitions within the NSP 1 and NSP 3 programs. The revised Management Plan is coming before the City Commission at the October

3rd Public Hearing that will allow the department to complete operations in NSP to comply with HUD and to provide for an expanded acquisition boundary. Staff has learned how to purchase homes in NSP 1 that meet the real estate market for resale, what improvements to make, and the general costs to optimally purchase and rehabilitate homes.

Planning:

The Planning Section received the revised Preliminary Plat from the applicant for the Deltona Village project. The Preliminary and Final Plat need to be completed for subdivision of the property for developments in addition to the movie theater. The movie theater is making significant progress and appears on schedule to open at the end of this year. The site grading at the Shops of DuPont Lakes site and construction at the Lohman's Funeral Home and Family Dollar-Doyle sites are making progress. Finally, staff has shifted its efforts to the Urban Design Pattern Book and Master Plan.

Housing & Community Development:

The Community Development Section is working on the following:

1. CDBG – Funds from the current CDBG program year were transferred for stormwater projects and staff prepared subrecipients monitoring reports.
2. NSP 1 & 3 – Staff is thankful that the synergy started in the spring of 2011 for home sales has continued through the summer and into the fall. As of this week, the City sold 23 homes and has another 12 homes under contract. This leaves a reminder of only 15 homes to sell; thus staff is looking to purchase up to five (5) additional homes within NSP 1 to spend Program Income and keep the program moving forward. This operation has had a positive impact on the appearance of streets and neighborhoods in Deltona through blight reduction, while helping families that need affordable housing assistance. Staff also met with Habitat for Humanity and will assist them in the completion of their two remaining homes at 3064 Shallowford and 3230 Tallwood.
3. SHIP – Staff attended a SHIP workshop in Orlando this week that provided updates to the program for staff to spend the remaining grant funds.

PUBLIC WORKS thru 9/23/2011

Traffic Operations:

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

- **Signs:**
 - Completed 2 sign repair work ticket in the City.
 - Fabricated 15 new street name signs.
 - Replaced from stock "Stop" signs at Windsor Heights & Waco, 1; Austin & Windsor Heights, 2; Windsor Heights & Juliet, 2; Courtland Blvd & Windsor Heights, 1.
 - Replaced from stock "30 mph" sign at 2722 Windsor Heights.
 - Fabricated and installed 1 "30 mph" sign at 2987, 2926, 2765 Windsor Heights; Corrigan & Windsor Heights; Windsor Heights & Collingswood.
 - Fabricated 2 truck numbers for Fleet Department.

- Fabricated 2 “No Alcohol” signs for Parks and Recreation Department.
- Fabricated 10 “Caution, Flushing Water Ahead” signs.
- **Asphalt:** Repaired potholes with cold patch at Shadydale and at 1694 Normandy Blvd.
- **Thermoplastic Stripping:**
 - 12” white stop bars – 28 locations – 434’ total.
 - 24” crosswalks – 125’.
 - 6” yellow center lines – 1000’.
- **Misc:** Painted over graffiti on road at Greynolds & Alamanda.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians –Elkcam Blvd; Howland Blvd; Providence Blvd– raked out old mulch and replaced with sod at Page St island.
 - City Homes – 1787 Ft Smith; 1177 Hastings; Falcon.
 - City Signs – Howland Blvd.
 - Misc – Public Works Depot- mowed; weed eat; edge; removed litter.
- **Concrete:** Sidewalk Repairs: 2886 Elkcam Blvd – 60’x 5’.
- **Clam Truck:**
 - Debris – 11.
 - Trimming – 5.
- **Drop Offs:** 3100 Norlina – reshape swale and replace 3 pallets of sod; 1442 Old Mill – repair washout along sidewalk.
- **Slope Mowing:** 2494 Vaughn – 145’; 2479 Unionville – 120’; 2462 Unionville – 320’; 2463 Vaughn – 80’; 1288 Seagate – 80’; 1138 Seagate – 160’; 1116 W Seagate – 438’; 2469 Delbarton – 160’; 2436 Delbarton – 80’; 2503 Delbarton – 240’; 2538 Sedgfield – 160’; 2537 Sedgfield – 160’; Dewey Boster Park – 485’.
- **Misc:**
 - Dewey Boster Park – unloaded 11 pallets of grass seed for Parks & Recreation Department.
 - Public Work Depot – tiled; installed tile border in restroom; painted restroom.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 3 | Repairs – 10 |
| ● Equipment | PM – 3 | Repairs – 17 |
| ● Road Calls | 2 | |
| ● Parts Run/Vehicle 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:**
 - 571 Antelope – formed and poured 2 driveways; reshaped swale; laid sod.
 - 673 Wellington – repaired road crossing pipe.
 - 1568 Zinnia – used aquatech to investigate to see what the problem is with the pipe.
 - Normandy Blvd – cleaned out gutters and edged sidewalks.

- **Drainage Area Maintenance (Aebi Mowing):**
 - 6.8 acres mowed.
 - Ponds mowed – 1936 Tallwood; 2307 Greenwood; 675 Goodrich; Normandy; 1820 Elwood; 2591 Collingswood.
 - Ditches and easements mowed – 1510 N Page; 1220 Nixonton; 1641 Bloomfield.
- **Right of Way Mowing Crew:**
 - 24 miles of right of way mowed.
 - Main roads mowed – Elkcam Blvd; Ft Smith Blvd; Normandy Blvd; Part of Courtland Blvd.
 - Sectors mowed – 22; 23; 24; 25; 26; 30; 31.
 - Misc. right of ways mowed – Enterprise; Eustace Av; Gainsboro St; 2033 Appian Ct.
- **Right of Way Litter Crew:**
 - 321.75 gallons of litter removed.
 - Main road trash pickup – Elkcam Blvd; Ft Smith Blvd; Normandy Blvd; Part of Courtland Blvd.
- **Misc:**
 - 1639 Bloomfield Av; 1318 Ferendina Dr; 50 Ft Smith Blvd – mowed around pump stations.
 - Tree shore lakes – evaluated structures and pipes for sediments.
 - 2233 Normandy Blvd N – weed eaten the grass in the sidewalk.
 - Norwood Dr – picked up pump and brought back to depot.
 - Fieldstone Pond Outfall – hand mowed the ditch to pond and filled holes with dirt.
 - Brickell Dr N – filled in holes with rock.

UTILITIES thru 9/25/2011

Customer Service

September 2011	19	20	21	22	23	24	25	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	761	531	319	245	336	X	X	2192
Ebox	267	307	154	128	180	X	X	1036
Call Center Calls	536	433	403	255	306	X	X	1933
Walk-ins/Drop Box	388	212	179	133	177	X	X	1089
On-line Payments	180	140	128	111	128	97	90	874

Customers Disconnected for Non-Pay

September 2011	20	21	Total
	Tues	Wed	
Cycle	5	6	
Total on Disconnect List	77	74	151
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

September 2011	19	20	21	22	23	24	25	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	1				3
Locates Received	19	16	9	8	10			62
Locates Completed	0	25	23	3	13			64
Main Leaks		1	2	1		1		5
Service Leaks	1	2		1	2			6
Sewer Repairs	2							2
Sewer Blockage					1			1
KV2 Valves	2							2
Service Replacements					1			1
Meter Change Outs	1	4	3	3	4			15
Service Orders	58	91	82	127	86			444
Disconnects		77	74					151
Drainfield Leaks								
Meter Retirements	6							6