



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: June 8, 2012

CITY MANAGER'S OFFICE thru 06/08/2012

Communication:

- Continue to update traffic information on the City's home page, Facebook and Twitter, related to the Fort Smith Boulevard improvement project.
- Published the June Edition of The Pride.
- Sent a reminder of the Hurricane Preparedness Seminar out via E-blast and also posted it on Facebook and Twitter.
- Pushed out information on the EnergyWise Seminar via E-blast.
- Promoted the Bee Healthy: Community Health Expo via Facebook, Twitter, E-blast, the home page, etc.
- E-blasted the Platinum concert.
- Working with the Office of Economic Development on the details of the third Deltona Business Forum.
- Working on the July-August-September edition of the City newsletter.
- Updated DeltonaTV Schedule for the Week of June 10th.
- Updated programming for DeltonaTV—UCF (Global Perspective, MetroCenter Outlook, On the Issues), White House Chronicle, VA Weekly News, Energy Seminar 7: Trees to Conserve Energy.
- Recorded "2012 Hurricane Preparedness Forum" for broadcast on DeltonaTV.
- Live broadcast June 4th Commission meeting and recorded for later broadcast.
- Created DeltonaTV slides for D-Day Observance and Flag Day/US Army Birthday Ceremony, at the Veterans Museum.

Media Relations:

- Provided correct information regarding the NSP property at 882 Vercelli to Al Everson/West Volusia Beacon.
- Gave updated information regarding "urban chickens" in Deltona to Blaine Tolison/WFTV-TV CH. 9
- Provided information regarding the Flavored Tobacco Resolution to Saul Saenz/Central Florida News 13, Claire Metz/WESH-TV Ch. 2, and the Examiner online news site.

Press Release/s:

- EnergyWise Seminar: Mold
- Bee Healthy
- Spring Business Forum

Business Development:

- Attended a Florida Brownfields Redevelopment Workshop in Alachua. Made excellent contacts to assist us in best practices for both Brownfield and CRA projects, plus many new insights.

- Met with Chris Bowley and Ron Paradise in the Planning & Development Department, to target the boundaries of the Deltona CRA Project.
- Met with Bob Turk, DeLand’s Economic Development Director, to discuss economic issues in the SW Volusia area.
- Attended the Team Volusia Practitioner Meeting. Lynn Dehlinger, Holly Hill’s Economic Development Director, presented an excellent tutorial on how to maximize opportunities at the upcoming International Council of Shopping Centers conference.
- Attended the Team Volusia “Framework Committee” meeting. The committee’s purpose is to explore means of attracting manufacturing companies through developer contacts.
- Attended a “Public Involvement” webinar hosted by the Alliance for Innovation. Focus was on new technology that allows for public involvement, via electronic means, that meets legal statutes.
- Prepared site material for next week’s “Deltona Medical Facility” tour.
- Attended, with CRA team members, a CRA exploratory meeting with Donna Steinebach, Assistant to the City Manager, Port Orange. Donna is responsible for Port Orange’s CRA. Port Orange did their own “Needs Assessment Findings Study”, as Deltona is currently doing and the meeting was to gain best practices and help avoid pitfalls in the CRA creation process.
- Met with Van Canada, Daytona State College’s Small Business Development Representative, and two potential small business entrepreneurs to discuss best practices for opening a business in Deltona. We discussed the benefits of having a Business Assistance Center office and classroom, where he (and SCORE) could meet with and offer classes to area business owners (existing and potential).

BUILDING & ENFORCEMENT SERVICES thru 06/01/2012

Building Services Division:

Inspections completed for the week	120
Valuation of work permitted for the week	\$438,226
Valuation of work permitted for the year 11/12.....	\$15,150,979
Total Permits issued for Fiscal Year 11/12	2,002
Building Permits issued for the week.....	44
A/C Change Out	7
Addition	1
Door Replacement	3
Driveway	2
Electrical.....	2
Fence.....	9
Interior Repair	1
Other	1
Pool In Ground	2
Reroof	6
Screen Enclosure	2
Shed	2
Solar Panel.....	1
Suppression System.....	1
Water Heater Replacement.....	2
Window Replacement	2
Total	44

Enforcement Services Division:

Requests for services this week	259	
Animals impounded at the humane societies	44	
Citation warnings issued	12	
Courtesy notices	92	
Abatement notices	28	
Citations issued	1	
Code Enforcement telephone calls	113	
Animal Control calls	90	
Solid Waste calls	54	
Citizen walk in requests for Code Enforcement assistance	8	
Citizen walk in requests for Animal Control assistance	2	
Citizen walk in requests for Solid Waste assistance	5	
Properties requiring grass to be cut by contractors	0	
Certified mailings sent out	32	(at a cost of \$178.25)
Money collected for Animal tags, liens and return to owners	\$4,250.00	
Foreclosures for this week: Deltona	6	
County	<u>43</u>	
Total	49	

CITY CLERK'S OFFICE thru 06/01/12

2nd Floor HR/CC Walk-In Customers.....	58	
2nd Floor calls Answered	15	
Packages Picked Up	0	
Packages Received	36	
A/P Invoices Opened	79	
Newspapers	16	(10 hours)
Public Records Requests Received	2	
Public Record Request Amount Received	\$.15	
Documents imaged, pages	537	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT thru 06/06/2012

- Met with departments to go over budget submissions.
- Provided purchasing card training to all card users.
- Prepared Non Ad Valorem tax Budget Resolutions.
- Assisted Legal Dept. and City Clerk's Office with public records request relating to public litigation.
- Meeting with City of Port Orange to discuss self-help CRA projects.

ACTIVITY	COUNT/AMT.
MAY 1-31, 2012	
<u>LBT</u>	
RENEWALS	0
RESIDENTIAL RENTAL RENEWALS	174
NEW RESIDENTIAL BUSINESS	20
NEW RESIDENTIAL RENTALS	34
NEW COMMERCIAL	2
NON-PROFITS	0
EXEMPT/ISSUED	0
WALK-INS	126
BUSINESS TAX REVENUE COLLECTED	\$ 4,944.25
FIRE INSPECTIONS REVENUE COLLECTED	\$ 825.00

FIRE/RESCUE DEPARTMENT thru 06/07/2012

Fire Chief Staples:

- Met with representatives of the Union’s Fire-Transport Committee to discuss the recent developments by the Volusia County Council and the pilot programs offered to Edgewater and Ponce Inlet.
- Met with a representative of Wheeled Coach, an Orlando-based ambulance manufacturer, to discuss options for ambulance types—chassis options, pricing, timelines for manufacture and availability of stock units.

Deputy Chief Rogers:

- Assisted with the City Hurricane Expo presenting Hurricane Preparedness information to the public.
- Presented Hurricane Preparedness information to the Senior Citizens at the Community Center during their lunch meeting—55 seniors in attendance.
- Alarm summary 5/30/2012 thru 6/5/2012

Structure fire	1
Vehicle Fire	4
Wild land, grass	5
Misc. Fire	3
ALS Medicals	64
BLS & Misc. Medicals	55
Hazardous Condition	7
Service Calls	7
Good Intent	11
False Alarms	4
TOTAL	161

Deputy Chief Rafferty:

- Transport Committee Meeting (discussed the transport program).
- Met with Wheeled Coach Industries about ambulance pricing/options.
- Attended the Uniform Committee meeting.
- Attended EMSTAR class in Ocala.
- Conducted Paramedic Clearance evaluation on PM Freeman.

Asst. Chief Debose:

- Continued work on S130 Wildland Firefighting course through the National Fire Academy.
- Participated in a one-on-one training with Lt. Swisher on Brush Attack 63 for upcoming brush fire class.
- Attended Joint Occupational Safety & Health Committee (JOSH) committee meeting.

David Faer, Public Education:

- Public Education programs provided: Galaxy Middle Schools modified ECS class—approx 15 young adults toured Station 62 and apparatus to learn about community-based structure, what we do and why.

HUMAN RESOURCES DEPARTMENT thru 06/06/2012

- Performance Evaluations processed: 6
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (05) added
 - Total # of Deltona JOBS Program folders taken – (1182)
- Applications received:
 - (02) Water Operator
 - (01) Waste Water Operator
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Separations processed including exit interview: K. Gorman, Utility Billing Technician (resignation); R. Bosques, Public Works Technician (Resignation); D. Inman, Project Administrator – Construction (resignation).
- Processed 1 FMLA action.
- Completed check requests for William S. Harvey Deltona Scholarship awards.
- Two students started unpaid internships: IT Dept. and Planning & Development Services.
- HR Manager attended demonstration of salary study website hosted by NeoGov at the City of Port Orange.
- Participated in 5 interviews for Utility Billing Technician.
- Scheduled interviews and prepared questionnaires for Utility Billing Tech & Water Plant Operator.
- Conducted internal investigation regarding a citizen's complaint.
- Working with Mercer Group to finalize classification plan review.
- Coordinating training for Leadership Development Program.

PARKS AND RECREATION DEPARTMENT thru 05/26/2012

Administration:

- Farmers Market: 2 vendor, 128 cars.
- Met with Deltona Youth Soccer Vice President to discuss the upcoming season.
- Processed 13 permits for pavilion rentals.

Facility Use Permits (5/27 – 6/02):

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 3 permits issued | Weekly attendance – 1,116 |
| • Harris M. Saxon Community Center | 4 permits issued | Weekly attendance - 376 |
| • Wes Crile Park | 1 permit issued | Weekly attendance – 3,864 |
| • Skate Park | 4 new passes | Weekly attendance - 441 |

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series: Saturday, June 9th at 7:00 p.m. features Platinum Band (Jazz).
- City Hall:
 - Community Health Expo, Saturday, June 16th from 10:00 a.m. to 2:00 p.m.
- Harris M. Saxon Community Center:
 - Boys and Girls Club summer camp begins on June 11th.
- Wes Crile Park:
 - Youth Flag Football (summer season) has been postponed due to lack of interest.
 - Deltona Tennis Association Summer camp begins on June 11th.

City Leagues Currently Underway:

- Men's league continues.

Partner Leagues Currently Underway:

- FBVA summer season begins in July.
- West Volusia Youth Baseball spring season is complete. All-star practices have begun.
- Deltona Little League spring season is complete. All-star practices have begun.
- Deltona Adult Soccer (6v6) continues.

Parks Maintenance:

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, including seasonal items; 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 damaged paper towel and toilet paper dispensers.

- Mowed, edged and weed-whacked: Islands at City Hall, Deltona, Community Center, Festival Park, Harris Saxon, Lake Gleason, Sheriff's Office, Skate Park, Thornby Park, Timber Ridge, Tom Hoffman & Vann Park.
- Deltona Community Center – Removed dead tree.
- Dewey Boster – Installed refurbished grill next to pavilion; replaced rusted posts on 1st base bleachers on big field.
- Dupont Lakes – Removed old seniors storage shed.
- Firefighters Memorial – Boarded up slides area again and removed graffiti from playground.
- Harris Saxon – Prepped area around playground for sand and mulch.
- Lake Gleason – Put gate back on hinges.
- Tom Hoffman – Replaced stolen boards in picnic benches and stained.
- Vann Park – Trimmed along perimeter fence line.
- Wes Crile – Re-attached windscreen around tennis court.
- Miscellaneous: picked up supplies at Ace Hardware.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the

building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalk; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator.

- Escorted Pest Control Service.
- Escorted Electrical Solutions to change ballasts indoor and outdoor.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Aerified Campbell Park
 - Fertilized Vann Park and Dupont Lakes
 - Rolled Campbell Park
 - Spot sprayed Wes Crile
- Sports Complex:
 - Sprayed complex and Pony League with Echelon for sedges and broadleaf weeds.
 - Completed top dressing soccer fields.
 - Removed soccer nets from tournament goals.
 - Rolled part of complex.
 - Repaired drinking fountain.
 - Spot sprayed complex and Pony League.

PLANNING & DEVELOPMENT SERVICES thru 06/06/2012

Executive Summary:

The Planning and Development Services Department is marking the completion of three major milestones this month with the approval of the Preliminary Plat for Deltona Village, the adoption of the Sign Ordinance, and the sale of over 40 homes within the NSP program. Staff is focused on seeing three current planning applications and the Final Plat for Deltona Village through within the coming weeks to continue with an active development market within the City.

Planning:

The Planning Section is moving forward past the Sign Ordinance work to complete the Final Plat for Deltona Village. Staff has received the application for the Final Plat, but is awaiting the Final Plat plan set to review. Upon receipt and review, staff can bring the Final Plat to the City Commission for their review and approval. Staff is also fully enmeshed with the writing of the Findings of Necessity (Findings) for the proposed CRA and is building the data set that needs to accompany the Findings. This includes the creation of a legal description depicting an accurate proposed CRA boundary.

Housing & Community Development:

The Community Development Section previously reported the sale of the 42nd home within the NSP 1 program at 949 Treadway. That reflects a 79% completion rate with another year left to complete the sale of the original 53 homes. Staff is scheduled to close on five homes in the near future, with one of those homes

being the second closing within the NSP 3 program. With the closing of these homes, there will be seven homes remaining in NSP 1 to sell. The City is also close to purchasing three homes. Finally, staff received paperwork for the completion of the installation of playground equipment at Harris Saxon Park for \$27,767 to record against this fiscal year's CDBG budget, and is completing SHIP home repair work.

PUBLIC WORKS thru 06/01/2012

Traffic Operations:

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

- **Signs:**
 - Completed 3 sign repair work tickets in the City.
 - Fabricated 12 new street name signs.
 - Installed 6 new street name signs.
 - Fabricated & installed 1 12"x 18" Reserved Parking, Relay for Life" sign at City Hall.
 - Fabricated (3) 1225 numbers for Fleet Maintenance.
- **Asphalt:**
 - Completed 10 asphalt repair work tickets – 3 ½ tons.
- **Message Boards:** "Click It or Ticket" program.
 - Reinstalled at Deltona Blvd & Doyle.
 - Reinstalled at Station 61.
- **Miscellaneous:**
 - 1809 N Normandy Blvd – set up MOT for concrete crew.
 - Howland & Courtland – removed debris from sidewalk.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Providence Blvd – routine maintenance.
 - Elkcam Blvd – routine maintenance.
 - Misc – Public works Depot – routine maintenance.
- **Concrete:**
 - Sidewalk repairs – 771 S Village – 10'x 4' & 2'x 4'; 1809 N Normandy – 34'x 4'.
- **Clam Truck:**
 - Debris – 4
 - Trimming – 1
- **Drop Offs:**
 - 1942 Palomar; 1809 N Normandy – installed 1 pallet of sod.
 - 1941 Palomar; 1420 Sonnet; 2401 Vespero; 1580 Amy – installed ¼ pallet of sod.
 - 1612 Newberry; Pembroke & Copperfield; 1934 Alameda – repaired drop off.
 - Thornberry & Lyric; – repaired drop off and installed 1 pallet of sod.
 - Baton & Edison – repaired erosion and replaced ¾ pallet of sod.
 - 1472 Orion – repaired drop off and replace ¼ pallet sod.
 - 1390 Humphrey; 1400 Humphrey – repaired drop off and installed 1/8 pallet of sod.
 - 2791 LaFoy – repaired drop off and installed 1/16 pallet of sod.
 - 1931 Palomar; 1442 Orion; 1452 Orion – repaired drop off and installed 10 pieces of sod.

- **Slope Mowing:** 1715 Montecito – 80'; Humphrey – 150'; Elkcarn between Delaware & Stacy – 1000'; Elkcarn between Delaware & Van Orman – 2500'; 1735 Lorraine – 160'; 2660 E Dorchester – 280'; 2657 E Dorchester – 120'; 2689 E Dorchester – 80'; 3216 Riverhead; 3188 Riverhead – 120'.
- **Miscellaneous:**
 - City Wide – completed trash route.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 1 | Repairs – 3 |
| • Equipment | PM – 2 | Repairs – 13 |
| • Road Calls | 3 | |
| • Parts Run/Vehicle Delivery | 2 | |
| • CDL Testing | 0 | |

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:**
 - 538 Glancy Dr S – installed 50' of 18" hdpe pipe.
 - 3060 Malcolm Dr – installed 24' of 18" concrete pipe; 50' of 15" cmp pipe; mudded in boxes; poured a mitered on end of pipe; reshaped swales and placed sod.
 - Normandy/Trumbull – dug down around box and repaired box.
 - 1456 Meadowlark Dr – reshaped swale and placed sod.
 - 1933 Monterey Dr – put down erosion mat in ditch and placed sod.
 - 1401 Galena Ter – filled in hole around box.
- **Drainage Rehabilitation Crew:**
 - Ditches mowed with Menzi – Millstone; Captain; Snow.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Ponds mowed – 3045 Courtland Blvd; Normandy Blvd; 1049 Sylvia; 201 Howland.
 - Ditches mowed – 512 Stallings; 153 Ft Smith; 3363 Planter; 3250 Planter; 3261 Roland; 3200 Roland; 3150 Shallowford; 720 Cloudcroft; 3248 Phonetia; 783 Shafton; 532 Glenhaven; 317 Shadydale; 212 Patch; 184 Oliver; 223 Rosedale; 139 Heather; 121 Heather; 2621 Libby; 155 Bluefield; 77 Courtland; 2857 Bluestone; 2737 Boyce; 651 Outrigger; 2961 Bardahl; 2912 Clovis; 2850 Gallup; 475 Katherwood; 2903 Parkview; 2766 Welton; 551 Skyland; 2650 Deed; 524 Deed; 380 El Camino; 2784 Kingsdale; 451 El Camino; 2408 Tipton; 677 Tradewinds; 699 Eldron; 2554 Sheffield; 810 Kangaroo; 2331 Greenbrier; 762 Mentmore; 2461 Shiprock; 2462 Weatherford; 2400 Weatherford; 951 Lovington; 489 Tradewinds; 2022 Galahad; 2773 Lackland; 1090 Courtland; 1990 Chapel; 783 Hancock; 1417 Lombardy; 2552 Gramercy; 3152 Clewiston; 3135 Telford; 2152 Vance; 1041 Eastbrook; 1510 Page.
- **Right of Way Mowing Crew:**
 - Main Roads mowed – Humphrey; Courtland; Montecito.
 - Sectors mowed – 18; 19; 20; 21; 22.
 - Alleys mowed – 484; 485.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Courtland; India; Humphrey; Newmark; Haulover; Captain; Catalina; Tivoli.
- **Misc:**
 - City Wide – cleaned debris from grates; inspected all water control structures and pumps.
 - Wheeling Ave – replaced gaskets on the pump.
 - 1016 Tivoli Dr – filled in hole next to mailbox.

- City Wide – inspected the generators at Lapanocia; Tivoli; Drysdale.
- Riverhead Dr – started up for Windsor pump station.
- Pamona/Monument – picked up debris in row.
- Watt Cir/ India Blvd – took tree out of road.
- Haversham – reinstalled grate on box.

UTILITIES thru 06/03/2012

Customer Service

May / June 2012	Total week ending 6/3/12
DW – Lockbox	1921
Ebox	1042
Call Center Calls	2252
Walk-ins/Drop Box	1149
On-line Payments	1025

Customers Disconnected for Non-Pay

May 2012	Total week ending 6/3/12
Total on Disconnect List	174
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

May/ June 2012	Total week ending 6/3/12
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	8
Locates Received	60
Locates Completed	53
Main Leaks	2
Service Leaks	1
Sewer Repairs	
Sewer Blockage	1
KV2 Valves	
Service Replacements	1
Meter Change Outs	7
Service Orders	444
Disconnects	100
Drainfield Leaks	
Meter Retirements	33