



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: May 29, 2009

CITY MANAGER'S OFFICE:

COMMUNICATION/PUBLIC INFORMATION OFFICE TASKS:

- Working on media kit and invitation for the Station 65 Groundbreaking Ceremony.
- Worked with Don Bell Signs in repairing the Welcome Sign on Howland Boulevard.
- Videotaped "Veterans Museum Dedication," for DeltonaTV.
- Three public service announcements with the VCSO—Home Burglaries, Vehicle Burglaries, and the "Move Over" Law—are scheduled for air rotation.
- Produced "Community Center Landscaping" and "Wags and Whiskers" public service announcements and scheduled these for air on DTV
- Working on June issue of employee newsletter, The Pride.
- Working on July-September issue of City Newsletter.
- Updated job listings for "Deltona Jobs Program" on DTV.
- Videotaped AvTec Homes "Green House," for DTV.
- Ongoing: continue to update "Communications & Public Information," "News & Highlights" and "Hot Topics" page on the City's Web site and entryway and sign in front of City Hall, continue to provide audio and DVD's of Commission meetings for public and media, continue to schedule rebroadcasts of Commission meetings.

MEDIA REQUESTS~

- Responded to questions from Kathleen Rasche regarding Public Market.

PRESS RELEASES~

- Flag Football World Championships in Deltona
- Public Market Canceled for May 23 due to Weather
- Public Market Resumes on May 30
- Station 65 Groundbreaking Ceremony

INFORMATION TECHNOLOGY:

- Work has begun on Irvine mechanical's plan for a 5 ton AC unit for the IT server room. Electrical work being quoted so that project can now proceed to installation phase.
- Brighthouse Metro E project is in the site visit and approval stage. All site visits have been completed. Brighthouse now scheduling their contractors and pulling permits.
- IT & Deputy City Manager have reviewed the Smart Tech copier/printing solution. IT contacting copier vendors for pricing to assist in quoting a replacement solution

- IT working with the Fire and Planning & Development Services Department to develop areas of interest with regard to applying for the new stimulus money available via Homeland security grants.
- IT now driving the permitting program upgrade. Funding has been secured. Approval process has begun. Meeting May 27 held and direction has been decided upon, with all parties in agreement as to how best to proceed. IT now contacting vendor with our questions and concerns. Need the Approval sheet signed before vendor will schedule our training. Document currently awaiting approval and signature by management.
- IT's City wide inventory and evaluation of equipment completed. Budget numbers have been submitted to Finance for consideration.
- New Agenda Package has gone live.
- IT beginning preliminary design work on upgrading Deltona Water server farm.
- IT working on Metro E configuration.

BUILDING AND ZONING SERVICES

- Issued 60 Building Permits having a value of \$263,814.
- Completed 197 Inspections.
- Processed seven new Business Tax applications for Home Based Businesses.
- Processed one new Business Tax applications for Residential Rental Properties.
- Processed two new Business Tax applications for Commercial Businesses.

As of May 22, for Fiscal Year 08/09 Building and Zoning Services has issued 2,008 permits with a valuation of \$38,161,116.

Permits Issued May 18-22~

Air Condition Change Out	14
Deck	1
Door replacement	1
Electric repair	1
Electrical	1
Exterior renovation	1
Fence	11
Fire alarm	1
Foundation grout	1
Glass room	1
Interior repair	1
Mechanical	3
Plumbing repipe	1
Pool above ground	2
Pool in ground	1
Reroof	6
Screen enclosure	2
Shed I	2
Siding	1
Sign	1

Water heater replacement	2
Window replacement	5
TOTAL	60

CITY CLERK'S DEPARTMENT:

- Second Floor Human Resources/City Clerk Walk-In Customers: 65
- Second Floor calls: 15
- Requests for Retrieval from Storage: 0
- Public Records Requests received: 3
- Public Records Requests completed/amount: 5/\$45.85
- Packages received: 34 Packages picked-up: 3
- Documents imaged, pages: 8,898 Large scale drawings imaged, pages: 210

ENFORCEMENT SERVICES DEPARTMENT:

- The Department responded to 222 requests for services this week.
- Twenty animals were impounded at the humane societies.
- Issued 17 citation warnings, 46 courtesy notices, ten abatement notices and one citation.
- We received 169 telephone calls in reference to code enforcement and 78 calls for solid waste. We had ten citizens walk in requesting assistance by Enforcement Services.

FINANCE DEPARTMENT:

- Preparing RFP's for General Contractor, Housing Counselors, Appraisers, Inspectors, Real Estate Agents and Property Manager for Neighborhood Stabilization Program for Community Development.
- Invitation to Bid # 0926 – Hypochlorite Storage Building – Under Evaluation.
- Received responses to Request For Information # 0928 – Alternative Energy Sources for Street, Park and Security Lighting – Due May 25.
- Received response to Request For Information # 0929 – Solar Water Heating – Due May 25.
- Received response to Request For Information # 0930 – Solar Water Heating System for Station # 65 – Due May 25.
- Received response to Request For Information # 0931 – Solar Electric Power System for Station # 65 – Due May 25, 2009.
- Received Distinguished Budget Presentation Award plaque from Government Finance Officers Association for FY ending '09.
- Distributed April 09 Monthly Financial Statements to City Manager.
- Preparing application to the Florida Department of Revenue for Revenue Sharing during '09-'10 State Fiscal Year.
- Received payment of \$515,336.05 from FEMA for payment of outstanding 2004 Hurricane season expenses.
- Began review and evaluation of the City of Deltona Business Tax and Fire Inspection Fee processes.

HUMAN RESOURCES DEPARTMENT:

- Evaluations: five

- Applications Received: four (Waste Water Operator)
- FMLA requests: two
- Prepared questionnaires for Waste Water Operator Interviews
- Deltona JOBS Program (placed 20 folders in Second Floor Lobby, 15 in First Floor Lobby)
- Met with City's negotiation team in preparation for negotiation meeting.
- Participated in Union negotiations.
- Met with several Department Directors regarding employee issues.
- Reclassification Committee met to review positions.
- Worked with United Healthcare to resolve an employee issue.
- Reconciling United Healthcare billing with Finance.
- Working on several changes/additions to the Deltona JOBS Program and Human Resources Department sections of the Web site.
- Working with Clerk's Office to revise/update the City's Volunteer/Intern application/waiver forms as well as the Advisory Board Volunteer application and background checks
- Finalized position paper regarding a former employee's discrimination claim
- Reviewed/discussed several employee performance evaluations
- Participated in Labor-Management Committee meeting in Fire Department.
- Reviewed/discussed status of health care renewal action with City's agent.
- Reviewed/discussed employee issues with City's labor attorney and City Attorney.

PARKS AND RECREATION DEPARTMENT:

Administration~

- Collaborated with Biological Consulting Services to discuss their findings with St. Johns River Water Management District for the formal Wetlands Determination on the Thornby Property Site.
- Hosted the Let it Fly Flag Football World Championship, May 22-24 at Dewey O. Boster Sports Complex. They event was very successful with 136 teams participating.
- Provided logistical support for the Grand Opening of the Veteran's Museum May 24 at Veteran's Memorial Park.
- Met with Charlie Vance of the Deltona Youth Soccer Club to discuss his upcoming 6 v 6 Adult Soccer Program.
- Met with the Deltona Youth Tackle Football and Cheerleading to discuss the upcoming Football Season.
- Met with a citizen to discuss future programming ideas at Keysville Dog Park.
- Met with Community Life Center representatives to discuss the upcoming Chili Cook-Off and Music Festival on June 14 here at City Hall.
- Attended the St Johns River to Sea Loop Trail meeting.
- Met with Commissioner Pat Northey to discuss Deltona Days.

Facility Use Permits include~

- Deltona Community Center- 7 permits. Weekly attendance- 1,036
- Harris M. Saxon Community Center- 1 permit issued. Total attendance- 518.
- Wes Crile Park- 18 permits. Total attendance – 1,886.
- Skate Park (closed most of this week because of inclement weather).

Special/Events/Programs~

- The next Sunshine Club Dance (special abilities) will be a luau and will be June 12 at the Harris M. Saxon Community Center.
- The Little Linksters Golf late spring program continues at Campbell Park.
- Public Market is up and running and continues every Saturday.
- Splash Pad is up and running and open from 10 a.m. to 6 p.m. Tuesday –Sunday. The Splash Pad is closed Monday for maintenance.
- Boys-N-Girls Club reports that their summer camp program is full and that they have a waiting list.

City Leagues Currently Underway~

- Practice games for Senior League Softball will start June 2 at Dupont Lakes.
- The 40 & Over Modified Pitch season is complete.
- The Church Softball League continues.
- Men's summer softball league is schedule for June/July at Dupont Lakes.
- Parks & Recreation will attempt to organize an 18-and-over summer basketball league in June at Wes Crile.

Partner Leagues Currently Underway~

- Regional Youth Soccer tournament scheduled for June 13-14 has been cancelled
- FBVA spring season is underway.
- West Volusia Youth Baseball spring season continues (practice and games).
- Deltona Little League season continues (practice and games).

Parks Maintenance~

- Repaired large dog area drinking fountain and finished mowing at Keysville Dog Park.
- Mowed, weed-eated and edged the big field and fence line at the Parks Depot.
- Repaired broken door to the office at the Parks Depot (Police Report Filed).
- Replaced lock on the service gate and mowed, weed-eated and edged at Festival Park.
- Replaced the lock at Firefighters Park.
- Replace broken lights in the pavilion (vandalism).
- Repaired the sink in the closet at Harris M. Saxon Community Center.
- Boarded up concession windows at Vann Park.
- Repaired the lobby water fountain in the lobby and mounted a soap dispenser to the back wall in the kitchen at Wes Crile Park.
- Inspected all of the Parks for storm damage.
- Repaired the top rail to the fence and the front gate at Campbell Park.

City Hall and Social Services Building Maintenance~

- Watered new trees and plants at City Hall property.
- Cleaned the Fire Station # 61 and the Social Services Center Building.
- Dumped trash and replenished bathroom supplies for the DBCC side.
- Delivered paper towels and paper products/supplies for the restrooms at the Social Services Center Building.
- Checked Security lights and supplies at the Social Services Center Building.
- Set up Commission Chambers for scheduled meetings.
- Painted parking curbing and Commissioners designated parking.

- Escort West Volusia Fire Services around City Hall to service all of the Fire Extinguishers.
- Sealed the window base sill in the main lobby.
- Set up the Chambers for several meetings.
- Reset all of the Flags.
- Mowed, weed-eated and edged at City Hall.

Sports Turf Maintenance~

- Routine maintenance at DuPont Lakes Park, Wes Crile Park and the Dewey O. Boster Sports Complex.
- Performed preventative maintenance on all of our equipment due to inclement weather.
- Cleaned the maintenance area.
- Turned off all of the irrigation at all of the Parks.
- Repaired the outfield windscreen at DuPont Lakes Park.
- Sprayed the lake banks at Campbell Park.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:

Executive Summary~

The Planning and Development Services Department has seen an increase in inquiries into development within Deltona. This is partly stimulated by the non-residential impact fee moratorium, word of mouth that the City is more “user friendly” and willing to help applicants through the process and based on a recent issuance of Development Orders.

Long Range Planning~

- Participated in a meeting as required by the public school facility interlocal agreement.
- Work continues on the Evaluation and Appraisal Report based amendments.
- Generated and arraigned data for the review of the Fernanda Landings application that is part of the 09-2 amendment cycle.

Short Range Planning~

- Planning and Zoning Board meeting of May 20:
 - Approved Final Site Plan – AutoZone
 - Completed discussion re: Unified Land Development Code
 - Training – Development Review Process
- Development Review Committee meeting of May 21:
 - Conceptual Plan – Progress Energy Substation (Tabled)
 - Discussion re: waiver of performance bond – Howland Crossings subdivision (denied)
- Letters to Fifth Third 5/3 Bank site (Howland Boulevard and Wolfpack Run) and Century 21 site requesting removal of deteriorating silt fences and unpermitted signage.

Community Development~

- Conducted telephone conference calls with HUD and learned the processes to complete the connection to the Disaster Recovery Grant Reporting Web site.
- Successfully uploaded our Management Plan into the DRGR Web site and received a green light from HUD to continue moving forward.

- Began tracking expenditures on the SHIP and Tropical Storm Fay programs more closely and will target monthly expenditures within a range of \$75,000 to \$150,000 each month.

Business Development~

- Attended the Gateway to Business and Community Expo at the Gateway Center in DeBary. The event was May 16 and was hosted by the West Volusia Chamber of Commerce. The event was well attended by the public and numerous vendors, including Florida Hospital and Deltona Best Western. Contacts were made for economic development initiatives.
- Attended two webinar courses regarding the Energy Efficiency and Conservation Block Grant application process and strategies with Cy Butts, Building Official. Continuing to develop and work towards the June 25 completion date.

PUBLIC WORKS/UTILITIES DEPARTMENT:

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

- **Signs:**
 - Performed sign maintenance in sector 29, which consisted of:
 - Straightening – eight
 - Raising – 27
 - Cleaning - two
 - Complete six sign repair work orders.
 - Installed one new sign.
 - Removed garage/yard sale signs throughout the City.
- **Asphalt:** No asphalt due to weather.
- **Message Boards:** Installed message boards at Howland Boulevard and Graves Avenue & Saxon Boulevard and I-4 to notify residents of Public Market; relocated message board from Saxon Boulevard and I-4 to Saxon and North Normandy Boulevard.
- **Speed Trailers:** Removed from Nardello Drive; deployed to East Hancock Drive between Halstead Street and Roberts Boulevard; deployed to Aladdin Drive between Bakersfield Avenue and Babcock Drive.
- **Miscellaneous:** Delivered 50 cones to Wes Crile Park for adult dance festivities; picked up 50 cones from Wes Crile Park; reinstalled mailbox located at 1701 N. Finland Drive; removed graffiti from stop sign at Wildpepper Avenue and Loblolly Drive.

Field Operations ~ Weekly tasks include emptying all City trash containers and evaluating work orders called in by residents.

- **Beautification:** Medians – Providence Boulevard
- **Concrete:** Sidewalks – Gage Avenue – 77 by 4 feet
- **Clam Truck:**
 - Debris Pickup – 41
 - Tree Trimming – nine
- **Slope Mowing:** India Boulevard – 2060 feet.
- **Drop Off's** – 2455 Sedgfield Ave.; Catalina Boulevard; 2500 Haulover Blvd.; North Normandy Boulevard; Alley 1898; 1966 Newmark Drive.; Elkcam Boulevard.
- **Misc Tasks:** Removed sand from roadway on Elkcam Boulevard near Trinity Christian School; placed barricades at intersection of Coachman Drive and Bentley Drive.

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.

- **Drainage Construction Crew:**
 - 1341 Prairie Circle – located water main.
 - 1796 Ft. Smith Blvd. – repaired row at this location.
 - Lake Sterling – checked lake level.
 - Bloomfield Avenue – set 6-inch pump at this location.
 - 2088 Gallagher Ave. – repaired wash out.
 - Sherbrook Outfall – checked for repair.
- **Drainage Repair Crew:**
 - 1361 Maywood Ave. – replaced five by 15-foot CMP.
 - 1796 Ft. Smith Blvd. – fix washout.
 - 690 Deltona Blvd. – replace grate.
 - 1314 Ferendina Drive – replaced fence post and rail.
 - 1528 Coronet Dr. – installed 40 sand bags.
 - Woffington Avenue/Saxon Boulevard – repaired storm box.
 - Wheeling Avenue– set 6-inch pump.
 - Courtland Pond to Laredo Pond – set 4-inch pump.
- **Litter Control Crew:** Puerto Rico Drive; Courtland Boulevard; Fort Smith Boulevard
- **R.O.W. Mowing Crew:** Cloverleaf Boulevard; Deltona Boulevard; 730-731-733 Cloverleaf Blvd.; Anderson Drive; Haulover Boulevard; Alexander Avenue; Ft Smith Boulevard; Catalina Boulevard; Captain Drive; Normandy Boulevard and Sector 31.
- **Aebi Mowing Crew:** 737 Waterfall Circle.
- **Menzi Crew:** Menzi out of service.
- **Vac Truck-Pipe and Structure Cleaning Crew:** Checked and cleaned grates city wide.

Fleet Maintenance Division ~

- **Vehicles:** PM – four; Repairs – ten.
- **Equipment:** PM – two; Repairs – nine.
- **Road Calls:** one.
- **Pick up/Delivery to Outsource Facility:** one.

UTILITIES:

Water & Wastewater Field Operations Log~

	18	19	20	21	22	23	24	TOTAL
May 18-24	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Water Service								0
Meter Sets								0
Reclaim Meters								0

