



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: November 6, 2009

CITY MANAGER'S OFFICE:

COMMUNICATION:

- Assisted the Employee Wellness Committee with the Annual Employee Wellness Fair.
- Completed the press release, posters and flyer for Deltona Days.
- Facilitated a presentation by Dr. Bonnie Sorensen of the Volusia County Health Department to the City Commission on H1N1.
- Submitted Sons of Italy 30th anniversary advertisement for their anniversary guide.
- Published the November edition of The Pride.
- DeltonaTV upgrade bid process underway.
- Working to promote Friday Night Flicks and Fun.
- Pre-production work on the following PSAs:
 - River of Lakes Corridor Profile
 - Veterans Museum & Park Profile
 - Pete Tucker Memorial
 - Spooktacular
 - Reviewed preproduced "Flu Season Safety Tips" from Volusia County, for air on DTV.

Media Relations ~

- Spoke with Jason Allen/WFTV-TV re: amending the City's sign ordinance.

Press Releases ~

- Advisory Boards
- Deltona Days

INFORMATION TECHNOLOGY:

- Copier purchase approved. Delivery and rollout now being planned. Old equipment disposition being negotiated.
- Building test site for the CRW upgrade. Upgrade scheduled for December. Training to be scheduled after November of 2009. Test site loaded and vendor is testing prior to scheduled training.
- Completed design work on upgrading Deltona Water server farm. Rack installed and new equipment being installed and tested prior to being put into production.
- VOIP upgrade for Deltona Water site in design stages now.
- Testing feasibility of using cheaper Winbook devices in our production environment. These devices cost 1/3 of what a laptop does. Initial field testing provided mixed results. Will test again.

- Full equipment inventory of D-TV studio. Consultant has been identified to assist. Meeting held to determine direction to take. RFP process is about to begin. Committee members assigned and approved.
- Working with FD in reviewing the specifications on a CAD platform they would like purchase.
- Working with FD and Code exploring the feasibility of using a vehicle tracking platform to improve response times and other cost saving measures.
- ITSD doing a phone number inventory with an eye towards reducing the amount of phone lines currently under the City's control.
- VOIP phone refresh and deployment being designed and scheduled.

BUILDING & ZONING DEPARTMENT:

During the week of Oct 23rd thru Oct 29th Building and Zoning Services:

- Issued 69 Building Permits having a value of \$761,806.76
- Completed 146 Inspections.

As of Oct 29th, 2009 for Fiscal Year 09/10 Building and Zoning Services has issued 236 permits with a valuation of \$2,330,583.99

Permits Issued 10/23/09 – 10/29/09

AC CHANGE OUT	21
ADDITIONS	1
BUILDING RES	3
CHANGE OF OCCUPANCY	1
COMMERCIAL BUILD OUT	2
CONCRETE FLAT WORK	1
DOCK	1
DOOR REPLACEMENT	2
DRIVEWAY	1
ELECTRICAL REPAIR	1
ELECTRICAL	1
FENCE	4
GARAGE DOOR	3
GAS INSTALLATION	1
GENERATOR	1
INTERIOR REPAIR	1
MECHANICAL	1
PLUMBING	1
REROOF	5
RIGHT OF WAY	1
SCREEN ENCLOSURE	2
SHED I	2
SOLAR PANEL	8
WATER HEATER REPLACE	1
WINDOW REPLACEMENT	3
TOTAL	69

CITY CLERK'S DEPARTMENT:

- 2nd Floor HR/CC Walk-In Customers: 73

- 2nd Floor calls: 24
- Public Records Requests Received: 8
- Public Records Requests Completed/Amount: 4 @ \$20.13,
- Packages received: 36 Packages picked-up: 1
- Documents imaged: 1631 pages Large scale drawings imaged: 63 pages

ENFORCEMENT SERVICES DEPARTMENT:

- Responded to 260 requests for services this week.
- Animals impounded at the humane societies: 34.
- Citation warnings issued: 27.
- Courtesy notices: 107.
- Abatement notices: 13.
- Citations issued: 1.
- Code Enforcement telephone calls: 189.
- Solid Waste calls: 42.
- Citizen walk in requests for Code Enforcement assistance: 17.
- Citizen walk in requests for Solid Waste assistance: 4.
- Lien search requests: 56.
- Properties requiring grass to be cut by contractors: 16. Cost: \$640.
- Money collected:
 - Animal Tags, liens and return to owners: \$2,093.
 - Lien search fees \$825.
- We took 14 cases before the Special Magistrate this past week.
- Officer Danny Ron visited Forest Lake Elementary and spoke with the children about responsible pet ownership.

FINANCE DEPARTMENT:

- Getting ready to put out bid for Station 65.
- Getting ready to put out bid for Kingway/Lehigh Stormwater and Watermain Project.
- Closing out all last fiscal year PO's.
- Waiting on last items to sell on govdeals.
- Working on contracts.
- Working with IT Dept. to coordinate and implement City-wide purchase of copiers.
- Working with C. Bowley on Grant staff allocations.
- Revising Purchasing policies.
- Revising Contract Administration policies and procedures.
- Attended briefing session conducted by Vol. County Property Appraiser's Office regarding the inclusion of the City's non-ad Valorem levies on next year's Notice of Proposed Property Taxes. (TRIM Notices).

Accounts Payable Section

Check Run Date:	9/30/2009	
Checks Processed	285	\$ 1,181,830.21
Invoices Processed:		
Carol	303	879,410.71
Tom	130	295,067.01
UB Refunds	171	7,561.54
	<u>604</u>	<u>\$ 1,182,039.26</u>
Check Run Date:	10/2/2009	
Checks Processed	44	\$ 1,563,466.21
Invoices Processed:		
Carol	69	1,563,466.21
Tom		
UB Refunds		
	<u>69</u>	<u>\$ 1,563,466.21</u>
Check Run Date:	10/16/2009	
Checks Processed	361	\$ 898,350.30
Invoices Processed:		
Carol	312	703,572.04
Tom	67	185,288.05
UB Refunds	205	9,810.68
	<u>584</u>	<u>\$ 898,670.77</u>
Check Run Date:	10/30/2009	
Checks Processed:	313	\$ 3,172,099.42
Invoices Processed:		
Carol	263	2,883,973.05
Tom	139	277,930.05
UB Refunds	181	10,196.32
	<u>583</u>	<u>\$ 3,172,099.42</u>

Payroll Section

Check Run Date:	10/1/2009	
Total Employees	324	
Time Sheets Processed	648	
Checks Processed	36	
Direct Deposits Processed	303	
Total Payroll including benefits	\$ 690,089.14	

Miscellaneous:

Flexible Spending Reimbursements 16

Check Run Date: 10/15/2009

Total Employees 314
 Time Sheets Processed 628
 Checks Processed 37
 Direct Deposits Processed 292
 Total Payroll including benefits \$ 679,896.11

Miscellaneous:

Flexible Spending Reimbursements 12

Check Run Date: 10/29/2009

Total Employees 313
 Time Sheets Processed: 626
 Checks Processed: 33
 Direct Deposits Processed: 295
Total Payroll including benefits: \$ 681,094.32

Miscellaneous:

Flexible Spending Reimbursements 11

Local Business Tax Report for period ending 10/31/09

Oct-09	Activity	COUNT
	OCTOBER 01-31, 2009	
	LBT	
	RENEWALS	527
	PAID/ISSUED	
	NEW RESIDENTIAL	125
	PAID/ISSUED	
	NEW COMMERCIAL	13
	PAID/ISSUED	
	NON-PROFITS	3
	EXEMPT/ISSUED	
	WALK-INS:	107
	QUESTIONS	
	APPLICATIONS	
	INVOICE QUESTIONS	

FIRE DEPARTMENT:

Fire Chief ~

- Negotiations prep and strategy session.
- Met with Daytona Beach Fire Chief and Lt. on EMS transport initiative, Ambulance deployment strategies and calculations on potential revenue generated from FD EMS transport.

EMS ~

- Seasonal Flu Shots continuing.
- Working on getting the H1N1 vaccine, ordered 300 injections. Not going to offer the nasal since it is a “live” virus and our FF’s would not be able to have any patient contact for 48 hours after getting the nasal vaccine.
- High School Football games continuing with EMS coverage from DFD.
- Working on EMS orientation for new hires.
- Two new courses will be placed on Target Safety this week, “behavioral emergencies” basic and advanced.
- Secured the commission chambers for a 12-lead class. This class will be instructed by a Port Orange medic and will be available to all of our medics and VCFS and EVAC medics as well. We are the host site for the southwest quad.

Public Information & Education ~

- Meeting with AT&T Regional Manager in reference to 9-1-1 and CAD (w/ Chief Rogers).
- First Operations & Dispatch meeting - to facilitate working committee to promote cross communications.
- Meeting with all key Communication CTR, 9-1-1, FD, IT and radio departments in reference to the Debary/OCFD Dispatch changeover.
- Benefit Softball Meeting & work.
- Continue Public Education & Fire Prevention Week Activities.
- Debary/Deltona Citizen Emergency Response Team(CERT) Certification Class:
 - Class 6 of 7: Terrorism & CERT Organization.

HUMAN RESOURCES DEPARTMENT:

- Performance Evaluations processed: 6
- Deltona JOBS Program Folders: 1st Floor lobby- 5 added, 2nd FL Lobby 6 added
To date (11/4/09) total # of Deltona JOBS Program folders taken – 392
- Applications: Lead Water Operator (1), Firefighter (2); City Attorney (4)
- Pre-employment Drug Screenings & Physicals scheduled: Firefighters (2), Telecommunicator (1) and PW/SW Technicians (4)
- Coordinated for ICMA-Retirement Individual Sessions next week
- Participated in PGIT Human Resources webinar.
- Held Employee Wellness Fair on November 4th with assistance of the Wellness Committee– 35 vendors and 120 employees attended.
- HRD met with department heads regarding personnel issues
- Met with several department heads reference personnel issues

PARKS AND RECREATION DEPARTMENT:

Weekly tasks include hosting the Public Market.

Administration ~

- Met with well contractor to discuss operation of the new permitted well at Dewey Boster Sports Complex.
- Met with citizens to discuss launching of model rockets in city parks.
- Met with VCSO representative, Pat Leahy, to discuss the fundraising softball game on December 5, 2009 at Dupont Lakes (Bravest vs. Finest).
- Met with Volusia County Hispanic Association representative to discuss the upcoming Deltona Days concert at the Amphitheater on November 14, 2009.
- Met with Volusia County representatives to discuss the procedures of scheduling the Amphitheater, Winter Wonderland and Deltona Days events.
- Met with Human Resources to discuss employee concerns.
- Met with DYSC representatives to discuss soccer program planning.
- Met with Deltona Days group to discuss plans for Deltona Days, November 14-21, 2009.
- Met with Development Services and Planning to discuss the Thornby property.
- Met with Fire Department staff to discuss planning for the Winter Wonderland event and to have Parks & Recreation assume future program responsibility.
- Worked on Amphitheater Alcohol document.
- Started volunteer search for Santa's Helper.
- Staff member attended first of a series of classes at DSC on Recruiting & Training Volunteers.

Facility Use Permits include ~

- Deltona Community Center – 3 permits. Weekly attendance – 1124.
- Harris M. Saxon Community Center – 1 permit issued. Total attendance – 312.
- Wes Crile Park – 18 permits. Total attendance – 2,136.
- Skate Park – 10 new passes. Total attendance for week – 590.

Special/Events/Programs ~

- Harris M. Saxon Community Center:
 - Next Special Abilities Dance for the Sunshine Club is Friday, November 13th.
 - C.A.M.P. program continues.
 - Baton and Dance Classes - continue.
 - Boys-N-Girls Club – afterschool program continues.
 - Mary Kay Representative – meet on the 2nd and 4th Mondays of the week (improve sale skills classes).
 - Movie Night is scheduled for Friday, November 20th.
- Public Market continues every Saturday at City Hall .
- Mayor's Charity Fishing Tournament –scheduled for Saturday, November 7th at the Lake Monroe Boat Launch.
- Deltona Days – November 14th – 21st.

City Leagues Currently Underway ~

- Men's Senior League, Men's Fall League, Men's Church League, 40 & Over Modified Pitch League.

Partner Leagues Currently Underway ~

- Deltona Chargers Pop Warner Football practice.
- Deltona Youth Soccer practice (week) and games (Saturday) for both travel and in-house.
- West Volusia Youth Baseball.
- Deltona Little League fall games and practice.
- I-9 Sports Fall Flag Football at Wes Crile Park.
- FBVA fall/winter is scheduled to start on November 14th at Wes Crile.

Parks Maintenance ~

Weekly tasks include opening all the parks in the a.m., cleaning restrooms and picking up trash at all parks and facilities.

- Mowed, edged and weed eaten the following:
 - City Hall.
 - Dewey O. Boster Park.
 - Skate Park.
 - Tom Hoffman Park.
 - Veterans Memorial Park.
 - Wes Crile Park.
- Campbell Park – Filled in run-off area by pavilion.
- Deltona Community Center – Trimmed trees, picked up debris in parking lot, unloaded into dumpster at Depot; finished mulching planter bed, box blade parking lot.
- Dewey Boster Sports Complex – Took down all Halloween scenes on trail; repaired broken irrigation line in the center island, repaired door handle, repaired toilet in ladies room, replaced light in men's room.
- Festival Park – Box blade parking lot into park.
- Lake Gleason Park – Installed bolt on bathroom door.
- Skate Park – Moved picnic table and installed smoke detector.
- Vann Park – Checked water fountains by dugouts.
- Wes Crile Park – Repaired irrigation.
- Unloaded Halloween bins, props, etc. from the pod to the trailer; assisted with the storing of Halloween trail scenes into storage with City Clerk and P&R; picked up teddy bears from storage.
- Cleaned out barn to make room for the Youth Advisory Committee to build a float.

City Hall, Fire Station, Sheriff's Department and Social Services Building Maintenance ~

Weekly tasks include cleaning the Fire Station, checking Social Services building, emptying trash from DSC classrooms, dumping trash for different departments, pulling weeds, trimming trees, watering new sod, walking the grounds and picking up trash, setting up and resetting commission chambers for various functions.

- Met with Solid Waste regarding recycling issues here at City Hall.
- Cleaned 2nd floor conference room.
- Replaced light bulbs in Planning, Parks and Cashier areas.
- Installed signs in ladies restroom (DSC side).

Sports Turf Maintenance ~

- Normal routine maintenance at Dewey Boster, Wes Crile, Vann and Dupont Lakes Parks.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:

CITY MANAGER'S OFFICE
2345 Providence Boulevard, Deltona, Florida 32725
(386) 878-8100 • Fax (386) 878-8851
Webpage: www.deltonafl.gov

Executive Summary ~

The Planning and Development Services Department continues to stay active in processing its projects in-house without having consultants complete the work. The large projects underway include the Water Supply Plan, the Capital Improvement Element (CIE), the EAR-based Amendments to the Comprehensive Plan, NSP, and the Unified Land Development Code (ULDC).

Long Range Planning ~

- Planning continues to be involved in the U.S. Census.
- Response to the County RAI pertaining to the City Water Supply Work Plan is being drafted.
- Agenda memo on the SR 415 improvements drafted.
- CIE work continues – document almost finalized.

Short Range Planning ~

- Conducted DRC for the Fernanda Landings Overall Development Plan (ODP) and approved the Magdalena Water Storage Tank site for the City.
- Prepared the Unified Land Development Code for City Commission review.
- Worked to complete the Howland Crossings remaining tasks that include Final Plat approval and the changing the Preliminary Plat Development Order.
- Revised the Management Plan for the Thornby Property and are finalizing bringing on site-civil engineering services.

Community Development ~

- Completed the 2009-2010 Annual Action Plan Draft for Community Development Block Grant Funds and distributed for public review and comments at City Hall, Deltona Regional Library and the Social Services Building.
- Submitted the initial nine Neighborhood Stabilization Program (NSP) contracts to purchase foreclosed properties to the City Attorney for review. The properties were submitted by Remax.
- Submitted lease agreement renewals for office space in the Social Services Building to the City Manager for signatures.
- Staff is working diligently to resolve two cases that are currently more than 120 days which have been prolonged due to complications arising with workmanship and/or permitting issues.
- Signed SHIP agreements for two clients for home repairs

Business Development ~

- Completed revisions and submitted Thornby Management Plan to Volusia County's Land Acquisition and Management Office.
- Held meeting and discussed roles and responsibilities of Pathways Out of Poverty grant with Simo's Consulting. Simo's is a partner in the grant and will be providing life skills training.

PUBLIC WORKS/UTILITIES DEPARTMENT:

PUBLIC WORKS:

Traffic Operations ~

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

- **Signs:**
 - Fabricated street name signs.
 - Complete 9 sign repair work orders.
 - Removed garage/yard sale signs throughout the City.
 - Installed 7 sets of new street name signs.
 - Installed new signs on Courtland & Tallwood.
 - Completed Sector 2 maintenance list: Raised – 21; Cleaned 1; Straightened 3.
- **Asphalt:** Completed 26 asphalt repair work orders.
- **Message Boards**
 - Removed message board at Saxon & Maximillian.
 - Removed message board at Saxon & Renton.
 - Installed message board at Wolf Pack Run & Howland Blvd.
- **Thermoplastic Striping:**
 - 275' of stop bars installed.
 - 549' of crosswalks installed.
- **Misc:** Pick up chairs and tables at Dewey Boster Park that were used for the Halloween Spooktacular.

Field Operations ~

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

- **Concrete:**
 - Sidewalks – 829 Merrimac – 83' x 4'; 1511 Piedmont – 8' x 5'.
 - Driveways – 956 Eleanor – 18' x 22'; 966 Eleanor – 22' x 22' (both Stormwater projects).
- **Clam Truck:**
 - Debris – 32.
 - Trimming – 9.
- **Slope Mowing:** Stanton & Elnora – 130'; 247 Glencove – 85'; 227 Glencove – 213'; 103 Neal – 80'; 100 Neal – 111'; 130 Neal – 85'; Heather Lane & Highland – 244'; 106 Rosedale – 80'; Devonshire – 100'.

Fleet Maintenance Division ~

- **Vehicles:** PM – 7; Repairs – 15.
- **Equipment:** PM – 2; Repairs – 12.
- **Pick Up/Delivery to Outside Source:** 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.

- **Drainage Construction Crew:**
 - Shoot elevation on road crossing project.
 - 2481 Whitehorse – built storm box for relining project.
- **Drainage Repair Crew:**

- Welcome Center Rod – lay sod.
- 1510 Zinnia Dr – repaired lift station and swale drainage.
- Cranbrook Ave – repaired box.
- 551 Skyland Ter – cleaned ditch and reshaped for proper flow.
- **Litter Control Crew:** Galveston; Sullivan; Haulover; Catalina; Courtland; Tivoli.
- **R.O.W Mowing Crew:** Courtland; India; Humphrey; Sectors 23, 24, 25, 26, 27, 28, 29, & 30.
- **Vac Truck-Pipe and Structure Cleaning Crew:**
 - 3090 Dudley – replaced grate
 - 1447 Edison – jet pipe.
 - 688 Goodrich – jet pipe and water sod.
 - 2772 Elkcam – clean road crossing.
 - 1299 Buccaneer – jet pipe.
- **Misc:**
 - 1641 Bloomfield – removed pump and suction.
 - 3211 Elkcam – removed 6” PVC and stored in yard.
 - 2841 Haulover – removed suction with ball and lay flat hose.
 - 3201 Dorchester – picked up 4” suction hose with barrel.
 - 2657 Courtland Blvd – removed 6” hose.

UTILITIES:

Customer Service

Oct / Nov 2009	26	27	28	29	30	31	1	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	1018	712	358	643	682	X	X	3413
Call Center Calls	398	332	360	299	336	X	X	1725
Walk-ins/Drop Box	317	185	189	143	143	X	X	977
On-line Payments	84	85	101	109	145	98	126	748

Customers Disconnected for Non-Pay

Oct 2009	27	28	Total
	Tues	Wed	
Cycle	6	7	
Total on Disconnect List	67	94	161
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			0

Construction Log & Service Orders

Oct / Nov 09	26	27	28	29	30	31	1	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets		1						1
Reclaim Meters								
Fire Hydrant Installs				1				1
Replace Meter Box					2	1		3
Locates Received	23	8	17	14	7			69

Locates Completed	9	17	18	16	11			71
Main Leaks			1	1				2
Service Leaks	1	1		1	1	1		5
Sewer Blockage	1	1	2	1		1		6
Service Replacements				1				1
Meter Change Outs	9	4	6	4	6	1		30
Service Orders	68	111	105	85	107			476
Disconnects		67	94					161