

CITY OF DELTONA

CITY MANAGER'S OFFICE

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

DEDAB Survey:

The Economic Development Advisory Board is looking for input from our citizenry on a variety of issues. The Board, through Mr. Mayes, is suggesting a survey instrument that could be included in the February Deltona Water bills and also included on the City's WebPage for completion. Attached as Exhibit A is a draft of the proposed survey.

ISO Review:

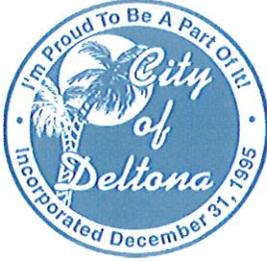
The City has been notified by the Insurance Services Organization (ISO) that we are due for our 10-year review and evaluation of our Fire Department in early 2012. The review will begin at the end of February or early March.

Ongoing/Upcoming Events:

- **City Hall & Deltona Water Offices Closed** –Monday, January 2nd
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.
- **Regular City Commission Meeting** – Tuesday, January 3rd, 6:30 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Monday, January 9th, 4:30 p.m., 2nd Flr. Conference Room

*Wishing you and your family all the best in 2012
and a very safe and happy New Year's holiday weekend!*

Faith G. Miller, MMC, MPA
City Manager



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CITY MANAGER'S OFFICE thru 12/28/2011

Communication:

- Videotaped Deltona's 1st Annual Christmas Parade for broadcast,
- Videotaped and photographed the Ribbon Cutting for EPIC Theatre grand opening.
- Produced for broadcast (3) Seasons Greetings PSAs from the City of Deltona.
- Finished work on the January-March issue of the City Newsletter.
- Updated Holiday Parade of Homes slides for DeltonaTV and the City website.
- Updated the DeltonaTV schedule for the weeks of December 25th and January 1st for the City Website.
- Updated programming for White House Chronicle and UCF On the Issues and Global Perspective.
- Working on the January issue of The Pride.
- Created and scheduled DeltonaTV slides for "Holiday Greetings" and "City Hall Closed for the Holidays".
- Working on the City of Deltona 2011 Annual Report.
- Creating broadcast schedule for "New Year's Music All Night" program marathon on DeltonaTV.
- Working with the Mayor for Opinion-Editorial column for News Journal.

Media Relations:

- Relayed information regarding the City's holiday trash pick-up schedule for Ludi Lelis/Orlando Sentinel and Al Everson/West Volusia Beacon.
- Answered questions regarding the demolition of an abandoned and foreclosed home in Deltona, for Dan Ruetnick/CBS News "60 Minutes".
- Answered questions regarding Commissioner Zischkau's attendance for a Labor Attorney Conference for Al Everson/West Volusia Beacon.
- Provided a database of Deltona businesses to Mark Harper/Daytona Beach News Journal.
- Provided information regarding FEMA flood maps for Deltona to Dinah Pulver/Daytona Beach News Journal.
- Provided photos of Deltona's 1st Annual Christmas Parade to Jen Horton/West Volusia Beacon.
- Provided information regarding invoices from Vose Law firm, and amount of water sold by Deltona Water, to Al Everson/West Volusia Beacon.

Business Development:

- Attended the Epic Theatre Grand Opening & Ribbon Cutting ceremony.
- Attended meeting with local medical providers to discuss potential of a Deltona Medical Forum.
- Discussions with Team Volusia regarding production of solicitation literature.
- Attended meeting with Christopher Male, Parrish Medical and members of CDG Healthcare Facilities, Orlando, regarding Deltona healthcare needs and opportunities.

- Met with James Hopps to discuss his ideas on opening a photography studio in Deltona.
- Met with Amy Daly of CPH/Sanford to discuss the Deltona Scrub Jay Mitigation Plan, and obtain additional ideas and feedback on progress to date.
- Planning & Development staff and I met with Tim Greene of MVG Development to discuss several development projects that are in the works.

BUILDING & ENFORCEMENT SERVICES thru 12/23/2011

Building Services Division:

Building Permits issued for the week.....	83
Valuation of work permitted for the week.....	\$770,541.87
Inspections completed for the week	214
Total Permits issued for Fiscal Year 11/12	563
Valuation of work permitted for the year 11/12	\$6,563,992.81

Permits Issued:

A/C change out	9
Addition.....	1
Building Residential.....	1
Commercial Build Out	1
Concrete Flat Work.....	1
Deck.....	1
Door Replacement	2
Dumpster	1
Electrical.....	5
Electrical Repair	2
Exterior Renovation	1
Fence	13
Garage Door Replacement	1
Garage or Carport	1
Glass Room	1
Interior Repair	1
Mechanical	2
Plumbing Re-pipe	1
Pool Enclosure	1
Pool In-ground	1
Reroof	16
Right of Way	2
Screen Enclosure	4
Shed	3
Sign	1
Solar Panel	4
Water Heater Replacement.....	4
Window Replacement	3
Total	83

HUMAN RESOURCES DEPARTMENT thru 12/28/2011

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
 - 1st Floor lobby – (5) added
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (1093)
- Applications received:
 - (3) Parks Attendant-Intermittent
 - (2) Water/Wastewater Operator
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Pre-employment physicals and drug screenings and VECHS background checks scheduled for: (2) Water/Wastewater Operator applicants.
- Coordinated with VCSO to finish up with VECHS background checks for current employees.
- FMLA requests: 3
- Coordinating interviews for Parks Attendant-Intermittent position.
- Working with Public Works to review key positions and job descriptions.
- Coordinated with the City Negotiation Team to review Union Attorney Donnelly's December 13th letter regarding acceptance of the City's insurance plans (after the Demand to Bargain Insurance Impasse Hearing that was held on November 17th).
- Prepared notice for Union members regarding City's insurance changes and due date of January 13, 2012, to have insurance enrollment change forms into HRD.

Risk Management:

- Coordinating with vendor and IT regarding new key fob/ID card system.
- Coordinating with IT regarding bid specs for security camera system.
- Received final Workers Compensation insurance audit for last fiscal year – premium reconciliation \$3,500.

PARKS AND RECREATION DEPARTMENT thru 12/24/2011

Administration:

- Farmers Market: 7 vendors, 98 cars
- Met with Tucks Well drilling to discuss the proposed location of the well at The Veterans Museum.
- Met with ARC representatives to discuss installing shade structures at Vann Park.
- Met with Progress Energy to discuss lighting options for the parking lot at City Hall.
- Met with Terrell Ervin – Outreach HIV/AIDS organization to discuss possible space in a Deltona facility.
- Met with potential AC contractors for the pre-bid meeting for City Facilities.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 4 permits issued | Weekly attendance – 2,393 |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 1,871 |
| • Wes Crile Park | 2 permits issued | Weekly attendance – 2,634 |
| • Skate Park | 4 new passes | Weekly attendance – 1,300 |

Special Events/Programs:

- Dewey Boster Sports Complex:
 - Philadelphia Union is scheduled to train from February 5th through February 19th.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.
- Wes Crile Park:
 - Flag football fall season has ended.

City Leagues Currently Underway:

- Men's Winter league will start on Monday, January 9th.
- Men's senior league will start in March 2012.

Partner Leagues Currently Underway:

- Adult 6v6 soccer starts in January 2012.

Parks Maintenance:

Sprayed for ants: Campbell, Festival, Manny Rodriguez, Skate Park, Timber Ridge and Wes Crile Parks.

- Dewey Boster- Removed dead pine trees.
- Festival Park - Replaced sections of perimeter fence.
- Harris Saxon – Painted restroom due to vandalism; removed graffiti from playground; removed dead tree and ground stump.
- Keysville Dog Park – Replaced railings on playground; sprayed dog areas for ants; restroom repairs.
- Lake Gleason Park – Pressure-washed pavilion and fireplace; repaired restroom lighting.
- Skate Park – Re-attached sections of perimeter fence; painted basketball court and pavilion areas due to vandalism.
- Thornby – Removed broken handicap swing and installed new dispensers in restroom.
- Vann Park – Removed dead pine tree and removed tarp next to the concession stand.
- Veterans Park – Mowed, edged and weed-eated; repaired sections of chain link fence; painted restroom due to vandalism.

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.

- Cleaned up the Depot; addressed Fire Department concerns before re-inspection.
- Returned supplies to storage.
- Took tables and chairs to the Water Department for parade.
- Picked up backdrop and set up in courtyard for parade event.

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; moving or assembling furniture for various departments; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Cleaned and reloaded outside doors to air handlers.
- Reset tripped breakers on the 1st and 2nd floors.
- Repaired roof leak at the Sheriff's Office.
- Assisted with packing/separating food drive donations for distribution.
- Escorted Electrical Solutions; Wiginton Fire Services.
- Set up parking lot for blood mobile.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Replaced spigot at DuPont Lakes.
 - Wes Crile Park
 - Sprayed Campbell Park and overflow parking for broadleaf weeds, ants and mole crickets.
 - Placed and picked up bleachers for Christmas Parade.
- **Sports Complex:**
 - Placed screening around well.
 - Repaired irrigation at Pony League and Sports Complex playgrounds.
 - Cut and sodded weak areas at Pony League and Sports Complex.
 - Sprayed for broadleaf weeds at Sports Complex.
 - Replaced diaphragm on spray rig.
 - Back Lapped reels on 6500D mowers.

PLANNING & DEVELOPMENT SERVICES thru 12/28/2011

Executive Summary:

With the opening of the EPIC Theatre complex, the City of Deltona achieved a major showcase project within the Activity Center, marking a significant feat of accomplishment within the I-4/SR 472 interchange area. The finished product is another example of quality projects coming to Deltona, such as Lohman's Funeral Home, which also increases community pride.

Planning:

The Planning Section is moving forward on upcoming projects to complete in the Family Dollar at Doyle Road and the Shops of DuPont Lakes. Both projects include a level of detail and design that enhance the appearance of the City. We are moving forward with the Land Development Code section-by-section amendments to update and improve this document which guides development within the City. We are also assisting Jerry Mayes in looking at areas for large-scale redevelopment. Finally, we are working with potential applicants that have been performing due diligence and are close to coming forward with projects.

Housing & Community Development:

The Community Development Section reports that both the NSP 1 and NSP 3 projects are proceeding at a systematic and lock-step pace. In NSP 1, the 31st sale occurred and ten homes remain under contract. The remaining homes will be carried forward into next year, which gives us a base to work from. Also, we are buying an additional home in NSP 1, and will continue to purchase homes within NSP 3. Other affordable housing funding sources are being administered in SHIP to close out that fund early next year and CDBG on active stormwater projects.

PUBLIC WORKS thru 12/23/2011

Traffic Operations:

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

- **Signs:**
 - Completed 14 sign repair work tickets in the City.
 - Fabricated 5 new street name signs.
 - Installed 5 new street name signs.
 - Fabricated (3) 12"x18" signs for Deltona Water: 1-WALKERS, 1-VEHICLES, 1-CITY MANAGER.
 - Fabricated & installed 1 "Stop" sign at Fountain & Quintillis.
 - Fabricated & installed 1 "Stop" sign at 9th & Anderson.
 - Fabricated (4) 25 mph & (4) 30 mph signs for stock.
- **Asphalt:**
 - Completed 9 asphalt repair work tickets – 2 tons.
 - Saxon & Nantucket - repaired 12'x 8'x 8' section of road for Deltona Water– 2 ½ tons.
 - 2386 Austin – repaired depression in road with 4 tons and section in road with 4 tons for Deltona Water.
- **Speed Trailer:** Removed from 1040 Parnell.
- **Thermoplastic Striping:**
 - Eustace (Volusia County Bus depot) – installed ladder style crosswalk.
 - 24" white stop bar – 9 with 129'
 - 12" crosswalk – 7 with 445'
- **Message Boards:**
 - Removed from Normandy & Saxon and Providence & Eustace.
 - Installed at Elkcam & Providence and Ft Smith & Providence.
 - Removed from Elkcam & Providence and Ft Smith & Providence.
- **Miscellaneous:**
 - 1800 Courtland Blvd – informed resident that there is no money budgeted this year for road to be repaved.
 - 2001 Helmly – resident concerned with drop-off in front of address – *no drop-off found*.
 - Austin & Greenwood – set up detours for Deltona water.
 - Public Works Depot – prepared MOT for Christmas Parade.
 - Changed ending time on message boards to 8:00 pm.
 - Providence between Tivoli & Eustace – closed all roads prior to parade, re-opened them after parade.
 - City Hall – picked up gators after parade.

- Public Works Depot – stacked all wooden A-frames on side of trailer and organized trailer.
- Elkcaml Blvd & Montecito – repaired solar powered warning light.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

● **Beautification:**

- Medians – Normandy Blvd; Elkcaml Blvd; Howland Blvd; Providence Blvd – pulled weeds and removed litter from Howland & Providence.

● **Concrete:**

- Sidewalk repair at 1013 Abigail – 42’x 8’x 4” & 13’x 8’x 6”; Catalina & Sedgefield – 12’x 5’; 1502 Daroca – 6’x 4’; Alexander – 80’x 8’; 2068 Newmark – 5’x 5’.

● **Clam Truck:**

- Debris – 41
- Trimming – 17

● **Misc:**

- Public Works Depot – cleaned and organized bay.
- 830 Superior – cleaned up after car fire.
- Saxon Blvd Welcome sign – replaced fencing.
- Providence Blvd between Tivoli & Eustace – picked up all trash from parade.
- Sherbrook & Dearing – placed orange fencing, lighted barricades and old sign over hole where storm grate had fallen down 30’.
- Austin & Lake Helen/Osteen – added recycled concrete to road cut.
- Delaware – added recycled concrete to road cut.
- Elkcaml between Providence & Normandy – repaired road edge with recycled concrete.
- City Wide – emptied all trash containers.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 5 | Repairs – 7 |
| ● Equipment | PM – 0 | Repairs – 16 |
| ● 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:**

- Fan Ct – installed 240’ of 6” pipe; installed 1 basin; retrofitted 2 boxes; reshaped swales; placed sod.
- 3669 Pamona – took out road crossing pipe; replaced with 24” ADS; mudded boxes in; reshaped swales.

● **Drainage Area Maintenance (Aebi Mowing):**

- 5.4 acres mowed.
- Ditches mowed – Briarwood; 2202 Firwood; 1648 Gregory; Brady; 1591 Courtland; 2903 Parkview; 475 Katherwood; 2824 Windsor Heights; 2617 Courtland; 2975 Windsor Heights.
- Ponds mowed – 2944 Corrigan; 675 Malaga; 1780 Whipple; 783 Atmore; 2601 Haulover.

- **System Cleaning (Vac Truck):**
 - 110' of stormwater system cleaned.
 - 19 yard of debris removed.
- **Right of Way Mowing Crew:**
 - 2 miles of right of way mowed – Providence Blvd from Ft Smith Blvd to Howland Blvd.
- **Right of Way Litter Crew:**
 - 544.5 gallons of litter removed.
 - Main road trash pickup – Humphrey Blvd; India Blvd; Newmark; Haulover; Captain; Catalina; Elkcam; Providence from Ft Smith to Howland.
 - Sectors – 1
- **Misc:**
 - 3271 Utah Dr – reinstalled drainage lid.
 - 2165 Gloria Dr E – repaired washout.
 - 1780 Whipple Dr; 3070 Keyport St; 981 Courtland Blvd; 2724 Ancho Ct – cleaned brush from ditch.
 - 2078 Barlington Dr W – reinstalled grate.
 - Saxon Blvd – set up detour for water main break.
 - Nadine Dr – replaced stop sign and channel.
 - City Wide – checked storm systems for blockage.

UTILITIES thru 12/25/2011

Customer Service

December 2011	Total week ending 12/18/11	Total week ending 12/25/11
DW – Lockbox	1869	1775
Ebox	1010	1136
Call Center Calls	1890	1294
Walk-ins/Drop Box	1123	692
On-line Payments	893	834

Customers Disconnected for Non-Pay

Dec. 2011	Total week ending 12/18/11	Total week ending 12/25/11
Total on Disconnect List	231	
Off in error/DW error		
Off in error/Munis error		
Misapplied Payment		

Construction Log & Service Orders

Dec. 2011	Total week ending 12/18/11	Total week ending 12/25/11
Water Service		
Meter Sets	1	
Reclaim Meters		
Fire Hydrant Installs		
Fire Hydrant Replacement		
Fire Hydrant Repair		
Replace Meter Box	5	7
Locates Received		
Locates Completed		
Main Leaks	2	1
Service Leaks	2	3
Sewer Repairs	1	
Sewer Blockage	2	3
KV2 Valves	3	1
Service Replacements		3
Meter Change Outs	44	28
Service Orders	491	353
Disconnects	231	
Drainfield Leaks		
Meter Retirements	22	36

