

# CITY OF DELTONA

CITY MANAGER'S OFFICE

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To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: January 27, 2012

## **New commercial project:**

This week applicants submitted a rezoning application for the proposed Dunkin Donuts to be located at the northwest corner of Roseapple Avenue & Howland Blvd. The rezoning application is the first step in this project and the present conceptual proposal is for a small commercial center with a Dunkin Donut & Baskin Robbins combo store, plus two small retail suites that would be leased to other service or retail business. The land along the north side of Howland is zoned PB (Professional Business) and the applicants are proposing C-1 zoning, which would allow a drive-thru restaurant as a permitted use. The intensity of this use (neighborhood commercial) is compatible with the neighborhood to the north and is the type of land use that should be adjacent to a four-lane roadway such as Howland Blvd.

## **Deltona's Regional Job Fair Status:**

Staff is continuing with plans for the March 16<sup>th</sup> Job Fair, set for 10:00 a.m. to 3:00 p.m. in the Commission Chambers. Flyers soliciting employers to participate in the Job Fair have been sent to the database of employers on file with the Center for Business Excellence (CBE) and Workforce Central Florida who are both partnering with us in this effort at no cost to the City. Deadline for participating employers and resource providers to reserve space at the Job Fair is February 20<sup>th</sup>.

Daytona State College will be participating in the Job Fair as a resource, and in addition, the college is closed the week of March 12<sup>th</sup> - 16<sup>th</sup> for Spring Break, so we will have access to use their classroom space on the first floor of City Hall for training sessions for job seekers and their parking lot for employer participants (vendors) and job seekers to park. Between the two parking lots, there are a total of 600 parking spaces available. We do anticipate a significant number of job seekers and we may look to have our City Hall employees carpool or park off-site if needed that day. We will be working out logistic issues, due to the anticipated large attendance at this event, in conjunction with VCSO, the Fire Department, and our facilities' staff within the next few weeks. CBE has recommended that we ask job seekers to pre-register for the Job Fair which would help to reduce their wait time to enter the event and give us some advance figures for the number of participants. Individuals will be allowed to register on site as well. We will be publicizing pre-

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Webpage: [www.Deltonafl.gov](http://www.Deltonafl.gov)

registration information after February 20<sup>th</sup> along with the names of the employing companies who will be participating in the Job Fair.

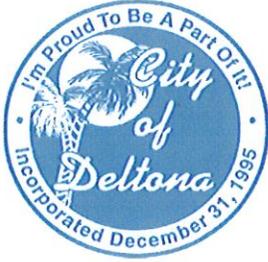
**2012 FCCMA Winter Institute:**

I will be attending the 2012 FCCMA Winter Institute, beginning at 8:00 a.m. on Thursday, February 2<sup>nd</sup>, ending at Noon on Friday afternoon, February 3<sup>rd</sup>. The Conference is located in Lake Mary again this year. During my time out of the office, please feel free to contact me on my cell phone or through my office staff as needed.

**Ongoing/Upcoming Events:**

- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.
- **Regular City Commission Meeting** – Monday, February 6<sup>th</sup>, 6:30 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Tuesday, February 13<sup>th</sup>, 4:30 p.m., 2<sup>nd</sup> flr. Conference Room; Topic: Potential redevelopment locations for economic development
- **Citizens' Budget Forum** – Saturday, February 18<sup>th</sup>, 9:00 a.m., Commission Chambers
- **Regular City Commission Meeting** – Monday, February 20<sup>th</sup>, 6:30 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Thursday, February 23<sup>rd</sup>, 4:30 p.m., 2<sup>nd</sup> flr. Conference Room; Topics: Animal control issues; Scrub Jay Mitigation Project; Moratorium on Impact Fees

  
Faith G. Miller, MMC, MPA  
City Manager



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## CITY MANAGER'S OFFICE thru 01/27/2012

### Communication:

- Attended the Jan. 24<sup>th</sup> Commission workshop.
- Meeting with and garnering information from Department Directors for the City of Deltona 2011 Annual Report.
- Attended the Florida Association of Public Information Officers symposium on Jan. 20<sup>th</sup>.
- Created an invitation to Family Dollar Doyle Road ribbon cutting.
- Creating flyers for the Citizens' Budget Forum and for the Job Fair; creating and printing bus shelter posters promoting the Water & Energy Conservation Expo.
- Updated the programming schedule for DeltonaTV for the week of January 29<sup>th</sup> on the City's Website.
- Downloaded programming for DeltonaTV for these programs: White House Chronicle, and UCF Arts Performances: UCF Symphony.
- Downloaded PSAs for DeltonaTV—the 6 vignettes from the CGI video project.
- Updated the DeltonaTV Bulletin Board music bed, removing the holiday music and replacing it with contemporary music tracks.
- Working on the February issue of the Pride.

### Media Relations:

- Numerous conversations with members of the media regarding an incident between a registered "Dangerous Dog" named Snoopy and a Jack Russell Terrier. A public statement regarding Snoopy's release was sent out on Friday.
- On camera interview regarding "spinning signs" for Central Florida News 13.
- On camera interview regarding the "Snoopy Pit Bull" case, for WOFL-TV/Ch. 35.
- Responded to comment request regarding Dare Wear to Mark Harper/Daytona Beach News-Journal.
- Provided information regarding the Manji litigation to Mark Harper/Daytona Beach News-Journal.
- Provided information regarding Dare Wear to Al Everson/West Volusia Beacon.

### Press Releases:

- Snoopy's Release

### Business Development:

- Met with Bob Desmond, Chairperson, DEDAB, regarding DEDAB 4<sup>th</sup> Quarter Commission Report.
- Prepared DEDAB 4<sup>th</sup> Quarter Commission Report for submission to City Clerk.
- Prepared Deltona Scrub Jay Mitigation Project presentation for the Commission Workshop on February 12<sup>th</sup>.
- DEDAB member, Manny Chavez, has changed work locations to a site outside Deltona, necessitating his resignation according to DEDAB By-Laws; a replacement member will be sought.
- Met with James Bambrick, Principal of Deltona Middle School, to discuss plans and issues in Deltona and how those might affect the school.

- Attended the Job Fair Team meeting to develop the Job Fair Flyer and discuss other topics.
- Meeting with Publix Real Estate to review Deltona sites for an additional store.
- Met with Joe Cerrato, Chairperson, DEDAB Commerce Park & SunRail Parking Sub-committee, and John Wanamaker to discuss commerce park locations and development.
- Met with local daycare provider that wants to expand its business.
- Worked on solicitations for Gold's Gym, LA Fitness, and Planet Fitness.

**BUILDING & ENFORCEMENT SERVICES** thru 01/20/2011

Building Permits issued for the week.....	49
Valuation of work permitted for the week.....	\$148,047.00
Inspections completed for the week .....	115
Total Permits issued for Fiscal Year 11/12 .....	751
Valuation of work permitted for the year 11/12.....	\$7,439,895.56

Permits Issued:

A/C change out .....	7
Electrical .....	4
Fence.....	10
Garage Door Replacement.....	2
Mechanical.....	1
Reroof .....	9
Right of Way.....	1
Shed .....	2
Solar Panel Installation .....	1
Water Heater Replacement .....	9
Window Replacement .....	3
<b>Total</b>	<b>49</b>

**Enforcement Services Division:**

Requests for services this week .....	217
Animals impounded at the humane societies .....	34
Citation warnings issued .....	14
Courtesy notices .....	109
Abatement notices .....	7
Citations issued .....	9
Code Enforcement telephone calls .....	135
Animal Control calls .....	114
Solid Waste calls .....	77
Citizen walk in requests for Code Enforcement assistance .....	10
Citizen walk in requests for Animal Control assistance .....	9
Citizen walk in requests for Solid Waste assistance .....	2
Properties requiring grass to be cut by contractors .....	3
Certified mailings sent out .....	10
Money collected for Animal tags, liens and return to owners .....	\$681.00
Foreclosures for this week: Deltona	20
County	28
Total	48

(at a cost of \$105.00)  
 (at a cost of \$66.10)

**CITY CLERK’S OFFICE** thru 01/20/2011

2nd Floor HR/CC Walk-In Customers .....	83	
2nd Floor calls Answered.....	23	
Packages Picked Up .....	2	
Packages Received .....	38	
A/P Invoices Opened.....	84	
Newspapers .....	16	(10 hours)
Public Records Requests Received .....	5	
Public Record Request Amount Received .....	\$5.30	
Documents imaged, pages.....	1,583	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** thru 01/25/2012

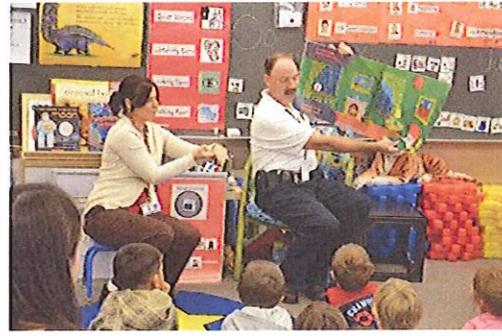
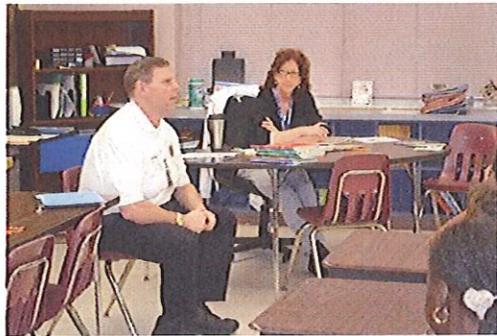
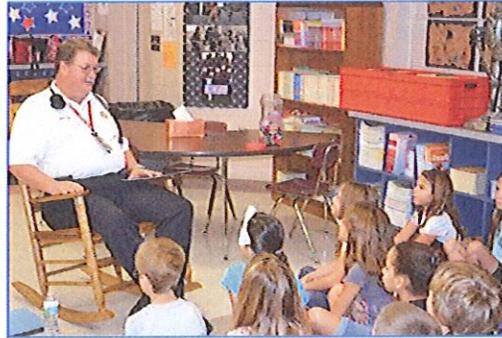
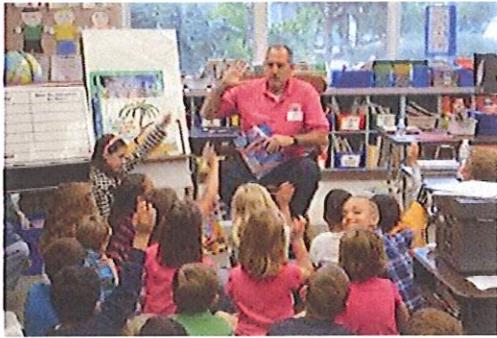
- Met with vendor to discuss potential Thermal Solar Water Heater program.
- Met with IT to further reconcile ITSD fixed assets.
- Preparing for auditor on-site visit – statistical, Notes, statements for CAFR.
- Bids for Solar Thermal Water Heating Systems due January 26, 2012.
- Received three quotes for Occupancy Sensors funded by Energy Efficiency and Conservation Block Grant (EECBG).
- Proposals for Financial Advisory Services due February 12, 2012.
- Posted bid for City Newsletter and One Time Publications.

**FIRE/RESCUE DEPARTMENT** thru 01/26/2012

**Fire Chief Staples:**

- Attended Fire-Rescue East in Daytona Beach and participated as a Committee member and judge for the Advanced Life Support (ALS) competition; also attended several educational programs there on Best Practices and Service Delivery for Fire Departments during these economic times.
- Met with the department senior management to prepare for the upcoming Insurance Services Organization (ISO) site visit in March.

- Read for children at Forest Lake Elementary School as part of the Literacy Week program.



- Participated in Live Fire training with recruit Firefighters and members of the Orange City and DeBary Fire Departments as part of our 3-week orientation—this training fine tunes interoperability with our local partners.
- Attended the VCFCA monthly meeting.

#### **Deputy Fire Chief Rafferty:**

- Met with Battalion Chiefs.
- Met with Risk Manager and Union.
- Attended the EMS Council Meeting at Tiger Bay.

#### **Response:**

- Responded to 75 Acre Brush Fire and ran Command.

#### **Training & Safety:**

- Attended Fire Rescue East Conference in Daytona Beach.
- Street orientation training continues.
- Attended live burn at VCFC training center.

#### **EMS:**

- Assisted with FRE ALS Competition.
- Meeting with Physio Control.

#### **Assistant Chief Debose:**

- Continued Orientation Training with new hires.
- Responded to control burn at Catalina and Wolf Pack.
- Responded to Structure Fire on Canby Drive.
- Conducted live burn exercise at Tiger Bay.

**HUMAN RESOURCES DEPARTMENT** thru 01/25/2012

- Performance Evaluations processed: 0
- Deltona JOBS Program Folders
  - 1<sup>st</sup> Floor lobby – (5) added
  - 2<sup>nd</sup> Floor lobby – (5) added
  - Total # of Deltona JOBS Program folders taken – (1103)
- Applications received:
  - (05) Water Operator
  - (24) Public Works Tech
  - (29) Utility Maintenance Tech
  - (17) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Scheduled interviews, prepared questionnaires, and participated in 15 interviews for Parks Attendant-Intermittent.
- Scheduled pre-employment physical and drug screening for: (1) Stormwater Technician.
- Sent out quarterly Flexible Spending Account reminders to all employees.
- Processing Firefighter special enrollment changes.
- FMLA requests: 1
- Met with Job Fair team and the Center for Business Excellence.
- Met with Mercer Group class plan consultant Phillip Robertson; coordinated meetings with department directors.
- Contacted several prospective Job Fair employer participants.
- Reviewing/updating job descriptions.

**PARKS AND RECREATION DEPARTMENT** thru 01/21/2011

**Administration:**

- Farmers Market: 8 vendors, 154 cars.
- Met with Regency Lighting representatives to discuss LED lighting.
- Met with Gerald Chancellor to discuss Vann Park – conservation easement with St. Johns River Water Management District.
- Hosted the Senior Advisory Sub Committee Meeting.
- Met with City staff to discuss initiatives for the City of Deltona.
- Conducted interviews for the Park Attendant/Intermittent.
- Met with All Solar Energy to discuss the conversion from electric to solar water heaters.
- Marked the area for the placement and construction of the gazebo at Thornby Park.

**Facility Use Permits:**

- |                                    |                 |                          |
|------------------------------------|-----------------|--------------------------|
| • Deltona Community Center         | 1 permit issued | Weekly attendance – 1315 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 281  |
| • Wes Crile Park                   | 1 permit issued | Weekly attendance – 2033 |
| • Skate Park                       | 4 new passes    | Weekly attendance – 691  |

**Special Events/Programs:**

- **City Hall:**
  - West Volusia Baseball Opening Day Parade is scheduled for Saturday, February 11<sup>th</sup> at 9:00 a.m.
  - 5<sup>th</sup> Annual Ability Fair is scheduled for Saturday, March 10<sup>th</sup> from 10:00 a.m. to 2:00 p.m.
- **Deltona Blvd.:**
  - Deltona Little League's Opening Day Parade is scheduled for Saturday, March 17<sup>th</sup> departing from the old Winn Dixie plaza at 9:00 a.m.
- **Dewey Boster Sports Complex:**
  - Philadelphia Union is scheduled to train from February 5<sup>th</sup> through February 19<sup>th</sup>.
- **Harris M. Saxon Community Center:**
  - Boys and Girls Club after school program continues.
- **Keysville Dog Park:**
  - Wags-n-Whiskers Pet Fest scheduled for Saturday, March 17<sup>th</sup>.

**City Leagues Currently Underway:**

- Men's winter league continues.
- Men's senior league will start in March 2012.

**Partner Leagues Currently Underway:**

- Adult 6v6 soccer winter season continues.
- FBVA winter season continues.
- Registration continues for West Volusia Youth Baseball and Deltona Little League.

**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-eated: Veterans Memorial.
- Deltona Community Center – Checked alarm at lift station; removed forms around concrete; backfilled around new concrete area.
- Dewey Boster – Installed new baby swing to replace damaged one.
- Dupont Lakes – Repaired leaks in 3-compartment sink in concession stand; unclogged drain; replaced 4" clean out cap by entrance door; added shell around parking lot/concession area.
- Dwight Hawkins – Trimmed tree limbs around playground area.
- Festival - Installed new baby swing to replace damaged one.
- Harris Saxon – Cleaned area and formed sidewalk to tennis court; removed damaged playground slides and replaced with new ones; poured concrete for new sidewalk to tennis court.
- Keysville Dog Park – Assembled and installed 2 dog ports (1 in each dog area).
- Manny Rodriguez – Removed graffiti from picnic table (vandalism).
- Tom Hoffman – Fastened garbage cans; moved sign to flower bed; restroom repairs.
- Vann Park – Removed damaged lights in concession stand due to vandalism and replaced.
- Wes Crile – Re-attached base plate on backboard in gym; installed doggie bag station on walking trail.
- 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; cleaning all restrooms; 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.*

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
  - Repaired irrigation at Campbell Park.
  - Replaced flagpole line at Pony League.
  - Sprayed pre-emergent weed control at Campbell, Vann and Wes Crile Parks.
  - Sprayed Dupont Lakes with fertilizer.
  - Repaired entry gate at Wes Crile.
  
- **Sports Complex:**
  - Pressure washed pavilion.
  - Sprayed pre-emergent weed control.
  - Set up 6 goals with nets for weekend tournament.
  - Lined soccer fields 4 and 7 for Philadelphia Union.
  - Trimmed trees around complex.

**PLANNING & DEVELOPMENT SERVICES** thru 01/25/2012

**Executive Summary:**

The Planning and Development Services Department is starting to see increased activity from the development community. An application for a Dunkin Donuts arrived this week for a zoning amendment to change the zoning designation from PB (Professional Business) to C-1 (Retail Commercial) and is an appropriate use at that location.

**Planning:**

The Planning Section is working on the Sign Code with the City Attorney to complete this process. The Sign Code was presented to the City Commission at a Commission Workshop this week and received good input from the Commissioners on the direction they want to take to make signs an integral part of the community in a positive way. Setting the right regulations in place to control signage for safety, appearance, establish community character, and allow business owners the ability to promote their venture to the maximum potential is needed. The new signage regulations will accomplish this. The proposed Sign Code draft will be updated with the Commissioners' comments following the Workshop and taken to the Planning and Zoning

Board in March. Finally, the draft Sign Code will be brought back to the Commission at two public hearings for adoption within the first half of 2012.

**Housing & Community Development:**

The Community Development Section is bringing forward a budget amendment to the City Commission for the SHIP program, which provides a reallocation of funds within a three year spending window. The reallocated money will be spent primarily towards owner-occupied home repair to not diminish other City programs that address down payment assistance (i.e. NSP). The monies will be used to help residents make repairs to their homes that they might otherwise have difficulty in accomplishing.

Several NSP homes have closings scheduled in February that, pending closure, will result in 40 homes sold with 10 homes not yet under contract. Staff received updated appraisals for the remaining 10 homes to quantify any price reductions that can be tracked for HUD. Several of the homes have had numerous days on the market and are ready for a market adjustment. Habitat for Humanity is having a ground blessing ceremony for the house at 3064 Shallowford on January 28<sup>th</sup> (Saturday) at 9:00 AM. Finally, the Habitat house at 1242 Abigail is nearing completion.

**PUBLIC WORKS** thru 01/20/2011

**Traffic Operations:**

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

- **Signs:**
  - Completed 1 sign repair work ticket in the City.
  - Fabricated 24 new street name signs.
  - Installed 14 new street name signs.
  - Fabricated (30) “Automatic Flushing” decals for Deltona Water.
  - Fabricated 3 Enforcement Services logos – (1) 1208; (1) 1209; (1) 1210 & (8) City logos.
  - Installed 1 Neighborhood Watch sign at 495 E Lehigh.
- **Asphalt:**
  - Completed 13 asphalt repair work tickets – 4 ½ tons.
  - E Waco & Sweet Springs – repaired 39’x 8’ & 4’x 11’ section of road for Stormwater – 4 tons.
  - Collingswood & Sweet Springs – repaired 30’x 11’ section of road for Stormwater – 4 tons.
- **Speed Trailer:**
  - Removed speed trailer from 1371 W Wellington.
  - Removed speed trailer from 1424 W Wellington.
  - Installed speed trailer at 1971 S Old Mill.

**Field Operations:**

*Weekly tasks include evaluating work orders called in by residents.*

- **Concrete:**
  - Sidewalk repair at 1240 Humphrey – 9’x 5’; 2942 Portsmouth – 13’x 4’; 1311 Baton – 8’x 8’ & 4’x 8’; 2865 Courtland – 11’x 5’.
- **Clam Truck:**
  - Debris – 22
  - Trimming – 5
- **Misc:**
  - Water Plant on Courtland – transported high lift.

- Baldock & Converse – removed dirt from r.o.w.
- Sullivan & Normandy – spoke with resident about trimming trees that are on private property.

**Fleet Maintenance Division:**

• Vehicles	PM – 5	Repairs – 8
• Equipment	PM – 1	Repairs – 8
• Road Calls	2	
• 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:**
  - 839 Abby Ter – installed 260’ of 24” pipe; 1 nyloplast basin; mudded in boxes; reshaped swales.
  - Sweet Springs – installed 120’ of 15” pipe; 160’ of 18” pipe; built 2 boxes; hauled off debris; dug out 2 road cuts; reshaped swales; built 2 boxes.
- **Drainage Area Maintenance (Aebi Mowing):**
  - 0.5 acre drainage area maintained.
  - Pond mowed – 555 Deed Cir.
- **System Cleaning (Vac Truck):**
  - 105 feet of Stormwater system cleaned.
  - 6.5 Yards of debris removed.
  - Storm systems jetted – 726 Arlene; 840 Arlene; 2773 Benrock.
- **Right of Way Litter Crew:**
  - 915.75 gallons of litter removed.
  - Main road trash pickup – Catalina; Captain; Haulover; Humphrey; Newmark; Courtland; Ft Smith; Elkcam; Deltona Blvd.
  - Alley trash pickup – 171; 172; 219; 484; 485; 498; 500; 566; 570; 618; 630; 632; 933; 976; 977.
- **Misc:**
  - 1143 Norwood Dr – mowed pump station.
  - 1395 Brewton Cir – placed barricade around hole; reinstalled grate.
  - 735 Fruitland Av – hand mowed around box.
  - Wiggle Farms Rd – used aquatech to fill fire department vehicles for brush fire.
  - 1581 Falmouth Av – replaced grate and installed a lock.
  - City Wide – cleaned out storm drain pop offs; water newly laid sod.

**UTILITIES** thru 1/22/2012

**Customer Service**

January 2012	Total week ending 01/22/12
DW – Lockbox	1610
Ebox	857
Call Center Calls	1696
Walk-ins/Drop Box	955
On-line Payments	932

**Customers Disconnected for Non-Pay**

January 2012	Total week ending 01/22/12
Total on Disconnect List	199
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

January 2012	Total week ending 01/22/12
Water Service	
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	7
Locates Received	78
Locates Completed	72
Main Leaks	6
Service Leaks	6
Sewer Repairs	
Sewer Blockage	2
KV2 Valves	3
Service Replacements	3
Meter Change Outs	27
Service Orders	412
Disconnects	199
Drainfield Leaks	
Meter Retirements	7