



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: March 30, 2012

**CITY MANAGER'S OFFICE** thru 03/30/2012

**Communication:**

- Researching public service announcement materials pertaining to cell phone use while driving.
- Working to promote Spring Fest and the first of the Music in the Amphitheater Series—a concert featuring American Pop60.
- Working on converting the April, May, June 2012 Edition of the newsletter into Spanish.
- Updated broadcast schedule for DeltonaTV for the Week of April 1<sup>st</sup>.
- Updated programming for DeltonaTV, for UCF (Global Perspectives, Metro Center, and UCF Performs), VA Weekly and White House Chronicle.
- Working on the April Edition of the employee newsletter The Pride.
- Finished “Best of Deltona” Slide Show for the Volusia League of Cities Dinner.
- Continued production on Tuskegee Airman Interview, Job Fair Recap PSA, Ability Fair Recap PSA and Wags N Whiskers Recap PSA.
- Updated the slide inventory for the NSP House Showcase on DeltonaTV.
- Updating the Deltona Job Program job listings for DeltonaTV.
- Working with Pelican Production Company on post-production for Energy Seminar 5: Conserving Water.
- Working with the VCSO to acquire a copy of their “Texting & Driving” PSA, for air on DeltonaTV.

**Media Relations:**

- Provided information regarding the EECBG funds to *Al Everson/West Volusia Beacon*.
- Provided information regarding the status of Dare Wear Code Case to *Al Everson/West Volusia Beacon*.
- Provided information regarding community residence homes in Deltona to *Mark Harper/Daytona Beach News Journal*.
- Provided photo of Glenn Whitcomb to the *West Volusia Beacon*, to accompany a profile article on his VLOC Award.
- Provided reprint of City Newsletter article about Deltona’s Economic advances to the *West Volusia Beacon*.
- Worked with the Economic Development Administrator for an interview concerning Scrub Jay Mitigation with the *Daytona Beach News Journal*.
- Provided information regarding George Trovato’s Code Case to *Mark Harper/Daytona Beach News Journal*.

**Business Development:**

- Met with Harry Wilkins, Chairperson of the DEDAB Education Campus and Medical Facility Sub-committee to review and prepare their Q1 Commission Report, and to discuss the agenda for the upcoming Sub-committee meeting on April 13<sup>th</sup>.
- Met with Todd Mecklenborg and Erin Gawera of the USF&W, Craig Faulhaber of the FWC, and Steve Kintner of the Audubon Society to make forward progress on the Deltona Scrub Jay Project.
- Collecting and compiling DEDAB Survey forms from numerous sources; response has been excellent.

- Met with Joe Cerrato, Chairperson of the DEDAB Commerce Park and Micro-incubator Sub-committee to review and prepare their Q1 Commission Report, and to discuss the agenda for the upcoming Sub-committee meeting on April 13<sup>th</sup>.
- Met with Dylan Larson of Miller-Legg regarding the scrub jay mitigation project to discuss issues and set agenda for next week’s meeting with City, Audubon Society, FWC, USF&W, and Miller-Legg and ‘best practices’ for fast tracking the Memorandum of Understanding (MOU).
- Attended the ‘myregion.org’ economic development and area improvement meeting in Orange City for a discussion on three major issues; a Regional Advisory Board was elected to handle the “Overall Agreement on Permitting and Code Interpretation”.
- Continued solicitations of retail businesses and site tours.
- Attended the Florida Department of Economic Opportunity’s Regional Stakeholder Forum (5-Year Economic Planning Seccession) in Kissimmee.
- Attended the CRA Team planning meeting in preparation for the April 9<sup>th</sup> Commission Workshop.

**BUILDING & ENFORCEMENT SERVICES** thru 03/23/2012

**Building Services Division:**

Building Permits issued for the week.....	62
Valuation of work permitted for the week.....	\$214,704
Inspections completed for the week .....	145
Total permits issued for Fiscal Year 11/12.....	1,368
Valuation of work permitted for the year 11/12 .....	\$11,687,611
Permits Issued:	
A/C change out .....	1
Door Replacement .....	2
Electrical .....	7
Exterior Renovation .....	1
Fence.....	15
Garage Detached.....	1
Patio Cover .....	1
Plumbing.....	2
Reroof .....	14
Right of Way.....	3
Screen Enclosure.....	2
Shed .....	3
Siding.....	1
Sign .....	1
Solar Panel .....	3
Tree Removal.....	1
Water Heater Replacement .....	1
Window Replacement .....	3
<b>Total</b>	<b>62</b>

**Enforcement Services Division:**

Requests for services this week .....	326
Animals impounded at the humane societies .....	26
Citation warnings issued .....	33
Courtesy notices .....	129

Abatement notices .....	16	
Citations issued .....	2	
Code Enforcement telephone calls .....	132	
Animal Control calls .....	104	
Solid Waste calls .....	98	
Citizen walk in requests for Code Enforcement assistance .....	6	
Citizen walk in requests for Animal Control assistance .....	8	
Citizen walk in requests for Solid Waste assistance .....	8	
Properties requiring grass to be cut by contractors .....	01	(at a cost of \$0.00)
Certified mailings sent out .....	13	(at a cost of \$72.80)
Money collected for Animal tags, liens and return to owners .....	\$0	
Foreclosures for this week: Deltona	26	
County	40	
Total	66	

**CITY CLERK'S OFFICE** thru 03/23/12

2nd Floor HR/CC Walk-In Customers .....	74	
2nd Floor calls Answered .....	26	
Packages Picked Up .....	3	
Packages Received .....	29	
A/P Invoices Opened .....	95	
Newspapers .....	18	(14 hours)
Public Records Requests Received .....	4	
Public Record Request Amount Received .....	\$ 0.97	
Documents imaged, pages .....	5,739	
Large scale drawings imaged, pages .....	29	

**FINANCE DEPARTMENT** thru 03/28/2012

- Preparing to begin Citywide inventory using scanners.
- Posted bid for tennis court resurfacing.
- Sent bid for Property Management Services to Housing Department for approval to post.
- Preparing for budget workshop on April 9<sup>th</sup>.
- Met to discuss General Ledger coding issues and consistency.

**FIRE/RESCUE DEPARTMENT** thru 03/29/2012

**Fire Chief Staples:**

- Completed the L-449 – Incident Command System (ICS) Train-the-Trainer program.
- Met with the City's negotiations team for a teleconference with Labor Attorney Jeff Mandel to review the Union's latest response to the City's proposal presented on 02/02/12.
- Participated in one Health Insurance Information session presented by Gene Gizzi for Bargaining Unit personnel as requested by the Union as part of the imposed Health Insurance changes.

- Attended the Volusia County Fire Chiefs' Association (VCFCA) monthly meeting in South Daytona. Topics included:
  - Mutual Aid;
  - Closest-Unit Response (CUR) and Utilization of Contingency Transport units on fire scenes: Melding them into the overall Systems Status Management plan would reduce sending EVAC units across the county, or County Fire units into municipalities with licensed ambulances, providing a true CUR for medical transport of EMS patients.
- On March 21<sup>st</sup>, the Fire Dept. was requested to assist the YMCA. One of the valves in the pool was inadvertently left open, reducing the water level by two feet. Since it was mid-spring break with 55 campers scheduled to use the pool that day, the YMCA asked the Fire Department for assistance to fill the pool utilizing fire hoses, thereby quickly refilling the pool. The 55 campers and other members were able use to the pool that day, rather than having to wait until the next day while the pool filled slowly with garden hoses.

**Deputy Chief Rogers:**

Alarm summary 3/21/2012 thru 3/27/2012

Structure fire	1
Wild land, grass	4
Misc. Fire	4
ALS Medicals	83
BLS & Misc. Medicals	71
Hazardous Condition	4
Service Calls	6
Good Intent	25
False Alarms	5
<u>Misc. Alarms</u>	<u>4</u>
TOTAL	207

Admin/Daily:

- Met with Chief Snyder for Special Operations Training.
- Inventory and Update all MDT units.
- Attended Telestaff Training for Admin Staff.
- Hydrant location verification and correction in MDT/CAD system.
- Repurpose of Arson Trailer to Command & Support unit.
- Correction of Fire Inspection deficiencies at Stations 61 & 63.

**Deputy Fire Chief Rafferty:**

Training & Safety:

- Attended ISC TT class in Daytona.
- Target Safety Training.

Response:

- Motor Vehicle Accident (1)
- Medical Call (2)

EMS:

- Meeting with Logistics (EMS Supplies).

Miscellaneous:

- Attended Insurance Meeting.
- Attended Volusia County Fire Chief's Meeting in Daytona.

**David Faer: Public Education**

- Public Education Scheduling, supplies.

- VCSO/DFD Awards Article: FFCA, Pride.
- ISO Inspection Article in the Pride.
- Continue work on 9-1-1 informational display board.

**HUMAN RESOURCES DEPARTMENT** thru 03/28/2012

- Performance Evaluations processed: 5
- 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 – (1123)
- Applications received:
  - (01) Wastewater Operator
  - (03) Water Operator
  - (07) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Posted new job opening – Utility Systems Tech.
- Planned and participated in 6 Health information sessions for Firefighters.
- Participated in training for new ID Badge card access system.
- Attended Munis User Group Conference in St. Augustine with the Finance Department.
- Working with City negotiation team to review the Union's recent full contract counterproposal.
- Working with Public Works reviewing key job descriptions.

**PARKS AND RECREATION DEPARTMENT** thru 03/24/2012

**Administration:**

- Farmers Market: 7 vendors, 214 cars (church had a rummage sale).
- Staff preparations for Eggstravaganza.
- Processed 12 permits for pavilion rentals.

**Facility Use Permits:**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 1 permit issued  | Weekly attendance – 1,165 |
| • Harris M. Saxon Community Center | 3 permits issued | Weekly attendance – 341   |
| • Wes Crile Park                   | 1 permit issued  | Weekly attendance – 2,395 |
| • Skate Park                       | 6 new passes     | Weekly attendance – 913   |

**Special Events/Programs:**

- Amphitheater:
  - 2012 Concert series starts on Saturday, April 14<sup>th</sup> featuring AP60.
- City Hall:
  - Volunteer Appreciation Luncheon is scheduled for Saturday, April 21<sup>st</sup> at 10:30 a.m.
  - Arbor Day is scheduled for Friday, April 27<sup>th</sup> at 10:00 a.m.
- Dewey Boster Sports Complex:
  - Annual Eggstravaganza event is scheduled for Saturday, March 31<sup>st</sup>.
  - Deltona Spring Fest is scheduled for April 21<sup>st</sup> and 22<sup>nd</sup>.
  - Volusia County Hispanic Association Latin Festival is scheduled for Sunday, April 29<sup>th</sup>.

- Harris M. Saxon Community Center:
  - Boys and Girls Club after school program continues.

**City Leagues Currently Underway:**

- Men's senior league continues.
- Men's league is scheduled to start April 9<sup>th</sup>.

**Partner Leagues Currently Underway:**

- FBVA spring season begins this Saturday.
- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season continues.
- Deltona Youth Soccer spring season 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:** Deltona Community Center, Festival Park, Skate Park, Thornby Park and Timber Ridge.

- Campbell Park – Replaced urinal in restroom.
- Dewey Boster – Worked on separating irrigation and potable water lines from concession stand to pump (cut up concrete and dug) and patched concrete where line was dug up.
- Harris Saxon – Primed over graffiti on outdoor restrooms.
- Keysville Dog Park – Repaired fence in small dog park.
- Thornby Park – Repaired broken irrigation line.
- Tom Hoffman Park – Removed damaged cap on drain field and replaced; removed graffiti from pavilion.
- Vann Park – Removed rotted roof on ta-ball dugout and replaced.
- Veterans Memorial – dug up lines to well and flushed.
- Wes Crile – Replaced backboard protector on south end goal.
- Miscellaneous:
  - Picked up tables from the Community Center for League of Cities Dinner at City Hall.
  - Returned tables after event.

**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.*

- Continued patching areas where new security access boxes were installed.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
  - Added irrigation to Wes Crile
  - Fertilized Wes Crile and Campbell Parks with 30-0-0 and Multipath wetting agent.
- Sports Complex:
  - Repaired 4" main line at entrance to complex.
  - Replaced valve at entrance to complex.
  - Fertilized complex with 30-0-0 and Multipath wetting agent.
  - Sprayed Penecal wetting agent.
  - Repaired 4" main line near football field.

**PLANNING & DEVELOPMENT SERVICES** thru 03/29/2012

**Executive Summary:**

As a result of the March 12<sup>th</sup> Planning and Zoning (P&Z) Board meeting, the Department is in the process of advancing revisions to the City Sign Ordinance and a commercial rezoning request (Dunkin Donuts) to the City Commission. Community Development continues to sell NSP dwellings and is rapidly drawing down remaining SHIP funds.

**Planning:**

After a recommendation of approval by the P&Z Board, the Planning Department will be presenting the Dunkin Donut rezoning request to the City Commission for a first reading on April 2<sup>nd</sup>. The request is for commercial zoning (C-1), and would promote greater commercial opportunity within the City while still being compatible with surrounding land uses.

A major overhaul of the Sign Ordinance (Section 102) was also recommended for approval by the P&Z Board. The amended Sign Ordinance includes, generally, the establishment of exempt signs, regulation of sign type/size/height/location, and management of handheld sign activity. The amended Sign Ordinance is scheduled to be heard by the Commission for a first reading on April 16<sup>th</sup>.

Planning is also prioritizing the amendment of other sections of the Land Development Code (LDC), including zoning, to clarify, streamline and modernize Code requirements. The task of updating the LDC will be multifaceted and will involve several successive ordinance efforts. The first ordinance should advance to the City Commission in the last quarter of 2012.

**Housing & Community Development:**

The Community Development Section has sold 39 homes and has contracts on five others. SHIP funds are being rapidly utilized. Currently, approximately \$30,000 remains in SHIP funds for owner occupied repair activities and there are enough applicants on file to utilize the remaining funds by the June 30, 2012 deadline. Finally, the Community Development Section has been working with the local chapter of Habitat for Humanity (Habitat) to deed a property back to the City that was originally given to Habitat as part of a sub-recipient agreement between the City and Habitat. The reason for this property reverting back to City

ownership is to facilitate adherence to the HUD mandated July 2013 deadline for the initial phase of the NSP 1 grant.

## **PUBLIC WORKS** thru 03/23/2012

### **Traffic Operations:**

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

- **Signs:**
  - Completed 4 sign repair work tickets in the City.
  - Fabricated 20 new street name signs.
  - Installed 10 new street name signs.
  - Fabricated and installed 2 “Adopt a Street” signs for City Clerk’s office.
  - Fabricated 9 Stormwater decals for Fleet.
  - Fabricated 1 “Adopt a Park” sign that read UCP of East Central Florida for Parks & Rec.
- **Asphalt:**
  - Completed 13 asphalt repair work tickets – 5 ¾ tons.
  - Repaired 12’x 22’ section of road at Baltimore & N Normandy for Stormwater – 1 ½ tons.
- **Speed Trailer:** Installed at 1135 Outlook to catch traffic coming off of Alexander.
- **Message Board:**
  - Removed from Keysville and Howland after Wags & Whiskers event.
  - Installed at Trumbull & Urbana to announce a new four way stop being installed.
- **Miscellaneous:**
  - 2858 Wyman – resident wanted cul-de-sac paved (informed resident that cul-de-sac was not torn up, and no paving would be done this year).
  - 1619 E Akron – resident wanted 15 mph sign installed in front of her house due to speeding (relocated curve sign with 15 mph sign attached).

### **Field Operations:**

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

- **Beautification:**
  - Medians:
    - Howland Blvd – routine maintenance; trimmed ligustrum trees.
    - Providence Blvd – routine maintenance; trimmed African iris, florida anise plants and raked out clippings from beds.
    - Elkcam Blvd – routine maintenance; trimmed hedges.
    - Normandy Blvd – routine maintenance.
  - City Homes: 1787 Ft Smith; 591 Firwood.
  - City Signs:
    - Howland Blvd – routine maintenance.
  - Misc: Public Works Depot – mow; weed whack; edge; pick up litter.
- **Concrete:** Sidewalk repairs at 1480 N Page – 10’x 4’; 642 Elgrove – 10’x 4’; 1069 Gerona – 1’x 4’, 1’x 4’, 4’x 11’, and 2’x 4’; 1145 Whitewood – 2’x 4’, 5’x 4’, 2’x 4’ and 2’x 4’.
- **Clam Truck:**
  - Debris – 11
  - Trimming – 8
- **Drop Offs:**
  - Repaired drop off with fill dirt at Conyers; Conyers & Alloway; 3017 Fayson.

- Installed ¼ pallet of sod at Homeway & Byington; 3136 Holiday; 1356 Hartley; 1373 Trollman; 1375 Polk; Telford & Polk; Trollman & Homeway; 1294 Trollman; 3129 Telford; 1317 Polk; 1309 Polk; 699 Armadillo; Fairbanks & Utica; Normandy & W Wellington.
- Installed ½ pallet of sod at 737 Firwood.
- Installed 1 pallet of sod at 2912 Day; 1325 Hayward.
- Repaired drop off along radius at Fayson & Summerfield.
- **Misc:**
  - City wide – emptied all trash containers.
  - 2591 Auburndale – remove trash from right of way.
  - 1601 Oakland – informed resident that the right of way in front of his house is to be maintained by resident.
  - 1523 Gainesville – placed barricade over broken meter box and informed the water department.
  - Elkin; Shafton; Outrigger; Belen; Courtland; Sanborn; Old Mill; Monticello – watered new sod.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| ● Vehicles                   | PM – 1 | Repairs – 12 |
| ● Equipment                  | PM – 1 | Repairs – 21 |
| ● Road Calls                 | 4      |              |
| ● Parts Run/Vehicle Delivery | 2      |              |

**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:**
  - Baltimore Av/Normandy Blvd – installed 40’ of 18” concrete pipe; built 2 perk boxes with grates; reshaped swales; placed sod.
  - 772 Shafton St – installed 50’ of 30” hdpe pipe; back filled pipe with dirt; graded dirt out; placed sod; mudded in box; cut out sidewalk and poured back.
  - 640 Outrigger – filled in washout; placed sod.
- **Drainage Area Maintenance (Aebi Mowing):**
  - .8 Acres of drainage areas maintained.
  - Ditches mowed – 2442 Walkertown Av; 1307 Star Ct.
  - Ponds mowed – 1049 Sylvia Dr; 201 Howland Blvd; 675 Malaga.
- **Right of Way Mowing Crew:**
  - 15 miles of right of way mowed.
  - Main Roads mowed – Newmark Dr; Courtland Blvd; Ft Smith Blvd.
- **Right of Way Litter Crew:**
  - 420.75 gallons of litter removed.
  - Main road trash pickup – Alexander; Courtland; Newmark; Humphrey; India; Anderson; Cloverleaf; Deltona Blvd; Welcome Center Rd.
- **Misc:**
  - City Wide – inspect storm boxes.
  - Goldenhills St – locate manhole boxes in field at Heritage Middle School.
  - Kingway Dr/Lehigh – removed dead tree from ditch.

**UTILITIES** thru 3/25/2012

**Customer Service**

<b>March 2012</b>	<b>Total week ending 3/25/12</b>
DW – Lockbox	1754
Ebox	940
Call Center Calls	1735
Walk-ins/Drop Box	933
On-line Payments	914

**Customers Disconnected for Non-Pay**

<b>March 2012</b>	<b>Total week ending 3/25/12</b>
Total on Disconnect List	185
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

<b>March 2012</b>	<b>Total week ending 3/25/12</b>
Water Service	1
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	12
Locates Received	85
Locates Completed	86
Main Leaks	1
Service Leaks	4
Sewer Repairs	1
Sewer Blockage	2
KV2 Valves	2
Service Replacements	3
Meter Change Outs	31
Service Orders	390
Disconnects	185
Drainfield Leaks	
Meter Retirements	14