

# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: April 20, 2012

## Visit to City of Tavares:

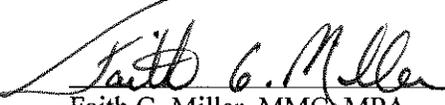
The City Manager, Business Development Administrator, and Grants Coordinator, along with Nicholas Mcray, Economic Development Director for the City of Sanford, visited the City of Tavares this week to look at the two water taxis that Tavares is looking to sell to another governmental entity due to the low lake levels in their lakes which are to such an extent that they are unable to use the water taxis as much as they would like. We met with their Economic Development Director and toured their downtown park/marina and seaplane base, and discussed economic development ideas and things that have worked for their community. Staff will schedule further discussion about the water taxi issue for a future Commission workshop if the Commission is interested.

## Food Truck Bazaar:

As you may have noticed or even attended, area Cities have been hosting "Food Truck Bazaars" in their communities, most recently Orange City has hosted a monthly event with 12 trucks in the Lowes' parking lot on Saxon Blvd. Per their website, "The Food Truck Bazaar is the original travelling gourmet food truck event in Central Florida. It visits city after city, like a circus, promoting simultaneously the Orlando food truck scene and the food truck industry. It's got a family friendly atmosphere, a variety of foods (gourmet, ethnic, BBQ and dessert) and brings together communities for a nighttime outdoor foodie gathering. In one year, Creator and Producer Mark Baratelli turned a one-time, eight-truck event into a monthly happening in around six cities per month, with an average attendance of 1,000 per visit." The City is working with the Bazaar to provide six (6) food trucks at our next Concert at the Amphitheatre event scheduled for Saturday, May 12<sup>th</sup>. The vendor feels that combining the food with a concert would be a great venue for our residents. There is no added cost to the City to have the food trucks at this event. We have also discussed the possibility of providing a monthly food truck event at the Deltona Plaza on Deltona Blvd., this, of course, would need to be worked out with the shopping plaza's owner.

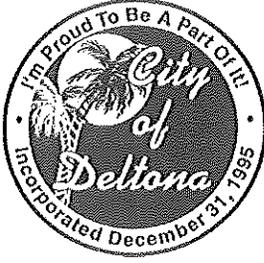
- **Volunteer Appreciation Brunch** – Saturday, April 21<sup>st</sup>, 10:30 a.m., Commission Chambers
- **Spring Fest** – This weekend - April 21<sup>st</sup> & 22<sup>nd</sup>, 10:00 a.m. – 6:00 p.m. on Saturday, 12:00 – 5:00 p.m. on Sunday, Dewey O. Boster Sports Complex

- **Special Commission Meeting – Impasse Hearing on FF Promotions’ Article** – Thursday, April 26<sup>th</sup>, 3:30 p.m.; Commission Chambers
- **Commission Workshop** – Thursday, April 26<sup>th</sup>, immediately following conclusion of the Impasse Hearing; 2<sup>nd</sup> fl. Conference Room
- **Arbor Day/Earth Day Event** – Friday, April 27<sup>th</sup>, 11:00 a.m. – 1:00 p.m., City Hall Courtyard
- **Latin Music Festival** – Sunday, April 29<sup>th</sup>, 11:00 a.m. – 8:00 p.m., Dewey O. Boster Sports Complex
- **Farmer’s Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.



---

Faith G. Miller, MMC, MPA  
City Manager



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: April 20, 2012

**CITY MANAGER'S OFFICE** thru 04/20/2012

**Communication:**

- Created and distributed an Arbor Day/Earth Day flyer.
- Reminded folks following us on Facebook & Twitter about the Energy Wise Seminar, the Deltona Panthers signups and the Concert in the Amphitheater.
- Posted information about Spring Fest on the City's Web site.
- Gathering information for display at the City's Spring Fest tent.
- Updated DeltonaTV Program Schedule for the Week of April 21<sup>st</sup>.
- Updated DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook), VA Weekly News, White House Chronicle, UF Conservation programs (Hardwood Forests, Scrublands, Pine Forests).
- Completed "Tuskegee Airman Profile" PSA.
- Editing UF Conservation programs (Hardwood Forests, Scrublands, Pine Forests).
- Editing Amphitheater Concerts—Simulcast, Caribbean Crew.
- Worked with Pelican Productions in videotaping Energy Seminar 6: Save Energy at Home.
- Live broadcast and recorded for later broadcast the Commission meeting on April 16<sup>th</sup>.
- Work is underway on the May issue of the Pride.
- Preparing for video recording of the Parks Department Volunteer Luncheon on April 21<sup>st</sup>.

**Media Relations:**

- Sent reply regarding resident complaint about Deltona Water rates to Todd Ulrich/WFTV-TV Ch. 9
- Provided information regarding the purchase of seasonal gifts and other items for City events at a discount, to Mark Harper/Daytona News Journal
- Provided information regarding Dare Wear's discussion with the City concerning Code violations to Al Everson/West Volusia Beacon, Mark Harper/Daytona News Journal, Holly Bristow/WOFL-TV Ch. 35, and WESH-TV.
- Provided map graphic of the proposed Saxon/Deltona Blvd CRA to Al Everson/West Volusia Beacon.

**Business Development:**

- Met with the Team Volusia EDC Practioner Council to review and get updates on County-wide projects.
- Attended the City of Deltona sponsored "Crime Stop" program.
- Met with Chet Bell (CEO, Stewart-Marchman Behavioral Health Services, Inc.), Kathy Wilkes, (Executive Director at Family Health Source, the Federally Qualified Health Center serving Deltona), and Harry Wilkins, DEDAB Educational Campus and Medical Center Sub-committee Chairperson, to discuss current and prospective mental health capabilities and facilities in Deltona.

- Attended a “myRegion.org” sub-committee meeting to discuss a unified code and permitting agenda for Volusia County and municipalities within the County.
- Attended the Development Review Committee (DRC) meeting for the Iglesia Misionera Esclabon de Dios (I.M.E.D.), 2745 Lake Helen-Osteen Road, Deltona.
- Attended a “myRegion.org” sub-committee meeting for Regional Board of Advisors (RBA).
- Chris Bowley and I met with Phil Ehlinger, Pedro Leon, and Arlene Smith of Volusia County DOED to gain advice and insight in preparing a package for presentation on Deltona’s CRA.
- City Manager Faith Miller, Grants Coordinator Cheryl Atkins, and I met with Nick Mcray, Sanford’s Director of Economic Development, and toured the areas that are to be included in the Deltona CRA. Since Sanford has done several CRA’s, Nick was able to provide valuable advice for our own CRA planning process. Nick and I also went to Tavares to meet with Bill Neron, Tavares’ Director of Economic Development, to gain insight on Tavares’ waterfront redevelopment and to view the two surplus water taxis owned by Tavares.
- Met with George Voll to discuss the Scrub Jay Mitigation Project, the agreement form, and collect the private participation contribution toward the environmental study.
- Chris Bowley and I worked on the CRA presentation for the meeting with Volusia County on April 26<sup>th</sup>.

**BUILDING & ENFORCEMENT SERVICES** thru 04/13/2012

**Building Services Division:**

Building Permits issued for the week.....	71
Valuation of work permitted for the week.....	\$335,514.86
Inspections completed for the week .....	140
Total Permits issued for Fiscal Year 11/12 .....	1,555
Valuation of work permitted for the year 11/12 .....	\$12,375,937.37
Permits Issued:	
A/C Change Out .....	9
Addition .....	2
Concrete Flat Work.....	1
Door Replacement .....	2
Electrical .....	4
Exterior Renovation .....	1
Fence.....	14
Fire Sprinkler .....	1
Garage Door Replacement.....	1
Pool Above Ground .....	1
Pool In Ground.....	1
Reroof .....	17
Right of Way.....	3
Screen Enclosure.....	2
Shed .....	2
Siding.....	1
Solar Panel .....	1
Water Heater Replacement .....	5
Window Replacement .....	3
<b>Total</b>	<b>71</b>



**FIRE/RESCUE DEPARTMENT** thru 04/18/2012

**Deputy Chief Rogers:**

Alarm summary 4/11/2012 thru 4/17/2012

Structure fire	01
Vehicle Fire	00
Wild land, grass	15
Misc. Fire	07
ALS Medicals	69
BLS & Misc. Medicals	90
Hazardous Condition	08
Service Calls	08
Good Intent	12
<u>False Alarms</u>	<u>03</u>
<b>TOTAL</b>	<b>213</b>

**Deputy Chief Rafferty:**

- Met with all 3 Shift Battalion Chiefs.
- Responded to shooting incident on Saxon Blvd; patient was flown to Halifax Hospital.
- Attended a Fire Service Management class in Orlando on Managing in the Digital Age.
- Attended County EMS Council Meeting in Daytona.

**Deputy Chief Debose:**

Conducted a Hydraulics refresher, which is a class that engineers require to stay proficient in their duties. It involves principles of pressure, characteristics of water, and algebraic equations to calculate friction loss, loss of pressure due to appliances being added inline, as well as loss of pressure due to elevation.

**David Faer, Public Education:**

- Scheduled Public Education fire & life safety programs for two elementary school extended day programs in June & July, Drowning Prevention Day on April 21<sup>st</sup> at the YMCA, and a Brownie group fire and life safety program & tour at Fire Station 65.
- Press release for City of Deltona Burn Ban due to extreme dry weather & drought conditions.
- Press release on safety measures citizens can take to protect their family and home against the threat of brush and wild fires; it also included a caution about illegal fire starting and fireworks use.

**HUMAN RESOURCES DEPARTMENT** thru 04/18/2012

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
  - 1<sup>st</sup> Floor lobby – (0) added
  - 2<sup>nd</sup> Floor lobby – (5) added
  - Total # of Deltona JOBS Program folders taken – (1137)
- Applications received:
  - (03) Wastewater Operator
  - (01) Water Operator
  - (77) Customer Service Rep.

- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Prepared interview packets for the Customer Service Rep.
- Participated in 5 interviews for Utility System Technician position.
- Coordinated Employee of the Quarter meeting and processing winners that were selected.
- Participated in Munis HR Overview webinar.
- Processed several ICMA-RC enrollments and changes following individual meetings.
- Sent William S. Harvey Scholarship Notification Letters and confirmed attendance for the April 16<sup>th</sup> Commission meeting.
- Coordinated Crime Stop Safety Training – 65 employees attended.
- Processed various “Nice Job” and “Years of Service” employee recognition certificates.
- Processed 1 FMLA action.
- Processed 13 employee benefit actions.
- Coordinating with City’s labor attorney regarding the April 26<sup>th</sup> legislative hearing with the Commission regarding the Union contract Promotions Article impasse.
- Coordinating with the City contract negotiation team regarding a seventh contract negotiation meeting with the Union.
- Coordinating budget reclassification meetings with key department heads.
- Working on the HRD FY 2012/13 budget.

## **PARKS AND RECREATION DEPARTMENT** thru 04/15/2012

### **Administration:**

- Farmers Market: 4 vendors, 117 cars.
- Finalized plans for the Volunteer Recognition Brunch.
- Website update for department.
- Processed 11 permits for pavilion rentals.

### **Facility Use Permits:**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 1 permit issued  | Weekly attendance – 821   |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 324   |
| • Wes Crile Park                   | 1 permit issued  | Weekly attendance – 2,160 |
| • Skate Park                       | 12 new passes    | Weekly attendance – 982   |

### **Special Events/Programs:**

- Amphitheater:
  - 2012 Concert series featuring Scott Brown Band (Country/Western) May 12<sup>th</sup> at 7:00 p.m.
- City Hall:
  - Volunteer Appreciation Brunch 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:
  - 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 league and men’s senior league continue.

**Partner Leagues Currently Underway:**

- FBVA spring season continues.
- 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: Thornby and Tom Hoffinan.
- Deltona Community Center – Spring cleaning of roofs, gutters, downspouts; raked leaves; box-bladed parking lot.
- Firefighters Memorial – Removed light fixture on outside restroom.
- Harris Saxon – Boarded up slide on playground.
- Tom Hoffinan Park – Repaired backflow to irrigation; mulched walkway to back entrance of park.
- Wes Crile Park – Finished patching cracks on basketball courts.
- Miscellaneous:
  - Went to the U. S. Coast Guard in Jacksonville to pick up anchor donated to the Veterans Museum.
  - Hauled excess dirt from the Depot to 4 Jays.
  - Moved storage unit items (units 130 & 644) to DSC classroom.
  - Met with Chief Rogers to move cots from storage to the Fire Station.
  - Moved next year's Easter goods to DSC storage.

**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.*

- Escorted Electrical Solutions around City Hall.
- Counted chairs throughout the building that needed to be cleaned (115).
- Moved 62 chairs from storage unit to the Depot.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park

- Fertilized Campbell Park with TB3.
- Spot sprayed Wes Crile with MSMA.
- Sports Complex:
  - Fertilized with 30-0-0 and Penecal wetting agent.
  - Set irrigation along outside soccer fields 1, 4 and 7 for better coverage.
  - Replaced broken cylinder and lift arm on 6500D.

## **PLANNING & DEVELOPMENT SERVICES** thru 04/19/2012

### **Executive Summary:**

The Planning and Development Services Department, in conjunction with the City Attorney and Director of Building and Enforcement Services, presented the Sign Ordinance to the City Commission this week at a Commission hearing. The Ordinance, which entails a comprehensive rewrite of Chapter 102 of the Code of Ordinances, has been the subject of review and input from the Commission over several iterations. Approval of the Ordinance was obtained and provides economical opportunities for local businesses to advertise, while not diminishing the appearance of the City.

### **Planning:**

The Planning Section took the IMED Church Conceptual/Final Site Plan to the Development Review Committee this week and recommended approval, conditioned upon resubmittal of the plan to meet staff comments. A Conditional Use Permit (CUP) for the site was granted by the Commission prior, and this is the final entitlement step that the church needs to retrofit the existing building for use. Staff also completed the approval process for the RaceTrac Conceptual Site Plan to allow them to proceed to the Final Site Plan. Their development, along with the proposed Dunkin Donuts, represents a continued trend for commercial development along Howland Boulevard towards Interstate 4. Finally, staff worked on the Community Redevelopment Agency (CRA) material for a meeting with the Volusia County Manager's Office next week and conducted a meeting with the County's Department of Economic Development in preparation for that meeting.

### **Housing & Community Development:**

The Community Development Section was able to process approximately \$8,000 of the remaining amount within SHIP this week, which means the availability to award \$10,000± for owner-occupied home repair to close out this fiscal year's program. Staff has not heard from the State as to how much funding will be provided for next fiscal year. Progress is being made within the NSP program. The first house purchased with Program Income in NSP 1 is underway for rehabilitation and four (4) homes have been purchased in NSP 3, with two being completed and one with a contract offer. Staff met to learn how to acquire an additional ten homes. Finally, notice from HUD was received this week that drawdowns for CDBG are proceeding on schedule.

## **PUBLIC WORKS** thru 04/13/2012

### **Traffic Operations:**

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

- Signs:
  - Completed 2 sign repair work tickets.
  - Fabricated & installed 12 new street name signs.
  - Fabricated 6 "Stop" signs for stock.

- Replaced from stock (1) new stop sign at each location: Jewell Av & Coventry St; Coventry St & Trenton Ln; Coventry St & Elston Dr S; Coventry St & Saxon Ct; Coventry & Elston Dr W.
- Fabricated signs for stormwater – (1) 18”x 24” “Lake Windsor pump station”; (9) 18”x 24” “No Trespassing”.
- **Asphalt:**
  - Completed 7 asphalt repair work tickets – 5.5 tons.
- **Thermoplastic Stripping:**
  - 24” stop bars – 31.
  - 6” double yellow – 75’.
  - 6” white edge line – 35’.
- **Message Board - Concert at Amphitheater.**
- **Misc:**
  - Removed graffiti from road at 151 Landmark St.
  - Picked up 4 barricades from 967 Elkcam Blvd.

**Field Operations:**

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

- **Beautification:**
  - Medians:
    - Howland Blvd- routine maintenance; check and repair irrigation; remove trash.
    - Providence Blvd – routine maintenance; check and repair irrigation; spray weeds.
    - Elkcam Blvd – routine maintenance; check and repair irrigation; spray weeds.
    - Normandy Blvd – routine maintenance; spray weeds.
    - Public Works Depot – spray weeds.
- **Concrete:** Sidewalk repairs – 2331 Elkcam – 18’x 8’, 5’x 8’, 6’x 8’; 668 Deltona – 45’x 5’; 473 Champlain – 3’x 5’, 6’x 5’.
- **Clam Truck:**
  - Debris – 16.
  - Trimming – 15.
- **Drop Offs:**
  - Repaired drop offs with 4 pallets of bahia at 3018 Bonkirk; 1811 Hallcrest; 473 Champlain; 1861 Oak Grove; 2331 Elkcam; 3217 Pigeon Cove; 1822 Akron; 1430 Tune; 668 Deltona Blvd; 967 Elkcam; 928 Hugo; 1892 Amboy; 1656 Hanover; 1648 Hanover; 1631 Merrick Dr N.
- **Misc:**
  - Delivered 2 tables and 12 chairs to Deltona Water for Relay for Life lunch.

**Fleet Maintenance Division:**

- |                              |         |             |
|------------------------------|---------|-------------|
| ● Vehicles                   | PM – 5  | Repairs – 6 |
| ● Equipment                  | PM – 1; | Repairs – 9 |
| ● Road Calls                 | 0       |             |
| ● Parts Run/Vehicle Delivery | 4       |             |
| ● 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:**
  - 1929 Old Mill S – replaced road crossing with 48’ of 24” concrete pipe; replaced pipe from box to ditch with 24” metal pipe; built 2 boxes.

- 1201 Old Mill N – poured spillway; added check dams; placed sod.
- 524 Floyd Cir N – filled in washout; compacted; placed sod.
- 555 Deed Cir – filled in washout around mitered ends.
- **Drainage Are Maintenance (Aebi Mowing):**
  - 3.1 Acres of drainage areas maintained.
  - Ditches mowed – 753 Arlene; 2349 Fitzpatrick; 2017 Gloria; 640 Sullivan; 2140 Parkton; 2032 Parkton; 1868 Plum Tree; 1731 Finland; 1590 Finland; 1521 Ortega; 1952 Merrick; 1965 Alameda; 2023 Alameda; 2016 Dumas; 1648 Gregory; 2081 Alameda; 1872 Akron; 1299 Briarwood; 1865 Tanner; 1781 Belspring; 1074 Mayflower.
  - Ponds mowed – 608 Tradewinds; 939 Fairbairn; 840 Deltona Blvd; 632 Armadillo; 2036 Atmore; 2049 Atmore.
- **System Cleaning (Vac Truck):**
  - 40' stormwater systems cleaned.
  - 1 yard of debris removed.
  - Pipes jetted – 3111 Loblolly.
- **Right of Way Mowing Crew:**
  - 30 miles of right of way mowed.
  - Main Roads mowed – India; Humphrey; Haulover; Captain; Catalina; Deltona Blvd; Tivoli; Cloverleaf; Anderson; Alexander; Ft Smith; Normandy.
  - Sectors mowed – 1; 2; 3; 4; 5.
  - Alleys mowed – 933; 977; 1898; 1915.
- **Right of Way Litter Crew:**
  - 321.75 gallons of litter removed.
  - Main road trash pickup – Tivoli; Deltona Blvd; Haulover; Newmark; Courtland; Humphrey;
- **Misc:**
  - 665 Leland Dr – tree cut down.
  - 989 9<sup>th</sup> St; 756 Red Coach Av – mowed the right of way (row).
  - City Wide – water newly laid sod; pick up trash; inspect all pump stations
  - Sky St – cleaned up debris around pump station.
  - Ft Smith Blvd – cleaned curbs from Rookery to Tradewinds.

**UTILITIES** thru 4/15/2012

**Customer Service**

<b>April 2012</b>	<b>Total week ending 4/15/12</b>
DW -- Lockbox	2426
Ebox	1166
Call Center Calls	2240
Walk-ins/Drop Box	1400
On-line Payments	1206

**Customers Disconnected for Non-Pay**

<b>April 2012</b>	<b>Total week ending 4/15/12</b>
Total on Disconnect List	130
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

<b>April 2012</b>	<b>Total week ending 4/15/12</b>
Water Service	1
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	7
Locates Received	80
Locates Completed	79
Main Leaks	1
Service Leaks	4
Sewer Repairs	5
Sewer Blockage	
KV2 Valves	3
Service Replacements	1
Meter Change Outs	44
Service Orders	484
Disconnects	130
Drainfield Leaks	
Meter Retirements	62