



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: May 11, 2012

CITY MANAGER'S OFFICE thru 05/11/2012

Communication:

- Produced bus shelter posters for July 4th event.
- Attended the monthly meeting of the Volusia/Flagler Chapter of the Florida Public Relations Association to hear Susan Vernon-Devlin of Massey Communications speak about the Trayvon Martin case and the City of Sanford's response.
- Community Information Specialist completed level one of the NIMS training courses through FEMA.
- Created and distributed and invitation for a ribbon cutting at the Joyful Hearts Academy.
- Continuing updates of traffic information related to the Fort Smith improvement project, SR 415 and other projects on the City's homepage.
- Posted the May 11th EnergyWise Seminar on the City's homepage and on Facebook and Twitter.
- Update DeltonaTV Weekly Program Schedule for the Week of May 12th.
- Update DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook, Arts Performance, On the Issues), White House Chronicle, VA Weekly News.
- Completed Relay for Life Preview PSA.
- Post-production for Arbor Day Review PSA.
- Live broadcast and recorded May 7th Commission Meeting for later broadcast.
- Pre-production for Caribbean Crew Concert for DeltonaTV.
- Site visit to Library for preproduction preparations for Energy Seminar 7: Trees to Conserve Energy.
- Working with Economic Development Office to prepare for myRegion Meeting and the Business Forum III.
- Preproduction preparations for Relay for Life videotaping this Saturday.
- Met with Jerry Mayes and representatives from FDOT reThink, for advertising strategies for SunRail Park & Ride, and Van Share.
- Worked with Commissioner Herzberg on her Workshop presentation about stray dogs and cats.
- Photographed the VCSO BBQ for the June issue of the Pride.

Media Relations:

- Provided an update regarding Dare Wear (still in discussions) and material/documentation regarding the Sign Ordinance amendment to Al Everson/West Volusia Beacon.
- Provided information regarding possible illegal bee hives to Jen Horton/West Volusia Beacon.

Press Release/s:

- Press release for the Scott Brown Concert and the Food Truck Bazaar at the Deltona Amphitheater.

Business Development:

- Met with Bill Neron, Economic Developer for the City of Tavares to discuss their seaplane base and the water taxis.
- Contacted John Houston, State of Florida, Central District Brownfields Coordinator, and discussed the requirements for environmental remediation areas.
- Met with the administrator for a large “medical concern study company” in the offices of Van Canada, Small Business Development Center, to initiate discussions on the potential of a “robust” medical facility being developed in Deltona (name withheld per confidentiality agreement).
- Attended a tour of the St. Johns River Water Management District’s potential scrub jay conservation area along SR 415. Tour was attended by representatives of Zev Cohen (Miller-Legg), the Audubon Society, and SJRWMD. Discussions were held and SJRWMD agreed to send a letter stating their desire to be a partner in the Deltona Scrub Jay Mitigation Project.
- Met with Ted Young, Center for Business Excellence, to discuss the Deltona Resident Survey. The CBE will compile the survey responses, analyzing the results and reporting on the trends behind those responses.
- Attended the “myRegion.org” Regional Board of Advisor’s meeting, held in the Commission Chambers. Discussion and presentations on ‘Streamlining Permitting and Licensing’.
- Van Canada, Small Business Development Center, and I met with a prospective small business entrepreneur who is considering opening a business in Deltona.
- Attended Congressman John Mica’s “Small Business Seminar”, held in the Commission Chambers.
- Attended meeting as Liaison for the Deltona Economic Development Advisory Board (DEDAB) Medical and Educational Sub-committee.

BUILDING & ENFORCEMENT SERVICES thru 05/04/2012

Building Services Division:

Building Permits issued for the week	62
Valuation of work permitted for the week.....	\$282,281.54
Inspections completed for the week	145
Total Permits issued for Fiscal Year 11/12	1,743
Valuation of work permitted for the year 11/12	\$13,442,570.91

Permits Issued:

A/C Change Out	11
Addition	1
Building Commercial	1
Concrete Flat Work.....	2
Door Replacement	2
Driveway.....	1
Electrical	6
Fence.....	12
Fire Alarm.....	2
Plumbing.....	1
Pool Above Ground	1
Pool In Ground.....	2
Reroof	4
Right of Way.....	2
Screen Enclosure.....	2
Shed	3
Solar Panel	2

Water Heater Replacement	3
Window Replacement	4
Total	62

Enforcement Services Division:

Requests for services this week	342	
Animals impounded at the humane societies	41	
Citation warnings issued	23	
Courtesy notices	143	
Abatement notices	26	
Citations issued	13	
Code Enforcement telephone calls	199	
Animal Control calls	120	
Solid Waste calls	55	
Citizen walk in requests for Code Enforcement assistance	12	
Citizen walk in requests for Animal Control assistance	7	
Citizen walk in requests for Solid Waste assistance	5	
Properties requiring grass to be cut by contractors	3	(at a cost of \$105.00)
Certified mailings sent out	33	(at a cost of \$189.75)
Money collected for Animal tags, liens and return to owners	\$259.00	
Foreclosures for this week: Deltona	11	
County	<u>55</u>	
Total	66	

CITY CLERK'S OFFICE thru 05/11/12

2nd Floor HR/CC Walk-In Customers	78	
2nd Floor calls Answered	22	
Packages Picked Up	0	
Packages Received	36	
A/P Invoices Opened	168	
Newspapers	18	(10 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	\$0	
Documents imaged, pages	3930	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT thru 05/09/2012

- Completed Fire Department physical inventory.
- Preparing agenda item for award of Property Management bid for Housing Division.
- Preparing agenda memo to discontinue use of CRW and begin using Munis for Business Tax.
- Preparing training for cardholders and liaisons on Procurement Card Policies and Procedures.
- Prepared RFP for Bond Counsel and Disclosure Counsel Services.
- Attended Florida Government Finance Officers Association Annual Conference in Orlando, FL.

FIRE/RESCUE DEPARTMENT thru 05/9/2012

Delia Tee, an Emergency Medical Services Instructor, along with eight students from Monroe #1 BOCES Educational Services from Fairport, New York, came to visit and spend the day as Citizen Observers in order to glean a better understanding of the structure and function of the Deltona Fire Department, and the value the Department provides to the community on a daily basis.

Deputy Chief Rogers:

• Alarm summary thru 5/8/2012	
Structure fire	2
Vehicle Fire	0
Wild land, grass	9
Misc. Fire	5
ALS Medicals	73
BLS & Misc. Medicals	70
Hazardous Condition	2
Service Calls	11
Good Intent	19
False Alarms	7
TOTAL	198

Deputy Chief Rafferty:

- Worked on Certificate of Public Convenience & Necessity (COPCN) application for non-transport Advanced Life Support EMS.
- Attended Executive Fire Officer Program at National Fire Academy in Maryland (4 days).
- Instructed 2 sessions of Pediatric Education for Prehospital Professionals (PEPP) refresher class to Dept. personnel.

David Faer, Public Education:

- Participated in Sunrise Elementary Literacy Experience—approximately 100 children were read to by Dave Faer & Chiefs Rafferty and Debose.
- Participated in Lutheran Church annual Health Fair; Rescue 61 did medical standby and provided blood pressures to citizens.
- April & quarterly Public Education Contacts, Programs and Hours:
 - April Fire and Life safety contacts: 471 adults and 475 children, for a total of 926 people contacted via 6 programs, and utilizing 60 personnel hours.
 - January through April fire and life safety contacts: 1900 adults and 1730 children for a total of 3,630 people contacted via 31 programs, and utilizing 170 personnel hours.
- Station 61 & 64: 9-1-1 ring-down phones were put into service with phone instruction signs. These phones allow citizens to contact 9-1-1 directly by just picking up the phone and then 9-1-1 is auto-dialed. Placards placed at each site give specific instructions on phone use and physical address if needed.

Assistant Chief Debose, Training & Safety:

- Taught the spinal immobilization portion of PEPP recertification class. In this section, personnel are taught the proper technique to immobilize patients that may possibly have a neck or spinal cord injury. Spinal immobilization is a process by which patients are put either into a pediatric immobilizer or placed on a long back board to prevent further damage or injury to their neck or spinal cord.
- Participated in the mentoring program at Discovery Elementary School.

- Hosted the Volusia County Fire Chiefs Training/Operations Committee meeting. Discussed training needs for the County and evaluated the Mutual Operating Guidelines (MOG's) used by agencies throughout the County to mitigate various incidents.

HUMAN RESOURCES DEPARTMENT thru 05/09/2012

- Performance Evaluations processed: 6
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1157)
- Applications received:
 - (02) Water Operator
 - (14) Lead Utility Service Rep.
 - (11) Utility Customer Service Rep.
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Posted new job Utility Customer Service Rep.
- Background check for a new Utility Systems Tech.
- New hire orientation: (1) Utility Systems Tech. I
- Processed 2 FMLA actions.
- Processed 4 employee actions.
- Participated in 10 interviews for Customer Service Rep – Building & Enforcement Services Dept.
- Sent reminders and certificates to William S. Harvey board members for the upcoming local high school awards ceremonies.
- Updated Munis job classification codes to include accrual codes for compensatory time.
- Completed FSA quarterly employee reminders.
- Coordinating budget reclassification meetings with key department heads.
- Working on the HRD FY 2012/13 budget.
- Working with the City's classification plan review consultant in having benchmark organizations return the distributed survey to Mercer Group.

Risk Management:

- Working on a demand for settlement with excess insurance carrier.
- Working on resolution for three liability claims.

PARKS AND RECREATION DEPARTMENT thru 05/02/2012

Administration:

- Farmers Market: 3 vendors, 130 cars.
- Met with the president of the Adult Soccer League to discuss upcoming soccer season.
- Met with Air Mechanical and Service Corp. representatives to discuss air conditioning maintenance and repair.
- Met with Playmore Playground representatives to discuss repairs to current/existing City playgrounds.
- Met with Risk Management to discuss safety issues at some of our parks and facilities.
- Attended Hazcom safety training.
- Processed 8 permits for pavilion rentals.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 3 permits issued | Weekly attendance – 1,116 |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 286 |
| • Wes Crile Park | 1 permit issued | Weekly attendance – 2,566 |
| • Skate Park | 8 new passes | Weekly attendance – 783 |

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series featuring Scott Brown Band (Country/Western) May 12th at 7:00 p.m.
- Dewey Boster:
 - Memorial Day Soccer Tournament on May 26th and 27th.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.

City Leagues Currently Underway:

- Men's league and 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.
- Deltona Adult Soccer (6v6) begins on May 29th.

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: Dewey Boster, Festival Park, Keysville, Manny Rodriguez, Skate Park, Thornby, Vann Park and Veterans.
- Dewey Boster – Repaired restroom faucets.
- Festival Park – Continued painting sections of perimeter fence.
- Firefighters Memorial Park – Restroom repairs.
- Skate Park – Trimmed trees.
- Thornby Park – Repaired irrigation line.
- Tom Hoffman Park – Removed graffiti from restroom door.
- Veterans Memorial – Continued working on anchor site in preparation for Memorial Day; set anchor and filled in shell around anchor; pressure washed area around Howlitzer gun; pressure washed and painted pavilion due to vandalism; sprayed weeds in anchor area; repaired irrigation line.
- Wes Crile Park – Repaired a section of the rubberized trail; used crack filler on tennis court.
- Miscellaneous:
 - Took down and stored backdrop.
 - Returned popcorn machine to Harris Saxon.
 - Removed the rest of items from storage to City Hall.
 - Picked up crushed shell for Veterans Memorial.
 - Disassembled storage units and re-assembled in Room 149.
 - Moved and stored supplies in Rooms 148.

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.

- Hung U.S. Flag at Sheriff's Department.
- Escorted Electrical Solutions.
- Escorted Air Mechanical.
- Met with staff regarding meeting set-ups.
- Washed flag area in preparation for National Day of Prayer.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Fertilized Vann Park
 - Repaired irrigation at Wes Crile
- Sports Complex:
 - Added irrigation to playground at Sports Complex.
 - Repaired broken irrigation at Pony League; reduced nozzle sizes to increase pressure.
 - Fertilized Complex.

PLANNING & DEVELOPMENT SERVICES thru 05/09/2012

Executive Summary:

The Planning and Development Services Department is experiencing an increase in activity in all facets. In addition to the completion of the budget draft this week for next fiscal year, the department is preparing for the Findings of Necessity to be completed in-house with staff. We are also processing five (5) development review applications, which shows that the strength of the local real estate market is returning.

Planning:

The Planning Section brought two items to the City Commission this week – Chapter 102, a comprehensive rewrite of the Sign Ordinance, and the rezoning application for the proposed Dunkin Donuts on Howland Boulevard. The Commission continued the Sign Ordinance to the June 4th Commission meeting for the second and final reading, and the Dunkin Donuts rezoning was unanimously approved. Staff is working with the applicants for both Dunkin Donuts and Racetrac to complete their Final Site Plans in a timely manner, as well as

working with the Deltona Village applicant and City Attorney to complete the Preliminary Plat. A Final Plat for Deltona Village will follow Preliminary Plat approval.

Housing & Community Development:

The Community Development Section is working with the City Attorney to acquire the remaining homes within both the NSP 1 and NSP 3 programs. There are now seven (7) contract offers in NSP 1 pending closure and five (5) without contracts to complete the original 53-home work effort. One home in NSP 3 is under construction at 1131 Mayflower, which qualifies as blight elimination. It was a ±500 SF home in disrepair, and its size was going to be a limitation for resale in the open market, had the City simply rehabilitated the house. Instead, redevelopment of the unit will provide a marketable new ±1,200 SF home that enhances the neighborhood and helps surrounding property values. Finally, the Habitat home is underway at 3064 Shallowford and is scheduled to be completed by the end of 2012.

PUBLIC WORKS thru 05/04/2012

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 25 new street name signs.
 - Installed 15 new street name signs.
 - Replaced from stock (1) “Curve Advisory 15 mph” at 780 Jena Dr.
 - Fabricated and installed (1) W11-9 Wheelchair sign at Calusa & Ft Smith and (1) W11-9 Wheelchair sign at Gallup & Ft Smith.
 - Fabricated (5) 12”x 18” “No Parking” signs; (5) 12”x 18” “No Dumping” signs; (5) 12”x 18” “Safe Lifting Weight” signs for Stormwater Department.
 - Fabricated & installed (1) “Sandhill Crane” sign at 2449 Elkcam Blvd and (1) “Sandhill Crane” sign at 2711 Elkcam Blvd.
- **Asphalt:**
 - Completed 4 asphalt repair work tickets – 4 tons.
 - Repaired all bad sections of road on Newmark Dr – 4.5 tons.
- **Thermoplastic Stripping:**
 - 12” White – 115’.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Providence Blvd – routine maintenance; trimmed African Iris.
 - Normandy Blvd – routine maintenance; dug out areas where backflows were installed and installed sod 1 ¾ pallet.
- **Concrete:**
 - Sidewalk repairs – 1510 Zinnia – 92’x 4’; 1165 Fountainhead – 10’x 4’.
- **Clam Truck:**
 - Debris – 8
 - Trimming – 4
- **Drop Offs:**
 - Repaired drop off at LaFoy & Tartan.

- Repaired drop offs and replaced 1 pallet sod at 519 Ely.
- Repaired drop offs and replaced ½ pallet sod at across from 1471 Palomar.
- Repaired drop offs and replaced ¼ pallet sod at 1796 Ft Smith Blvd; 1373 Old Mill N; 1471 Palomar; Dunlap & Helena; 999 Shorecrest; 2416 Vespero; 2759 Newmark.
- Repaired drop offs and replaced 1/8 pallet sod at 1165 Fountainhead; 1399 Tivoli; 1052 Hancock W; 1181 Page E; 2049 Swanson; 2673 Newmark.
- **Misc:**
 - Dewey Boster Park – unloaded pallets from truck for Parks & Recreation.
 - Public Works Depot – replaced engine crankcase on engine for pump on FO0145.
 - 681 Venson – raked out ruts for resident.
 - Helena & Dunlap – installed fill dirt for backfill on sidewalk.
 - Courtland & Howland – removed rocks from sidewalk area.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 2 | Repairs – 14 |
| ● Equipment | PM – 1 | Repairs – 13 |
| ● Road Calls | 3 | |
| ● Parts Run/Vehicle Delivery | 3 | |
| ● 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:**
 - 2027 Van Orman – installed 160’ of 12” hdpe pipe; took out headwall; built box; mudded in box; took out 2 driveways; formed up; poured back; reshaped swales; placed sod.
 - 760 Gainsboro – installed 240’ of 12” hdpe pipe; 2 nyloplast basins; built 1 box; hauled off material.
 - Dade Ct – formed up spillway; poured with concrete.
- **Drainage Are Maintenance (Aebi Mowing):**
 - Ditches mowed – 1860 Tanner; 1910 Lehigh; 1909 Coble; 825 Lehigh; Brady; Hastings/Zinnia; 1562 Joyner; 2712 Ivydale; 1751 Catalina; 1185 Winterville; 2727 Sedgfield; 2521 Tansboro; 2470 Unionville; 2507 Walkertown; 3061 Malcolm; 2415 Haulover; 2401 Founder; 2426 Eldridge; 2871 Blackburn; 2520 Crowley; 2449 Crowley; 2664 Collingswood; 2593 Windsor Heights; 2319 Whitehorse; 3308 Vancouver; 2250 St Augustine; 3351 St James; 3245 Parma; 3208 Parma; 3066 Parma; 3005 Parma; 2970 Parma; 3101 Yorkshire; 3372 Quail; 2072 Blanton; 3254 Agar.
 - Ponds mowed – 2280 Bahama; 3300 Buttonwood; Farrington.
- **Right of Way Mowing Crew:**
 - 24 miles of right of way mowed.
 - Main Roads mowed – Ft Smith Blvd; Deltona Blvd; Cloverleaf; Anderson Alexander; Catalina; Tivoli; Newmark; Haulover; Captain.
 - Sectors mowed – 16; 17; 18; 19; 20; 21; 22.
- **Right of Way Litter Crew:**
 - 519.75 gallons of litter removed.
 - Main road trash pickup – India; Courtland; Humphrey; Newmark; Elkcam; Normandy; Ft Smith.
- **Misc:**
 - 1620 Falmouth Av – posted a “No Dumping” sign.
 - Wheeling Av – painted floor at Wheeling pump.

- City Wide – inspected all pump stations; inspected the structure at Eastbrook, Ledford and Doyle.
- City Wide – tested the generators at Tivoli; Drysdale; Lapanocia.
- Chicken Farm – pumped water from full pond to the ones that are empty.
- 1489 Elkcaml Blvd – tested Drysdale pump 1 and 2.

UTILITIES thru 05/06/2012

Customer Service

April / May 2012	Total week ending 5/6/12
DW – Lockbox	2518
Ebox	1449
Call Center Calls	3454
Walk-ins/Drop Box	1615
On-line Payments	1323

Customers Disconnected for Non-Pay

May 2012	Total week ending 5/6/12
Total on Disconnect List	220
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

April / May 2012	Total week ending 5/6/12
Water Service	2
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	16
Locates Received	99
Locates Completed	109
Main Leaks	3
Service Leaks	3
Sewer Repairs	
Sewer Blockage	2
KV2 Valves	12
Service Replacements	6
Meter Change Outs	18
Service Orders	489
Disconnects	220
Drainfield Leaks	
Meter Retirements	6