



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: July 6, 2012

CITY MANAGER'S OFFICE thru 07/06/2012

## Communication:

- Sent out Hispanic version of the City Newsletter.
- Sent the new Platinum Concert poster to the City Clerk for posting on the Web site's event calendar.
- Made a new DeltonaTV slide for the next Child & Babysitting Safety Class.
- Created July 4<sup>th</sup> sponsor banner and information tent poster for the event.
- Working on layout for additional page on the DeltonaMeansBusiness Web site.
- Updated DeltonaTV schedule for week of July 8<sup>th</sup>.
- Updated DeltonaTV programming—UCF (Global Perspectives, On the Issues, MetroCenter Outlook), White House Chronicle, VA Weekly News, UF Ag-Environment programs.
- Finished Relay for Life Review PSA.
- Production on Community Health Expo Review PSA.
- Videotaped July 4<sup>th</sup> Fireworks Extravaganza for broadcast on DeltonaTV.
- Live broadcast of July 2<sup>nd</sup> Commission Meeting and recorded meeting for later broadcast
- Created July 4<sup>th</sup> Identification (ID) slide for DeltonaTV.
- Created July 4<sup>th</sup> City Hall Closed ID slide for DeltonaTV.
- Assisting the Economic Development office with the Ribbon Cutting for The Casita.

## Media Relations:

- Fielded questions from Valerie Whitney of the Daytona Beach News-Journal about the July 2<sup>nd</sup> Commission meeting.
- Provided material regarding Dare Wear correspondence to Mark Harper/Daytona News Journal.
- Provided information regarding the Commission Ethics Pledge to Valerie Whitney/Daytona News Journal.
- Provided information regarding the RaceTrac retail store to Mark Harper/Daytona News Journal.
- Provided information regarding the acquisition of land adjacent to Deltona Water, to Al Everson/West Volusia Beacon.
- Provided information regarding total annual amounts of money generated by Code Enforcement fines, to Al Everson/West Volusia Beacon.

## Press Release/s:

- Press Release for The Casita ribbon cutting.
- Press Release for Volusia County Sheriff's Office Deputy/Commission Presentation.
- Press Release for July 4<sup>th</sup> Fireworks Extravaganza.

**Business Development:**

- Met with Deltona City Clerk’s office and IT Department to discuss a request from e-City (a website developer) for City staff to provide business names and addresses for his use in his “Business Listing Project”. The group decided to decline the request.
- Attended a staff meeting to review progress on “Visioning Workshop”, alter format as needed, and finalize preparations. This workshop is scheduled for July 9.
- Chris Bowley, Planning & Development, and I met with Ted Sanders of Stillwater Commercial Realty. He is attempting to interest the City in a 40 acre tract that is bank held. The tract is located off Tradewinds (Ft. Smith Blvd.). He was advised that the City has little need to acquire said property, but that I would see if there was interest from the private sector.
- Chris Bowley and I also met with George Voll of J&J Securities. We discussed development on his Howland Boulevard property. Mr. Voll suggested forming a Deltona Business Association for Deltona businesses—not a Chamber of Commerce but an Association where Deltona businesses could communicate with the City and each other.
- Mr. Voll is interested in learning more about exporting so I scheduled a meeting for him to meet in my office with John Kizer, Volusia County Department of Economic Development, to discuss exporting as business growth. Called on local businesses to gain insight on their businesses, ownership/contact name, potential expansion, openings, gather addresses, types of business, and contact information.
- Worked on putting together an Elkcam/Fernwood ownership map so that owners can be contacted to determine if they are interested in commercial development on their properties.
- Completed the Educational Campus and Medical Facility Sub-committee quarterly report and sent to Harry Wilkins, Sub-committee chairperson, for approval.
- Completed the Commerce Park & Microincubator Sub-committee quarterly report and sent to Roy Braddy, Sub-committee chairperson, for approval.
- Completed preparation for the Economic Development Advisory Board agenda package for their July 10<sup>th</sup> meeting (6:30 PM, Second Floor Conference Room).
- Attended the Development Review Committee (DRC) meeting for the final plat on Deltona Village. Plan was reviewed with one outstanding item. The DRC conditionally approved the plan based on the single item being resolved, and the plan should go to the City Commission on July 16<sup>th</sup>.
- Worked on solicitation packages for ‘Commerce Zones’ so that a “link access” point can be built for developers to access these areas and learn about them as a part of economic development.
- Attended meeting with Van Canada, Small Business Development Center, and Brandon Weiss and Tommy Stahlman, who are interested in starting a new business in Deltona.

**BUILDING & ENFORCEMENT SERVICES** thru 06/29/2012

**Building Services Division:**

Building Permits issued for the week.....	61
Valuation of work permitted for the week.....	\$614,137
Inspections completed for the week .....	142
Total Permits issued for Fiscal Year 11/12 .....	2266
Valuation of work permitted for the year 11/12 .....	\$17,686,729
Permits Issued:	
A/C Change Out .....	14
Building Residential.....	1
Deck .....	1
Electrical .....	9
Fence.....	8

Garage Door Replacement.....	3
Generator .....	1
Photovoltaic .....	1
Pool In Ground.....	2
Reroof .....	7
Screen Enclosure.....	3
Shed .....	4
Siding.....	2
Solar Panel .....	1
Water Heater Replacement .....	2
Window Replacement .....	2
<b>Total</b>	<b>61</b>

**Enforcement Services Division:**

Requests for services this week .....	319	
Animals impounded at the humane societies .....	14	
Citation warnings issued .....	18	
Courtesy notices .....	121	
Abatement notices .....	61	
Citations issued .....	3	
Code Enforcement telephone calls .....	158	
Animal Control calls .....	80	
Solid Waste calls .....	148	
Citizen walk in requests for Code Enforcement assistance .....	15	
Citizen walk in requests for Animal Control assistance .....	14	
Citizen walk in requests for Solid Waste assistance .....	13	
Properties requiring grass to be cut by contractors .....	0	(at a cost of \$0.00)
Certified mailings sent out .....	52	(at a cost of \$299.00)
Money collected for Animal tags, liens and return to owners .....	\$0.00	
Foreclosures for this week: Deltona	5	
County	<u>28</u>	
Total	33	

**CITY CLERK'S OFFICE** thru 06/29/12

2nd Floor HR/CC Walk-In Customers .....	76	
2nd Floor calls Answered .....	23	
Packages Picked Up .....	4	
Packages Received .....	47	
A/P Invoices Opened .....	136	
Newspapers .....	18	(9 hours)
Public Records Requests Received .....	6	
Public Record Request Amount Received .....	\$14.31	
Documents imaged, pages .....	2,975	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** thru 07/04/2012

- Met with offices of Information Technology, City Clerk, and Economic Development for website enhancement discussion.
- Prepared and distributed budget documentation for July 6<sup>th</sup> Commission Workshop regarding FY 12/13 Budget.
- Working with the Public Works/Utility Department on 5 year Construction In Progress (CIP) for Utility, Stormwater and Transportation funds.
- Working on final draft of General Fund revenue figures for the Commission Budget workshop on Friday, July 6<sup>th</sup>.
- Continuing to work with ITSD to inventory all City computer equipment.
- Entering level 1 budget (workshop request level) into Munis financial system.
- Finance and Code/Solid Waste departments responded to 75 calls and 7 walk-in inquiries regarding the Solid Waste Assessment.
- Working on reconciling fixed assets for Public Works and Water Department.

**FIRE/RESCUE DEPARTMENT** thru 07/07/2012

**Fire Chief Staples:**

- Attended the Volusia County Fire Chiefs' Association meeting.
- Visited the manufacturing plant of SafeHut with Deputy Chief Rogers and Mayor Masiarczyk to determine their legality and potential uses within the City of Deltona for emergent and non-emergent deployment.

**Deputy Chief Rogers:**

- Alarm summary 6/20/2012 thru 6/26/2012

Vehicle Fire .....	1
Wild land, grass .....	0
Misc. Fire .....	1
ALS Medicals .....	68
BLS & Misc. Medicals .....	67
Hazardous Condition .....	3
Service Calls .....	8
Good Intent .....	15
<u>False Alarms .....</u>	<u>12</u>
TOTAL .....	177

- Completed NIMCAST (National Incident Management Capability Assessment Support Tool) annual reporting. This is the FEMA required reporting for NIMS training requirements for all City personnel. The City and all EOC staff are 100% compliant with these requirements. Our information has been submitted to the Volusia County Emergency Management for inclusion in their report to the Florida Division of Emergency Management.

**Deputy Chief Rafferty:**

- Attended Uniform Committee Meeting.
- Met with Physio Control to up-date heart monitors.
- Monitored July 4<sup>th</sup> celebration.
- Met with Lt. Cardini (informal inquiry) incident investigation.
- Met with DE Jacobs and FF Payler (informal inquiries) incident investigation.

**EMS:**

- Place new Medications on the units for Protocol change
- C.A.B.S. (Child and Babysitter Safety) class taught by Josie Caine

**HUMAN RESOURCES DEPARTMENT** thru 07/04/2012

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders
  - 1<sup>st</sup> Floor lobby – (0) added
  - 2<sup>nd</sup> Floor lobby – (0) added
  - Total # of Deltona JOBS Program folders taken – (1212)
- Applications received:
  - (1) Parks Attendant
  - (0) Water Operator
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) FMLA action.
- Finalizing Mercer Group's classification plan recommendations for review with the City Manager.
- Continuing to coordinate with the 50<sup>th</sup> Anniversary committee for November 16/17 events.
- Continuing to coordinate with Local 2913 to identify a viable date/time to continue with contract negotiations.
- Preparing for a second Supervisory Development Class I in the Leadership Academy.

**PARKS AND RECREATION DEPARTMENT** thru 06/30/2012

**Administration:**

- Farmers Market: 2 vendors, 134 cars.
- Met with Risk Management to discuss park safety.
- Prepared for the 4<sup>th</sup> July event.
- Prepared budget materials for Parks & Recreation.
- Met with MDH Electric to discuss the parking lot lights at the Skate Park.
- Processed 8 permits for pavilion rentals.

**Facility Use Permits (6/24 – 6/30):**

• Deltona Community Center	2 permits issued	Weekly attendance – 1,108
• Harris M. Saxon Community Center	2 permits issued	Weekly attendance – 425
• Wes Crile Park	1 permit issued	Weekly attendance – 2,610
• Skate Park	5 new passes	Weekly attendance – 449

**Special Events/Programs:**

- Amphitheater:
  - 2012 Concert series: Platinum Jazz Band is re-scheduled for July 7<sup>th</sup>.
- Harris M. Saxon Community Center:
  - Boys and Girls Club summer camp continues.

- Wes Crile Park:
  - Deltona Tennis Association Summer camp continues.

**City Leagues Currently Underway:**

- Men's league fall season will begin in September.

**Partner Leagues Currently Underway:**

- FBVA summer season begins on July 7<sup>th</sup>.
- West Volusia Youth Baseball All-star practices continue.
- Deltona Little League All-star practices continue.
- Deltona Adult Soccer (6v6) continues.

**Parks Maintenance:**

*Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks and facilities, 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: CVS Park, Deltona Community Center, Dewey Boster, Festival Park, Firefighters Memorial, Harris Saxon, Sheriff's Office, Skate Park and Thornby.
- Campbell Park – Removed three (3) trees behind restroom; picked up other debris.
- Dupont Lakes – Box bladed parking lot.
- Festival Park – Box bladed parking lot.
- Keyville Dog Park – Repaired knuckler on bridge on playground.
- New un-named park – Installed 3 new garbage cans.
- Tom Hoffman – Replaced water fountain head; installed Kiwanis Adopt-A-Park sign.
- Vann Park – Box bladed parking lot; built door for restroom stall and installed.
- Wes Crile – Restroom repairs; replaced light at front entrance; dug up water line next to Splash Pad to install water meter with ball valve; changed photo cell on restroom exit sign.
- Miscellaneous:
  - Picked up new park sign from Sign Shop and installed on gate at new park off Doyle Road.
  - 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; 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, polishing the elevator; delivering packages and heavy boxes to departments.*

- Cleaned ceilings in stairwells, front and back lobby.
- Met with Fire Inspector regarding fire safety at City Hall.
- Escorted Wiginton Fire for inspections.

- Replaced covers in mechanical room and air handler room.
- Removed section of wall in Permitting area per Risk Manager.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
- Sports Complex:
  - Set up for July 1<sup>st</sup> Faith and Country Rally.
  - Set up for July 4<sup>th</sup> event (bleachers, fencing, painting parking lots and lining fields).
  - Clean-up for July 4<sup>th</sup> event.
  - Fertilized with 15-0-0.

**PLANNING & DEVELOPMENT SERVICES** thru 07/05/2012

**Executive Summary:**

The Planning and Development Services Department worked expeditiously to thoroughly process the RaceTrac Final Site Plan, the Deltona Village Final Plat, and the Dunkin Donuts Final Site Plan. The RaceTrac convenience store was approved unanimously by the City Commission at the July 2<sup>nd</sup> Commission hearing; the Deltona Village Final Plat was approved at the July 3<sup>rd</sup> Development Review Committee Meeting and will be scheduled for the July 16<sup>th</sup> Commission hearing; the Dunkin Donuts Final Site Plan was revised and resubmitted to be scheduled at the August 6th City Commission hearing.

**Planning:**

The Planning Section is completing efforts on the draft Findings of Necessity for the proposed Community Redevelopment Area (CRA). Staff is also taking the Pine Ridge Methodist Church Small Scale and Rezoning Applications to the Planning and Zoning Board meeting on July 18<sup>th</sup> at 7:00 PM. The proposed Small Scale Future Land Use Map amendment and rezoning follows the subdivision of three (3) commercial outparcel lots along the Howland Road frontage across from Pine Ridge High School. The three lots are anticipated to ultimately have commercial development that would match the roadway type for Howland Road that is designed to accommodate such adjacent land uses. This segment of Howland Boulevard is proposed to be widened to four-lanes by Volusia County in the near future, which will add capacity to accommodate commercial uses on the church's site.

**Housing & Community Development:**

The Community Development Section has roughly \$70,000 committed for owner-occupied home repairs for qualified applicants to close out the City's SHIP fund. Staff learned that no additional funds have been allocated by the State for this upcoming fiscal year. In anticipation of these diminished funds over the years, staff recommended and the Commission approved monies to be set aside within the CDBG program that allows for home repair for people in need of assistance. The CDBG funds will be used for minor home repairs.

Finally, the original NSP 1 program is coming to conclusion in the middle of next year. Staff is going back through the project files to ensure internal consistency, levels of completeness of the documents, and that Continued Affordability is maintained. There remain ten (10) homes within the original NSP 1 program to achieve that deadline. Five (5) of the ten (10) homes have contract offers on them and there have been 43 home

sales to-date; which reflects a 91% completion rate. The remaining five (5) homes will be worked on for more curb appeal to help sell them more quickly.

## **PUBLIC WORKS** thru 06/29/2012

### **Traffic Operations:**

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

- **Signs:**
  - Completed 18 sign repair work tickets in the City.
  - Fabricated & installed 16 new street name signs.
  - Replaced 1 “Stop” sign from stock at Bluffview & Howland and 1 at Normandy & W Floyd.
  - Fabricated & installed (1) “30 mph” sign at 1429 Freeport and (1) at 1470 Freeport.
  - Fabricated & installed (2) 30”x 30” “Hill Blocks View” signs on Bladon.
  - Fabricate & installed (1) 30”x 30” “Crane Crossing” sign at Elkcam & Montecito and 1 at Elkcam & Van Orman.
  - Replaced from stock (1) “30 mph” sign at 1390 Freeport and 1 at 1323 Freeport.
  - Fabricated & installed (1) 12”x 18” “Adopt A Street” and (1) 12”x 6” “SEP Family” sub plaque at 2400 Eldridge and (1) of each also at 2493 Eldridge.
  - Fabricated & installed (1) 12”x 18” “Adopt A Street” and (1) 12”x 6” “Pabon Family” sub plaque at 1801 Brewton Cir and (1) of each also at 1662 Brewton Cir.
  - Fabricated & installed (1) 18”x 24” “City of Deltona Parks” sign for Lush Ln.
  - Fabricated & installed (1) 30”x 30” “Dead End” sign on Centennial.
  - Fabricated (1) 5”x 17” “Adopt a Park” sign for Parks & Recreation.
- **Asphalt:**
  - Completed 8 asphalt work tickets – 1 ½ tons.
  - 821 Cheriton - repaired 16’x 2’ section of road for Deltona Water – ½ ton.
- **Speed Trailer:**
  - 1105 Treadway – Removed speed trailer.
  - 1370 Bladon – installed speed trailer to catch traffic heading toward Telford.
  - 1366 Freeport – installed speed trailer to catch traffic coming from Saxon.
- **Message Board:** Installed message board for 4<sup>th</sup> of July event, at Howland & Graves and Saxon & N Normandy.
- **Misc:**
  - 1468 Elkcam – provided traffic control for clam truck crew.
  - 1102 Aaron – installed 3 white delineators.

### **Field Operations:**

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

- **Beautification:**
  - Medians:
    - Howland Blvd – routine maintenance.
    - Elkcam Blvd – routine maintenance.
    - Providence Blvd – routine maintenance.
- **Concrete:**
  - Sidewalk repairs – 1132 Hastings – 20’x 4’; E Way cross & Vivian – 6’x 4’.
- **Clam Truck:**
  - Debris – 42.
  - Trimming – 19.

• **Misc:**

- Alley 1021; Alley 171 – removed sand from alley.
- Sandlor & Ft Smith – removed sand from intersection.
- Tallwood – loaded 140 yards of fill dirt and hauled to Public Works Depot.
- Dewey Boster Park – off loaded pallets for Parks & Recreation.
- Eustace – removed dirt from sidewalk by school board parking.
- Eustace & Seagate – removed dirt from sidewalk.
- Maximillian & Saxon; Maltby & Courtland; Roland & Courtland; Roland & Kangly; Roland & Bern; Roland & Wilburton – removed dirt from intersection.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 3 | Repairs – 4  |
| • Equipment                  | PM – 4 | Repairs – 13 |
| • Road Calls                 | 2      |              |
| • 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:**

- 1933 Monterey – cut down vines and small trees and reshaped ditch.
- 2780 O'Bannion – prepped area for stormwater project.
- 2415 Haulover – formed collar around box and poured with concrete.
- Bavon retention pond – formed spillway.

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

- Ponds mowed – 849 Deltona Blvd; 926 Whitewood; 665 Malaga; 2150 Deck Ct; 3275 Tallwood; Ft Smith/Normandy; 2868 Slater; 1640 Houston; Lush Ln.
- Ditches mowed – 1740 Whipple; 1724 Whipple; 1501 Page; 1386 Trollman; 1362 Trollman; 810 Alex Ln; 1510 Page; 625 Leland; 2540 Rusk; 1211 N Old Mill; 756 Red Coach; 1411 Lombardy; 3041 Fayson; 2963 Fayson; 2899 Fayson; 2811 Conyers; 2825 Fayson; 2771 Summerfield; 1894 Maderia; 2911 Day Rd; 2841 Canal; 1922 English; 2812 Hayes; 2941 Cardinal; Station 63; 2885 Newmark; 2726 Ancho; 1581 Timbercrest; 1393 Timbercrest; 1369 Timbercrest; 2401 Timbercrest; 2321 Timbercrest; 2163 Newmark; 2107 Newmark 2025 Watersedge; 1932 Worthington; 1293 Buccaneer; 230 Embassy; 819 Gaucho; 992 Gaucho; 989 9<sup>th</sup>; 780 9<sup>th</sup>; 751 Whitewood; 722 Whitewood; 524 Gasper; 444 Alexander; 2349 Fitzpatrick; 632 Armadillo; 2017 Appian; 640 Sullivan; 2140 Parkton.

• **Right of Way Mowing Crew:**

- Main Roads mowed – Courtland; Newmark; India; Humphrey; part of Ft Smith.
- Sectors mowed – 15; 16; 17; 18; 19; 20; 21.
- Alleys mowed – 171; 172; 484; 485; 498; 1159.

• **Right of Way Litter Crew:**

- Main road trash pickup – Anderson; Alexander; Ft Smith; Normandy; Elkcam.

• **Misc:**

- 2912 Clovis Dr – cleaned debris out of ROW.
- 1755 Dublin Rd; 2871 Blackburn Av – cleaned debris out of ditch.
- 201 Howland – exercised the Norwood pump station.
- City Wide – inspected all pump stations and the outfall structures.
- Echo Ct/Randolph – weed whacked ditch.

- Ft Smith – edged curbs and sidewalk.
- Windsor pump station – mowed the pump station.
- 3149 Clewiston – removed dead trees from ditch.

**UTILITIES** thru 07/01/2012

**Customer Service**

June / July 2012	Total week ending 7/1/12
DW – Lockbox	2034
Ebox	1094
Call Center Calls	2169
Walk-ins/Drop Box	1050
On-line Payments	693

**Customers Disconnected for Non-Pay**

June 2012	Total week ending 7/1/12
Total on Disconnect List	206
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

June / July 2012	Total week ending 7/1/12
Water Service	
Meter Sets	2
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	19
Locates Received	76
Locates Completed	74
Main Leaks	
Service Leaks	4
Sewer Repairs	1
Sewer Blockage	2
KV2 Valves	7
Service Replacements	4
Meter Change Outs	11
Service Orders	593
Disconnects	206
Drainfield Leaks	
Meter Retirements	41