



# CITY OF DELTONA

CITY MANAGER'S OFFICE

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

**CITY MANAGER'S OFFICE** thru 07/27/2012

**Communication:**

- Updated DeltonaTV Schedule for the Week of July 29<sup>th</sup>.
- Updated DeltonaTV programming—UCF (Global Perspective, On the Issues, MetroCenter Outlook), White House Chronicle, VA Weekly News and Nature programming.
- Completed production for “July 4<sup>th</sup> Concert: Caribbean Crew”, as a program for broadcast on DeltonaTV.
- Completed production for “July 4<sup>th</sup> Extravaganza” Review PSA.
- Completed production for “National Night Out 2012” Preview PSA.
- Photo shoot for Academy of Career Training, for Ribbon Cutting Press Release.
- Prepared and sent Academy of Career Training/Ribbon Cutting Press Release.
- Worked on August issue of Pride employee newsletter.
- Met with Economic Development Administrator for preliminary discussion on web and internet economic activity.
- Attended July VF PIN Meeting—discussed Public Information Office roles in the event of a weather emergency.
- Preproduction for Community Health Expo Review PSA.
- Working on bus shelter signage for National Night Out and the Concert in the Amphitheater series.
- Troubleshooting the remote control unit that operates the cameras in the Commission Chambers.
- Posted information to Facebook and Twitter about the upcoming Senior Breakfast, Child & Babysitting Safety Class and the Simulcast Concert.

**Media Relations:**

- Provided information regarding Deltona Water's rates to Todd Ulrich/WFTV-TV Ch. 9.
- Provided information regarding Chris Nabicht's legal issues to Mark Harper/Daytona News-Journal.
- Provided information regarding the Deltona Fire vehicle fleet to Al Everson/West Volusia Beacon.
- Provided information regarding Boil Water Alerts to Al Everson/West Volusia Beacon.
- Provided information regarding the Academy for Career Training Ribbon Cutting to Margie Dykes/West Volusia Beacon.
- Provided information regarding the Academy for Career Training Ribbon Cutting to Kathleen Rasche/Daytona News Journal.

**Press Release/s:**

- Academy of Career Training Ribbon Cutting Press Release
- National Night Out Press Release

**Business Development:**

- Held telephone discussions with Kevin Rogers. Rogers is interested in developing the Sterling Silver Boulevard entrance, off Saxon Boulevard, as a retail business facility. This was the original plan when the PUD was initiated. Changes in the PUD will be needed, but Rogers was assured that the City of Deltona would be receptive as possible to working with him on changes. Information packets on other sites within Deltona were also provided.
- Steve Narvaez, Lee Lopez, Wendi Jackson and I met to discuss the use of the City’s website and/or the ‘Deltona Means Business’ website as the best place to start listing incentives, once they are formulated.
- Met with Steve Moore, Parks & Recreation Director, to inspect Room 151 at City Hall, to determine the furnishings needed for the Business Assistance Center (BAC).
- Cheryl Atkins, Grants Coordinator, and I continued working on the narrative for the Public Works and Economic Adjustment Assistance Programs grant application. This grant application is for a microincubator for the City.
- Continued visits to businesses to introduce the Office of Economic Development, and gather information for the City of Deltona Business Directory.
- Worked on an ‘Outlook E-mail Invitation Group’ for the City of Deltona Business Directory. This is a listing of businesses that have been visited and sufficient contact information collected so that e-mail notifications can be sent from the City of Deltona.
- Met with staff team to discuss sites for a medical facility considered by an out-of-county medical group. Several sites were discussed and Sherri Campbell, P&D Services-GIS, was requested to produce data materials for the sites. A meeting will be scheduled for early next week with the CEO of the medical facilities group to discuss the sites and the type of facility.
- Met with the SW Volusia Economic Development Committee to discuss events and planning for SW Volusia.
- Attended a webinar on “Events & Tourism as Economic Drivers”.
- Attended a training meeting with Lori Montague to learn how to use the TRAKiT system. This will allow me to view applications and “front desk” data for potential new businesses.
- Met with staff to develop the CRA presentation for the two DEDAB Sub-committees. The meetings are scheduled for 10:00 AM (Educational & Medical) and 3:30 PM (Commerce Park & Microincubator) in the Second Floor Conference Room on August 10<sup>th</sup>.
- Attended a meeting of the West Volusia Economic Enhancement Council to discuss planning and solicitations.
- Began a project to form a quick-reference book of Annual Average Daily Traffic (AADT) counts for thoroughfares within Deltona.
- Met with public and private members from West Volusia chambers and economic developers regarding the Team Volusia Familiarization Tour (FAM) Project. Team Volusia is bringing in a group of high profile site selectors to view various aspects of Volusia County and the prospects for development. Also discussed was the August 7<sup>th</sup> presentation by Team Volusia and West Volusia Economic Developer Practitioners to the new Progress Energy/Duke Power economic development team, soliciting them to work with our teams toward development in our region.

**BUILDING & ENFORCEMENT SERVICES** thru 07/20/2012

**Building Services Division:**

Building Permits issued for the week .....	61
Valuation of work permitted for the week.....	\$238,113
Inspections completed for the week .....	137



A/P Invoices Opened .....	109	
Newspapers .....	18	(12 hours)
Public Records Requests Received .....	6	
Public Record Request Amount Received .....	\$.00	
Documents imaged, pages .....	3,206	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** thru 07/25/2012

- Working on 5 year Capital Improvement Program schedules for Deltona Water and other Special Revenue funds.
- Working on finalizing grants budgets.
- Preparing documentation for August 13<sup>th</sup> budget workshop.
- Preparing and reviewing June financial and investment statements.
- Attended online Purchasing classes in order to obtain recertification points.
- Working with departments on final lists to go to Commission for disposal of fixed assets.

**FIRE/RESCUE DEPARTMENT** thru 07/25/2012

**Fire Chief Staples:**

- Attended Florida Fire Chiefs Conference in Orlando this past weekend.

**Deputy Chief Rogers:**

- Alarm summary 7/18/2012 thru 7/24/2012
 

Structure fire	0
Vehicle Fire	0
Wild land, grass	0
Misc. Fire	3
ALS Medicals	52
BLS & Misc. Medicals	66
Hazardous Condition	12
Service Calls	15
Good Intent	17
False Alarms	9
<b>TOTAL</b>	<b>174</b>

**Deputy Chief Rafferty:**

- Judged the Advanced Life Support competition at the ClinCon Conference in Orlando last Thursday.
  - ClinCon is a yearly conference for medical personnel to learn the highest quality pre-hospital care for their patients.
  - ClinCon focuses on the integration of prehospital care research and cutting edge clinical practices to meet the needs of all emergency care providers.

**Assistant Chief DeBose:**

- Began working on study material for upcoming promotional exam.

- Working on pre-course work for my upcoming Advance Safety Operations and Management course. Course work includes reading module 1 and 2 of the student manual and the Firefighter fatalities in the US 2011 report.
- Brush truck training with all crews on brush trucks 61, 62 and 63. Training included going over the workings of all the equipment, locations and uses for each individual unit.

### **HUMAN RESOURCES DEPARTMENT** thru 07/25/2012

- 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:
  - (05) Parks Attendant
  - (03) Waste Water Operator
  - (07) Stormwater Tech
  - (18) Purchasing Agent
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) FMLA action.
- Continuing to coordinate with the 50<sup>th</sup> Anniversary committee for November 16/17 events.
- Coordinated with Local 2913 to identify a viable date/time to continue with contract negotiations (Aug. 27<sup>th</sup>).
- Posted 1 new job posting – Network Analyst.
- Preparing for upcoming Supervisor Development Training Program starting August 2<sup>nd</sup>.
- Preparing for First Time Manager training program.
- Drafting updated ADA (employment related) policy.

### **Risk Management**

- Three safety classes conducted.
- Working on two juvenile vandalism cases.
- Resolved two resident claims for damage due to water main break.

### **PARKS AND RECREATION DEPARTMENT** thru 07/21/2012

#### **Administration:**

- Farmers Market: 1 vendor, 104 cars.
- Met with Volusia County Leisure Services to discuss ways we could improve programs at the amphitheater.
- Met with Charles Cross to discuss the DTA Summer Camp program for next year.
- Met with the Senior Advisory Sub-Committee.
- Met with Air Mechanical to repair chiller at City Hall.
- Prepared bid description for rye grass seed to be used at all parks and City facilities.
- Processed 9 permits for pavilion rentals.

**Facility Use Permits (7/15 – 7/21):**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 2 permits issued | Weekly attendance – 1,139 |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 287   |
| • Wes Crile Park                   | 6 permits issued | Weekly attendance – 3,014 |
| • Skate Park                       | 6 new passes     | Weekly attendance – 554   |

**Special Events/Programs:**

- Amphitheater:
  - 2012 Concert series: “Simulcast” with Scott MacKenzie from Mix 105.1 and Bob Frier from Fox 35 News scheduled for August 11<sup>th</sup>.
- Harris M. Saxon Community Center:
  - Boys and Girls Club summer camp continues.
- Wes Crile Park:
  - Deltona Tennis Association Summer camp continues.
  - Tennis and Basketball court reconstruction project is scheduled to begin in early to mid-August (6<sup>th</sup>-13<sup>th</sup>) and take approximately 8-10 weeks to complete depending on weather.

**City Leagues Currently Underway:**

- Men’s league fall season will begin in September.
- Senior’s league fall season will begin in September.
- Flag football is scheduled to return in late September/ early October.

**Partner Leagues Currently Underway:**

- FBVA summer season has started.
- West Volusia Youth Baseball fall season will begin in September.
- Deltona Little League fall season will begin in September.
- Deltona Adult Soccer (6v6) continues.
- Deltona Panthers football and cheer starts on August 1<sup>st</sup>.

**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: Deltona Community Center, Dewey Boster, Dwight Hawkins Park, Festival Park, Firefighters Memorial Park, Harris Saxon, Manny Rodriguez Park, Skate Park, Thornby Park, Timber Ridge Park, Vann Park and Veterans Memorial Park.
- Festival Park – Repaired maintenance gate; unclogged restroom.
- Keysville – Unclogged restrooms.
- Lush Lane – Inspected trail.
- Timber Ridge – Replaced lights on restroom building.
- Tom Hoffman Park – Measured the diameter of light poles in parking lot and around trail.
- Wes Crile – Replaced the Exit light at front entrance.
- Miscellaneous: Escorted Massey Services inside the concession stand at Dewey Boster.

**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.*

- Replaced leaking faucet in 1<sup>st</sup> floor kitchen.
- Escorted Massey Services to 2<sup>nd</sup> floor.

### **Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
  - Fertilized Wes Crile and Vann Park with TB3.
  - Rolled DuPont Lakes, Campbell and Wes Crile Park in two directions.
- Sports Complex:
  - Spot sprayed complex with herbicide.
  - Fertilized complex with Rx Supreme, Triplex Micro and 21-0-0.
  - Seeded Pony League minor field with Bermuda.
  - Fertilized Pony League with TB3.
  - Repaired irrigation at Pony League.
  - Checked for and removed debris from walking trail.

## **PLANNING & DEVELOPMENT SERVICES** thru 07/25/2012

### **Executive Summary:**

The Planning and Development Services has assisted in positioning much-needed commercial property for long-term development within the City. The recordation of the Deltona Village Final Plat this week allows the City to have a better position in the commercial real estate market and allow a potential development to create a parcel that accommodates their prototype. This is a favorable position in today's market, which allows the developer to dictate the parameters of a tract, rather than retrofitting their prototype to an existing tract.

### **Planning:**

The Planning Section is moving forward with amendments to the Land Development Code. The proposed Code amendments come from a composite list of inconsistencies within the Code, concerns from residents for conditions that do not work on their lot, Commission comments, and Code Enforcement issues. The composite list includes over 60 items and staff is proposing to address approximately one third of those issues to start. The end result will be a Land Development Code that is internally consistent, simplified, and user-

friendly for the public, elected/appointed officials, and staff. It should be noted that due to the number of proposed amendments and processing timing, the overall amendments to the Code should be completed within 2013. Staff is also processing applications for the Dunkin Donuts and the Pine Ridge Fellowship Church, both along Howland Blvd.

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

The Community Development Section reports the 45<sup>th</sup> closing in NSP 1 with the sale of the house located at 1321 Herndon. The Habitat house at 3064 Shallowford is close to receiving a Certificate of Occupancy, the home at 893 Roberts is scheduled to close, and there are six houses with no contract offers on them that are being addressed. The close-out of the NSP 1 Program Funds is the highest priority, closely followed by the home purchase effort in NSP 3. Home acquisition is increasing within the NSP 3 program with the purchase of the 710 Alexander house. This gives us six units towards the original goal to acquire 13 units. There are four homes pending acquisition and we look to achieve the goal of purchasing 13 homes by the end of 2012. Finally, the 2012-2013 CDBG Annual Action Plan will be coming to the Commission at the August 6<sup>th</sup> Commission Public Hearing.

### **PUBLIC WORKS** thru 07/20/2012

#### **Traffic Operations:**

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

- **Signs:**
  - Completed 2 sign repair work tickets in the City.
  - Fabricated 19 new street name signs.
  - Installed 9 new street name signs.
  - Fabricated & installed 1 W1-2L left curve sign at 2609 Haulover.
  - Fabricated & installed 1 stop sign at Clearfield & Providence; California & Cardena; Glencove & Courtland; Hague & Regent.
  - Installed 1 “No Dumping” sign at 730 Leeward Dr.
  - Fabricated (1) 18”x24” “Lake Windsor Pump Station sign and (5) 18”x 24” “No Trespassing” signs for the Stormwater Department.
  - Fabricated 9 “Stop” signs for stock.
- **Asphalt:**
  - Completed 98 asphalt work tickets – 3 tons.
- **Speed Trailer:**
  - 2520 Captain – installed to catch traffic heading towards Courtland.
  - 1366 Freeport – installed to catch traffic coming off Saxon Blvd.
- **Message Board:** Removed message boards from 2520 Captain and 1366 Freeport.
- **Thermoplastic Stripping:**
  - 24” white stop bars: (9) for 144’.
  - 12” white crosswalks: (2) for 146’.
- **Miscellaneous:**
  - Tivoli & Dressel – scraped white thermo off sidewalk and road edge from accident that occurred with contractor.
  - W Seagate – repaired potholes with cold patch.

**Field Operations:**

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

- **Beautification:**
  - Medians:
    - Normandy Blvd – routine maintenance; removed & replaced crepe myrtle that was hit; watered all newly planted trees with water bags.
    - Elkcam Blvd – routine maintenance.
    - Providence Blvd – routine maintenance; pulled weeds from perennial peanut grass; sprayed herbicide for weeds.
    - Howland Blvd – routine maintenance; sprayed herbicide for weeds.
  - City Homes: 591 N Firwood; 1177 Hastings.
- **Concrete:**
  - Sidewalk repairs: 978 Shorecrest – 17’x 4’; 1089 Cobblestone – 9’x 4’; 675 Wing – 8’x 4’; 1210 Sienna – 20’x 4’; 1031 W Seagate – 7’x 5’x 6’’; 1659 Brentlawn – 4’x 4’; Seagate – 95’x 5’.
- **Clam Truck:**
  - Debris – 17
  - Trimming – 19
- **Drop Offs:**
  - Repaired washout with fill dirt - Seybold & Springwood; 798, 1790, 2645 Auburndale; 2643 Bonita; 981 Shorecrest.
  - Installed sod – 1659 & 1678 Brentlawn; 1105 & 1113 E Page – 1/16 pallet; 1031 W Seagate; 1370 Bladon – ¼ pallet; 1063 W Seagate – ½ pallet;
  - Repaired drop-off and installed sod – 1698 April – 1/16 pallet; Elkcam & Van Orman – ¼ pallet; 791 9<sup>th</sup> – 1 ¼ pallet.
- **Miscellaneous:**
  - 2125 El Campo – removed basketball hoop from Right of Way (ROW).

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 4 | Repairs – 6  |
| • Equipment                  | PM – 2 | Repairs – 15 |
| • Road Calls                 | 3      |              |
| • Parts Run/Vehicle Delivery | 2      |              |
| • CDL Testing                | 0      |              |

**Stormwater Division:**

*Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.*

- **Construction Crew:**
  - 749 Trumbull; 937 Watt Cir; 1370 Bladon; 3042 Bonkirk; 2860 Blackburn – reshaped swale and placed sod.
  - Catalina & Sixma – reshaped swale; repaired box; retrofitted and jetted pipe.
  - Austin & Bay Ct – poured concrete on edge of sidewalk.
  - 1529 Ferendina – repaired washout and placed sod.
  - Normandy Blvd – completed edging.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Ditches mowed – Ledford property; 1510 Page; 1199 Clarion; 738 Leeward; 2553 Gramercy; 1090 Chapel; 1724 Whipple; 1740 Whipple; 1003 De Carlo.
  - Ponds mowed – 679 Goodrich; 921 Whitewood; 3275 Tallwood; 201 Howland; 1057 Ft Smith.

- **Right of Way Mowing Crew:**
  - Main Roads mowed – Ft Smith; Normandy extension; part of Courtland.
  - Sectors mowed – 3; 4; 5; 6; 7; 8; 9; 10.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Newmark; Humphrey; India; Courtland; Elkcam.
- **Miscellaneous:**
  - 973 Courtland Blvd – reinstalled lid on drainage structure.
  - 2644 Courtland Blvd – painted 3 lids yellow.
  - Ft Smith/Sky – sprayed for weeds around pump station.
  - Ft Smith; Lagorce – picked up jug of oil and brought back to depot for disposal.
  - Tivoli, Drysdale, Lapanocia – tested generators.
  - Ledford Property – inspected water bags.
  - City Wide – inspected all the pump stations and water control structures.
  - Windsor Heights – painted 2 lids yellow.
  - 201 Howland Blvd – tested portable pumps.
  - 3277 Courtland Blvd; Irondale – painted lids yellow.
  - 1327 Hartley; 1071 Eva Ct – mowed pump station.
  - 2890 Blackburn – filled in hole around box.
  - Juliet/Beal, 671 Antoinette, 788 Chippendale – mowed Right of Way.
  - Lush Ln – mowed the parking lot area.

**UTILITIES** thru 07/22/2012

**Customer Service**

<b>July 2012</b>	<b>Total week ending 7/22/12</b>
DW – Lockbox	1610
Ebox	1074
Call Center Calls	2462
Walk-ins/Drop Box	1144
On-line Payments	1122

**Customers Disconnected for Non-Pay**

<b>July 2012</b>	<b>Total week ending 7/22/12</b>
Total on Disconnect List	209
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

<b>July 2012</b>	<b>Total week ending 7/22/12</b>
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	10
Locates Received	95
Locates Completed	113
Main Leaks	4
Service Leaks	6
Sewer Repairs	2
Sewer Blockage	5
KV2 Valves	6
Service Replacements	3
Meter Change Outs	20
Service Orders	460
Disconnects	209
Drainfield Leaks	
Meter Retirements	26