

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: December 14, 2012

Waste Pro Holiday Collection Schedule:

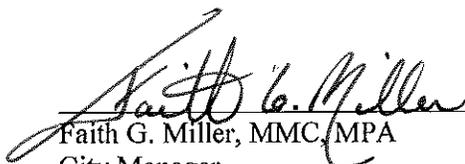
There will be no solid waste collection service provided on Christmas Day, December 25th or New Year's Day, January 1st. All services will be rescheduled for the following day. A copy of the display ad that Waste Pro ran in our local papers is attached.

2nd Annual Deltona Christmas Parade:

Final details for our 2nd Annual Christmas Parade are being worked out today. We are expecting another great event with a very large attendance. Just a friendly reminder, we are asking that Commissioners and their family members who are riding in the parade **arrive at City Hall no later than 4:45 p.m.**, please park in the parking lot on the side of the building near the City Clerk/HR end of the building. A City-van (burgundy color Fire Dept. van) will be available to transport you to the parade site. After the parade, your tram driver will need to pull into the City Hall parking area in front of the courtyard for you to disembark, from there you can go to the VIP seating in front of City Hall to watch the remainder of the parade. Awards for the winning floats/participants will be given out at the 1st Regular City Commission meeting in January.

Ongoing/Upcoming Events:

- **Parrandas en el Patio** – Friday, December 14th, 6:00 – 8:00 p.m., Deltona Amphitheatre
- **2nd Annual Christmas Parade** – Saturday, December 15th, 6:30 p.m., Route along Providence Blvd., from Fort Smith Blvd. to City Hall
- **Christmas Holidays** – City Administrative Offices closed on Monday, December 24th and Tuesday, December 25th
- **New Year's Holiday** – City Administrative Offices closed on Tuesday, January 1, 2013
- **Regular City Commission Meeting** – Monday, January 7, 2013, 6:30 p.m., Commission Chambers.


Faith G. Miller, MMC, MPA
City Manager

City of Deltona Residents

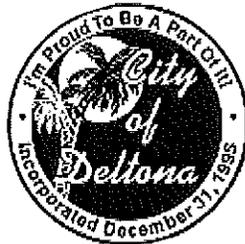


wishes everyone

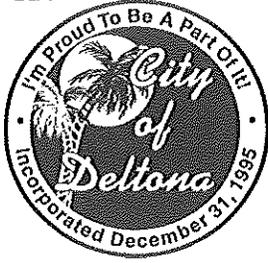
HAPPY
Holidays

**NO COLLECTION service provided on
Christmas Day
December 25, 2012
or
New Years Day
January 1, 2013**

All services will be rescheduled for the following day. If your service day is on Friday, your service will be provided on Saturday.



Visit the City of Deltona's website at:
www.deltonafl.gov



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CITY MANAGER'S OFFICE thru 12/14/2012

Communication (Lee Lopez, Public Information Officer):

- 19 posters and signage produced for spots along the parade route.
- Working on Deltona's panel for the Southwest Volusia Map Project.
- Working to promote the City's Christmas Parade and the food trucks that are coming to the parade, and TV production preparations for videotaping the Christmas Parade, including site visit with TV Director.
- Posted reminders about Santa's North Pole on Facebook and Twitter.
- Working on the stories and layout of the January, February, March City Newsletter.
- Refurbishing the mic stand used in ribbon cuttings and ground breakings in coordination with the Office of Economic Development.
- Met with various departments regarding procedures for after-hours use of the Commission Chambers and other rooms at City Hall and coordinating logistics related to their use.
- Working on a logo and poster for the upcoming 5K run.
- Updated DeltonaTV schedule for the week of December 16th.
- Updated DeltonaTV programming schedule—UCF (Global Perspectives, MetroCenter Outlook), White House Chronicle, VA Weekly News, and the American Veteran—for the week of December 16th.
- Videotaped Holiday Greetings for City staff and Commissioners, to air on DeltonaTV.
- Created DeltonaTV slides for Parrandas en el Patio and the Holiday Trash Schedule.
- Updated Home Entry photos for the Holiday Parade of Homes, for DeltonaTV and the City Website.
- Scripting for TV Talent/Emcees for Christmas Parade.
- Met with Ryan Helfrick/Union MLS to review marketing/advertising opportunities.
- Photographed Employee Holiday Lunch.
- Live broadcast of December 10th Commission Meeting and recorded for later broadcast.

Press Releases (Lee Lopez):

- Food Drive for Donations
- Christmas Parade Street Closures

Media Relations (Lee Lopez):

- Provided information regarding Nuisance Ordinances to Mark Harper/News Journal
- Provided Statement of Public Record regarding Confidentiality Agreements to Mark Harper/News Journal and Erika Webb/Hometown News.

Business Development (Jerry Mayes, Economic Development Manager):

- Continued working on the relocation project of a 4-bay automotive garage from a nearby city to Deltona.
- Attended the Chamber Alliance "Buy Local" Expo in Daytona Beach. Solicited several local businesses to expand to Deltona and met with other economic development practitioners.

- Met with George Lopez, Food Bank of Central Florida (affiliated with Second Harvest)—Open Hands is interested in opening a large food bank facility in Deltona.
- Attended the Dollar General Pre-Construction meeting for the new construction at 3016 Howland Boulevard.
- Attended a webinar on the U.S. Environmental Protection Agency’s (EPA) Priorities for Petroleum Brownfields.
- Met with Chris Bowley and the representative of Storaway Self Storage to discuss plans to utilize a former manager’s suite for a business office complex.
- Met with staff to discuss policy for City Communications and Confidentiality.
- Attended the Pre-Development and Pre-Construction meetings for the new McDonalds restaurant at SR415 and Howland Boulevard.
- Attended the Legislative Leadership Central Florida Partnership Meeting held in Daytona Beach. Met with regional leaders, for networking and solicitations.
- Met with staff regarding the use of Brownfields in economic development.
- Took a site selector and developer on a tour of Deltona locations that they could consider for potential development within the City.
- Met with staff and Larry Kent to explore possible uses for CDBG funds on Deltona Blvd.
- As City Liaison, attended the Economic Development Advisory Board’s Micro-incubator and Lakeshore Eco-Economic Study Group meeting. The guest speaker was Bryan Nipe, Lake Mary’s Parks & Recreation Director, who had worked actively to get Seminole County’s “Florida’s Natural Choice” campaign initiated.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 12/07/2012

Building Services Division:

Building Permits issued for the week.....	61
Valuation of work permitted for the week.....	\$214,982
Inspections completed for the week	161
Total Permits issued for Fiscal Year 12/13	544
Valuation of work permitted for the year 12/13	\$5,341,958
Permits Issued:	
A/C Change Out	4
Building Commercial.....	1
Concrete Flatwork.....	1
Deck	1
Dock.....	1
Door Replacement	3
Dumpster Enclosure.....	1
Electrical	3
Fence.....	7
Garage Door Replacement.....	1
Gas Installation	1
Glass Room.....	1
Monument Sign.....	1
Pool In-ground	1
Reroof	9
Right of Way.....	6
Screen Rooms	3

Shed	2
Sign	1
Water Heater Replacement	4
Window Replacement	9
Total	61

Enforcement Services Division:

Requests for services this week	267	
Animals impounded at the humane societies	21	
Citation warnings issued	14	
Courtesy notices	102	
Abatement notices	18	
Citations issued	9	
Code Enforcement telephone calls	107	
Animal Control calls	116	
Solid Waste calls	101	
Citizen walk in requests for Code Enforcement assistance	6	
Citizen walk in requests for Animal Control assistance	13	
Citizen walk in requests for Solid Waste assistance	4	
Properties requiring grass to be cut by contractors	20	(at a cost of \$700)
Certified mailings sent out	40	(at a cost of \$230)
Money collected for Animal tags, liens and return to owners	\$1,860	
Foreclosures for this week: Deltona	11	
County	<u>41</u>	
Total	52	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 12/14/2012

2nd Floor HR/CC Walk-In Customers	75	
2nd Floor calls Answered	15	
Packages Picked Up	4	
Packages Received	42	
A/P Invoices Opened	100	
Newspapers	18	(10 hours)
Public Records Requests Received	2	
Public Record Request Amount Received	3.15	
Documents imaged, pages	4,289	
Large scale drawings imaged, pages	37	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 12/12/2012

- Working on year end closing.
- Met with City's Financial Advisor.
- Conference call with Moody's bond rating agency.
- Received three bids for fertilizers and chemicals for ballfields.
- Issued Notice to Proceed for replacement of basketball courts at Dwight Hawkins and Firefighter's Parks.

FIRE/RESCUE DEPARTMENT (Chief Robert Staples) thru 12/11/2012

Fire Chief Staples:

- Attended the Florida Fire Chiefs' Association Health and Safety conference.
- Met with the City Manager, Deputy City Manager and Human Resources Director regarding the status of the Firefighters' contract and possible dates for future contract negotiation meetings.

Deputy Chief Rogers:

- Alarm summary 12/4/2012 thru 12/10/2012

Structure fire	1
Vehicle Fire	2
Wild land, grass	1
Misc. Fire	1
ALS Medicals	58
BLS & Misc. Medicals	64
Hazardous Condition	6
Service Calls	6
Good Intent	16
False Alarms	11
<hr/>	
TOTAL	166
- Apparatus Update:

E61 FD-1233	In Service at Station 61.
E62 FD-0655	In Service at Station 62.
E63 FD-1021	In Service at Station 63.
E64 FD-0654	Out of service for pump test.
E65 FD-0900	In Service at Station 65.
Resv A FD-9925	Out of Service at Fleet.
Resv C FD-0214	In Service at Station 64.
Ladder FD-0300	Available at Station 65.
R61 FD-0910	In Service at Station 61.
R62 FD-0754	Available at Station 62.
Brush 61, 62, 63, 64	In Service.

Deputy Chief Rafferty:

- Met with Captain Brannon of the Sheriff's Office, to go over an Incident Action Plan for the Christmas Parade.
- Held two Advanced Cardiac Life Support Classes.
- Target Safety classes.
- EMS Student Rider Orientation at Daytona State College.
- Replaced Controlled Substance (out of date).
- Up-dated Heart Monitors (E-63).
- Worked on key secure boxes with KNOX Company.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 12/12/2012

- Performance Evaluations processed: 8
- Deltona JOBS Program Folders

- 2nd Floor lobby – (10) added
- Total # of Deltona JOBS Program folders taken – (1340)
- Applications received:
 - (03) Water Operator
 - (01) Utility Systems Tech
 - (06) Enforcement Service Officer
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) FMLA action.
- Processed one new hire including orientation: Danita Thompson (Enforcement Services Officer).
- Posted Enforcement Service Officer position.
- Coordinating with the Fire Chief regarding several grievances submitted by Local 2913.
- Processed one short-term disability application.
- Conducted “HR on the Road” session at Water Department. Four employees attended to ask various benefits questions and to obtain forms.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 12/08/2012

Administration:

- Met with Pride Enterprises to discuss some new products available.
- Met with Ed LaSanta to discuss the upcoming softball season.
- Conversated with Mark Harper on the Philadelphia Union and their selection of Deltona as their training headquarters.
- Processed 8 permits for pavilion and field rentals.

Facility Use Permits (12/02-- 12/08/12):

● Deltona Community Center	4 permits issues	Weekly attendance – 680
● Harris M. Saxon Community Center	4 permits issued	Weekly attendance – 275
● Wes Crile Park	3 permit issued	Weekly attendance – 1,394
● Skate Park	1 new pass	Weekly attendance – 630

Special Events/Programs:

- Amphitheater: Parrandas en Patio concert (partnership with Volusia County Hispanic Association) on Friday, December 14th from 6:00-8:00 p.m.
- City Hall: Annual Christmas Parade, Saturday, December 15th.
- Harris M. Saxon Community Center: Boys and Girls Club after school program continues.

City Leagues Currently Underway:

- Men’s Polar Bear League begins in January.
- Senior Spring League begins in March.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball spring season begins in February.
- Deltona Little League spring season begins in February.
- Deltona Youth Soccer spring season begins in February.
- Florida Basketball & Volleyball Association (FBVA) winter season begins in January.

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.

- Campbell Park – Made repairs to playground; replaced damaged boards on boardwalk.
- Wes Crile – Finished painting curbs; finished working on pavilion roofs; attached new tennis court playing rules sign to fence; painted overhang walkway; painted new support beams on pavilion roof.
- Miscellaneous: Moved Christmas trees from storage at the Amphitheater to the Library Auditorium.

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; replacing flags, 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 and stairwells; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments, repairing damaged paper towel and toilet paper dispensers.

- Called Air Mechanical and escorted them to check vent noise in City Manager's Office.
- Met with Signal 21.

Sports Turf Maintenance:

- Normal routine maintenance at Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Wes Crile Park.
- Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
- Raked and re-lined fields at Dupont every day.
- Sports Complex:
 - Mowed fields and Pony League.
 - Repaired irrigation on football field.
 - Repaired fencing around retention pond.
 - Repaired depression in soccer field 5.
 - Spot sprayed with Echelon for broadleaf weeds.
 - Sprayed complex with Triplex Micro and RX Supreme.
 - Continued cleaning under bleachers.
 - Made repairs to playground.

PLANNING & DEVELOPMENT SERVICES (Chris Bowley, Director) thru 12//2012

Executive Summary:

The Planning and Development Services Department brought three items to the Commission for approval this week, and all were approved. Approvals of the Consolidated Annual Performance Evaluation Reports

(CAPER) for CDBG, the McDonalds Final Site Plan, and the amendment to the Subrecipient Agreement with Habitat for Humanity allow staff to move forward with sending the CAPER to HUD, issuing the engineering permit to McDonalds to begin construction, and to close the homes that Habitat has in partnership with the City, respectively.

Planning:

The Planning Section conducted a combined Pre-Development/Pre-Construction meeting with the development team for the McDonalds to be located within the WalMart Plaza at the SR 415/Howland Boulevard intersection. The development team is interested in starting construction in January 2013 and is projecting a 75+ day construction operation, pending sign-off of inspections. This places the projected opening of the store within the April-May 2013 range, not including the hiring of employees and a grand opening.

Staff also granted an extension for 12 months for the Conditional Use Permit for the IMED Church located along Lake Helen Osteen Road. Staff also processed an application for Budget Pools to be located near the intersection of Howland Courtland Boulevards (next to Ace Hardware) to allow for a chlorine tank dispenser, and completed revisions to the Sign Code draft concerning Changeable Copy Signs that will be brought to the Commission in a future Workshop.

Housing & Community Development:

The Housing and Community Development Section met this week to discuss the need for a shift in spending strategy to close out the NSP 1 program. There are six (6) homes remaining for sale in the NSP 1 program within the original grant fund. Three of the homes are under contract and will sell within a month. The remaining homes have to be sold to very low income applicants to achieve that threshold established by HUD. Therefore, all new homes acquired will be shifted to the NSP 3 program, which achieves home buying close out of that program, as well.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 12/07/2012

Traffic Operations:

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

- **Signs:**
 - Completed 27 sign repair work tickets in the City.
 - Fabricated and installed 1 new street name sign.
 - Fabricated (7) 24"x 30" "30 mph" signs for stock.
 - Fabricated and installed (1) 30"x 30" "Stop" sign at each location: Abigail Dr & Pinder St, Courtland Blvd & Captain Dr, and 9th St & Gerona Av.
 - Fabricated (3) 30"x 30" "Stop" signs for stock.
- **Speed Trailer/s:**
 - Installed both speed trailers on Elkcam Blvd near Arrowhead Av.
- **Message Boards:**
 - Installed board at Saxon Blvd & N Normandy Blvd for Christmas event.
 - Installed board at Providence Blvd & Eustace Av for Christmas event.
- **Thermoplastic Striping:**
 - 24" white stop bar – 13'; 11'; 14'; 13'; 13'; 13'.
 - 12" white crosswalk – 89'.
- **Miscellaneous:**
 - Assisted with Christmas float.

- Howland Blvd – checked all lights and listed ones that are out.
- City Wide – installed holiday banners throughout the City.
- 2792 Kimberly - #4 crossing light not working (repaired wire in flasher).

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

• **Beautification:**

- Medians:
 - Howland Blvd – routine maintenance.
 - Normandy Blvd – routine maintenance; straightened and tied crepe myrtle up that was hit near 1948 N Normandy.
- City Signs: Howland Welcome sign.

• **Concrete:**

- Sidewalk Repairs – N Normandy & Floyd – 6’x 4’; 1389 E Hancock – 6’x 4’; 3189 Quail – 4’x 4’; 1527 N Normandy – 5’x 4’; 2009 Jessamine – 5’x 4’.

• **Clam Truck:**

- Debris pickups – 9
- Tree trimming over signs, sidewalks, removal of fallen trees, etc. – 7

• **Drop Offs:**

- N Normandy between Deltona Blvd & Saxon Blvd – repaired drop offs and installed 1 ½ pallets of sod.
- 1754 Van Allen – repaired drop off and installed ¼ pallet of sod.
- Jessamine – repaired drop off and installed 1 ½ pallet sod.
- 897 Radcliff – installed ¼ pallet of sod where sidewalk was repaired.
- 1215 Parker – installed ¼ pallet of sod where sidewalk was repaired.
- 897 Chippendale – installed ¼ pallet of sod where sidewalk was repaired.

- **Slope mowing:** Osteen Cemetery Road – 2900’; 2560 Tulsa – 110’; S Dorchester & W Tulsa – 280’; 3150 S Dorchester – 180’; 3168 Hoover – 110’; 2640 Hoover – 90’; 2645 Hoover – 50’; 2680 Hoover – 150’; 2696 Hoover – 90’; Hoover & Butterfield – 120’; 2716 Hoover – 90’; 3264 Pigeon Cove – 90’; 3131 Pigeon Cover – 90’; 720 Jena – 1080’; 1241 Abigail – 90’; 519 & 549 Nardello – 120’; 535 Nardello – 120’; 315 Montego – 60’; 780 Dan River – 60’; 582 Nardello 180’.

• **Miscellaneous:**

- City Wide – emptied all trash containers.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 5 | Repairs – 9 |
| • Equipment | PM – 2 | Repairs – 27 |
| • Fire Dept Station Checks | 5 | |
| • Road Calls | 3 | |
| • 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:**

- Conyers/Amboy – installed 480’ of 12” pipe; 160’ of 15” pipe; 3 nyloplast basins; built one box; began reshaping swale.

- **Drainage Area Maintenance (Aebi Mowing):**
 - 0.1 Drainage Areas Maintained (Acres).
 - Ditches mowed – 1960 Finland.
- **System Cleaning (Vac Truck):**
 - 40 Feet of stormwater systems cleaned.
 - 1 Yard of debris removed.
 - Storm systems cleaned – 1960 Finland.
- **Right of Way Mowing Crew:**
 - Edged Elkcam Blvd from Courtland Blvd to Providence Blvd.
- **Right of Way Litter Crew:**
 - 767.25 Gallons of litter removed.
 - Main road trash pickup - Newmark; Ft Smith; Humphrey; Elkcam (twice); Cloverleaf; Anderson; Alexander; Normandy; Eustace; Catalina (twice); Courtland; Captain; Haulover; Tivoli; Deltona Blvd.
- **Miscellaneous:**
 - Deltona Blvd – completed the edging along the sidewalks.
 - Eustace Av – edged along sidewalk between Providence & Catalina.
 - Bismarck retention – seeded the pond; raked it in; put hay over the seed.
 - Deed Cir pond – pulled form boards from the spillway.
 - Austin Av – repaired the wood fence and the aluminum fence.
 - Wheeling Av – changed the oil and sight gauge on the pump.
 - Elkcam Blvd – tested both the pumps.
 - Caribbean – removed television from row.
 - Crawford – cleaned trash out of the basin and reinstalled lid.

UTILITIES (Glenn Whitcomb, Director) thru 12/09/2012

Customer Service

December 2012	Total week ending 12/9/12
DW – Lockbox	2566
Ebox	1601
Call Center Calls	1887
Walk-ins/Drop Box	1583
On-line Payments	1249
IVR	416

Customers Disconnected for Non-Pay

December 2012	Total week ending 12/9/12
Total on Disconnect List	163
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

December 2012	Total week ending 12/9/12
Water Service	
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	6
Locates Received	61
Locates Completed	56
Main Leaks	1
Service Leaks	4
Sewer Repairs	1
Sewer Blockage	3
KV2 Valves	10
Service Replacements	5
Meter Change Outs	3
Service Orders	479
Disconnects	163
Drainfield Leaks	
Meter Retirements	17