CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: January 25, 2013

CITY MANAGER'S OFFICE thru 01/25/2013

Communication (Lee Lopez, Public Information Officer):

- Working on panels for Orange City and DeBary to be included in the South West Volusia Map Project, which should be printed in February.
- Continuing to communicate with App Order regarding the City's smart phone app, myDeltona, which is under development.
- Working with the Clerk's Office to locate photos of the Wall of Fame nominees.
- Posted information about an upcoming Stormwater Erosion class sponsored by Deltona Water/Utilities.
- Posted a reminder about MLK events on Facebook and Twitter.
- Working with the Human Resources Department/Employee Wellness Committee to bring a yoga class for City employees to the multi-media screen in the Chambers.
- Forwarded the Philadelphia Union press release and schedule to local media outlets and sports reporters, via E-blast and created links on Facebook and Twitter to the same information on the City Web site.
- Continuing to work with the Office of Economic Development, Planning Department and Construction Services Office on the "Open For Business" marketing campaign.
- Met with the Finance Department to discuss their ideas for the 2012 Annual Report.
- Met with the Office of Economic Development to review an external presentation that a potential developer was planning to show their board of directors.
- Broadcast the January 22nd Commission meeting.
- Updated DeltonaTV Schedule and programming—UCF (Global Perspective, MetroCenter Outlook, Arts Performance), White House Chronicle, the American Veteran, VA Weekly News— for the week of January 27th.
- Working on generic Deltona information design for bus bench advertisement.
- Updated Howland and Saxon Blvd welcome sign messages.
- Reviewed and stored mini-dv tapes of City events, meetings and PSAs for later organized archiving.
- Beginning preliminary work on the February issue of the Pride.

Media Relations:

- Spoke with *Mark Harper/Daytona Beach News-Journal* regarding a request for e-mails between the City's Charter Officers.
- E-mailed *Pete Bauer/Daytona Beach News-Journal* regarding the purchase of photos published in the newspaper for use in the City's Wall of Fame project.
- Provided information regarding Deltona Fire's vehicle inventory to *Mark Harper/Daytona News Journal* and to *Al Everson/West Volusia Beacon*.

Business Development (Jerry Mayes, Economic Development Manager):

- Met with Mary Bruno, Suzette Cameron, and Frank Mercer of Daytona State College (DSC) to discuss the potential of DSC acting as the Institution of Higher Learning (IHL) for the Deltona Micro-incubator, which is currently under study by the Deltona Economic Development Advisory Board (DEDAB). DSC agreed to act this part and will put together a list of non-credit business classes with a syllabus for each, plus an estimate of cost for the class attendees. The potential site of the Micro-incubator under study is a facility at the Storaway Self Storage, 2960 Howland Boulevard.
- Began preparation on both upcoming DEDAB Sub-committee agendas.
- Started on the Commission Workshop Incentives presentation scheduled for February 25th. The Workshop is proposed to discuss various incentives, best ideas for the use of these incentives, grading (on a matrix) of the various types of job creation to be incentivized, and a best practices means of "speedy response" to potential projects. This presentation will be put on jointly by our Office of Economic Development and Team Volusia.
- Met with staff to determine 'Best Practices' in the use of our newly-acquired "Open for Business" certification. The certification will be displayed as an "active logo" on the City webpage, with link to a description of the meaning of the "Open for Business" certification, a list of examples of improvements that the City has accomplished, testimonial letters from business developers in Deltona, and forms for the Planning & Development Department and the Building Official.
- Chris Bowley, Planning & Development Director, and I met with Wendy Supino of Subway regarding two new locations they are planning to open in Deltona. We also discussed and supplied information on additional locations.
- Met with staff regarding Project KING—the development of a Commission Workshop presentation toward the development of :
    1. A new City of Deltona Community Center;
    2. A privately owned and developed Assisted Living Facility (with an Alzheimer and dementia center), and
    3. An affordable senior housing development.
- Met with staff to discuss the City's Community Redevelopment Area (CRA) and formulate plans for the CRA's development.
- Met with staff in preparation for the 5K event scheduled for February 16th, as well as a representative from Halifax Health (event sponsors), and event personnel.
- Met with Carol Aymar and Cindy Sullivan, representatives for the Community of Enterprise, to discuss their thoughts on Enterprise's wants and needs in relation to the DEDAB Lakeshore Eco-Economic Sub-committee's assigned task.
- Attended Congressman John Mica's Open House in the Congressman's Deltona Office.
- Attended the initial organizational meeting of the Community Business Association, an association of Deltona's businesses.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 01/18/2013

Building Services Division:

Building Permits issued for the week 58
Valuation of work permitted for the week $981,075
Inspections completed for the week 159
Total Permits issued for Fiscal Year 12/13 834
Valuation of work permitted for the year 12/13 ..... $11,290,054
Permits Issued:
A/C Change Out 7

Addition	2
Building Residential	2
Concrete Flat work	2
Deck	1
Electrical	4
Fence	15
Fire Sprinkler	1
Garage Door Replacement	2
Patio Cover	1
Pool Enclosure	1
Reroof	9
Shed	2
Sign	1
Solar Panels	1
Water Heater Replacement	3
Window Replacement	4
Total	**58**

Enforcement Services Division:

Requests for services this week	358	
Animals impounded at the humane societies	33	
Citation warnings issued	9	
Courtesy notices	116	
Abatement notices	18	
Citations issued	5	
Code Enforcement telephone calls	133	
Animal Control calls	108	
Solid Waste calls	106	
Citizen walk in requests for Code Enforcement assistance	7	
Citizen walk in requests for Animal Control assistance	16	
Citizen walk in requests for Solid Waste assistance	1	
Properties requiring grass to be cut by contractors	0	*(at a cost of $0)*
Certified mailings sent out	7	*(at a cost of $40)*
Money collected for Animal tags, liens and return to owners	$1,540	

Foreclosures for this week:	Deltona	18
	County	52
	Total	70

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 01/18/2013

2nd Floor HR/CC Walk-In Customers	111	
2nd Floor calls Answered	34	
Packages Received	42	
Packages Picked Up	3	
A/P Invoices Opened	100	
Newspapers	18	*(11 hours)*
Public Records Requests Received	3	
Public Record Request Amount Received	$5.10	

Documents imaged, pages 6,393
Large scale drawings imaged, pages 129

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 01/23/2013

- Training on-site with Munis Business Tax Implementation Coordinator.
- Met with Human Resources staff to discuss ways to improve work flow between HR and Payroll.
- Attended demonstration with Fuel Master regarding fuel monitoring system.
- Attended meeting with Don Wood, Inc. regarding fuel storage tank for Public Works.
- Prepared RFP for Casualty and Property Insurance.
- Preparing for FY 12/13 physical inventory.
- Preparing RFQ's for Engineering Services due to expire in April.
- Met with Rate Study consultant in preparation for Commission workshop.
- Attended webinar titled "Costing Government Goods and Services".

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 01/22/2013

Deputy Chief Rogers:

- Alarm summary 1/15/2013 to 1/21/2013

Structure fire	0
Vehicle Fire	1
Wild land, grass, trash	3
Misc. Fire	6
ALS Medicals	82
BLS & Misc. Medicals	66
Hazardous Condition	0
Service Calls	8
Good Intent	10
False Alarms	6
TOTAL	182

- 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	In Service at Station 64
E65 FD-0900	Out of Service, at Fleet for PM and pump test
Resv A FD-9925	In Service at Station 65
Resv C FD-0214	In Service at Fleet
Ladder FD-0300	Out of Service at Fleet
R61 FD-0910	In service at Station 61
R62 FD-0754	In Service at Station 62
Brush 61, 62, 63, 64	In Service

Deputy Chief Rafferty:

- Attended Uniform Committee meeting.
- Set up for Pediatric Advance Life Support training course.

- Instructed Basic Life Support CPR classes.
- Instructed Advance Cardiac Life Support classes.
- Instructed Pediatric Advance Life Support 2 day course.
- Up-dated Heart Monitors (E-61).
- Conducted American Heart Association Course Monitoring in Orlando.

Assistant Chief Debose:

- Participated in literacy week at Forest Lake Elementary School by reading the book "Bobby the Brave (Sometimes)".
- Assisted Lake Mary Fire Department with setting up their FlameSim simulator for training their personnel in fire ground tactics.
- Met with mentee at Discovery Elementary School.
- Attended and facilitated Joint Occupational Safety & Health committee meeting.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 01/23/2013

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders
  - 2nd Floor lobby – (0) added
  - Total # of Deltona JOBS Program folders taken – (1380)
- Applications received:
  - (08) Water Operator
  - (09) Utility Systems Tech
  - (24) Public Works Tech
  - (23) Stormwater Tech
  - (04) Fire Lieutenant
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) FMLA action.
- Background checks on Water Operator candidate.
- Working on FPHRA salary & benefits survey.
- Processed one new, unpaid internship working in IT Dept.
- Separations processed including exit interview: J. Velez – Parks Maintenance Tech. (termination); T. Cinefro – Purchasing agent (resignation).
- Preparing for City's Job Fair 2013.
- Participated in a webinar: "Key Employer Elements in Health Care Reform".

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 01/19/2013

Administration:

- Met with Volusia County ECHO Manager to discuss the Thornby Property.
- Met with Daytona State College representatives to discuss unity and future programming.
- Met with President of the Hispanic Softball League to discuss the upcoming softball season.
- Met with Halifax Health to discuss sponsorship concepts.
- Processed 10 permits for pavilion and field rentals.

Facility Use Permits (01/13/13—01/19/13):

• Deltona Community Center	2 permits issued	Weekly attendance – 782
• Harris M. Saxon Community Center	no permits issued	Weekly attendance – 300
• Wes Crile Park	5 permits issued	Weekly attendance – 1,976
• Skate Park	16 new passes	Weekly attendance – 751

Special Events/Programs:

- Harris M. Saxon Community Center: Boys and Girls Club after school program continues.

City Leagues Currently Underway:

- Men's Polar Bear League has begun.
- 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 has started.

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: Harris Saxon, Sheriff's Office and Veterans Memorial Parks.
- Campbell Park – Repaired irrigation by tennis court and planter areas.
- Festival Park – Pressure washed pavilion and playground.
- Harris Saxon – Repaired/replaced emergency exit lights; completed meeting room painting.
- Keysville Dog Park – Installed monument sign for the City Manager's award; painted pavilion.
- Timber Ridge – Removed romex wire from exit lights and replaced with armor cable; reset timer.
- Tom Hoffman – Repaired front gate.
- Miscellaneous – Removed Anniversary Cake from courtyard and stored in bay at the EVAC building.

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 and washing 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.

- Escorted Air Mechanical.
- Repaired doors by Commissioner's Offices and kitchen.

Sports Turf Maintenance:

- Normal routine maintenance at Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, and Wes Crile Park.
- Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
- Raked and lined fields at Dupont every day.
- Continued to remove sod and sprayed infield clay at Vann Park.
- Sprayed Dupont Lakes with Prodiamine.
- Moved irrigation at Vann Park to the reconfigured diamond.
- Sports Complex:
  - Mowed fields and Pony League.
  - Sprayed complex with Prodiamine.

PLANNING & DEVELOPMENT SERVICES (Chris Bowley, Director) thru 01/23/2013

Executive Summary:

The Planning and Development Services Department is completing review on the Live Oak Estates Final Plat Phase II and Construction Plans. The plan proposes adding three (3) additional lots to an existing 72-lot single family residential subdivision located along Doyle Road, east of Providence Boulevard. The inclusion of the three lots will allow the national builder, DR Horton, to complete home sales along the entrance road that was once vacant land outside of Phase I. The proposed three lots will not cause the site to be altered or re-engineered.

Planning:

The Planning Section attended a meeting at the Volusia County Council concerning the new Council's position on Community Redevelopment Areas (CRAs). (Heretofore, staff had completed a Declaration of Findings and Necessity, which is step one in the creation of a CRA, and the Commission had adopted a resolution qualifying the document.) Staff met with Volusia County CRA staff and was given a lengthy checklist to follow. The timing of this and similar meetings will dictate the direction that the City can take for the establishment of its first CRA. The County seeks to address those cities establishing new CRAs after it addresses the existing CRAs, such as in Daytona Beach and New Smyrna Beach. Finally, staff also met with Subway restaurants to discuss their opening two new stores within the City.

Housing & Community Development:

The Housing and Community Development Section received quotes to add a third bedroom onto the NSP homes located at 882 Vercelli and 1285 Fieldstone. The quotes received were within a few thousand dollars of each other; however, the costs are prohibitive. Plan B is to provide upgrades to the 1450 Tune home and seek partnership with a non-profit agency familiar with NSP homes to ensure that that agency places a very low income applicant within the home. Staff also drew-down over $200,000 in NSP 3 Program Funds to get closer to meeting the requirement of 50% program expenditure by March 9, 2013. Staff has roughly $92,000 remaining to draw down in order to meet that requirement.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 01/18/2013

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

- **Signs:**
  - Completed 10 sign repair work tickets in the City.
  - Fabricated and installed 3 new street name signs.
  - Fabricated (2) 18"x 24' "Children at Play" signs for Parks & Recreation.
  - Fabricated and installed (1) 30"x 30" R-1 "Stop" sign at Barbarossa & Lake Helen/Osteen.
  - Removed from stock and installed (1) 12"x 18" "No Dumping" sign at Elmore & Lightwood.
  - Fabricated (1) 24"x 18" "Holiday Parade Winner" sign for City Hall.
  - Fabricated (1) 24"x 18" "Dorchester Retention Pond" sign for Stormwater.
  - Fabricated (5) 24"x 18" "No Trespassing" signs for Stormwater.
- **Asphalt:**
  - Completed 8 asphalt repair work tickets – 2 ¾ tons.
  - Repaired 3 crosscuts at Amboy & Conyers for Stormwater – 3 ¼ tons.
- **Thermoplastic Striping:**
  - 12" white crosswalk – 100'; 95'; 90'; 100'; 100'.

Field Operations:
Weekly tasks include evaluating work orders called in by residents.

- **Beautification**:
  - Medians:
    - Howland Blvd – routine maintenance; removed truck tire.
    - Providence Blvd – routine maintenance; placed volk oil on Coontie plants; removed trash.
    - Elkcam Blvd – routine maintenance.
- **Concrete:**
  - Sidewalk Repairs – 1405 Stillwater – 17'x 4'; 3'x 4'; 3'x 4'; 3'x 4'; Catalina – 70'x 5'.
- **Clam Truck:**
  - Debris – 5
  - Trimming – 5
- **Drop Offs:**
  - 1405 Stillwater – installed fill dirt next to sidewalk.
  - 3146 Overdale – installed fill dirt 70'x 3'.
  - Normandy Blvd E – installed ¼ pallet of sod.
  - 312 Cloverleaf – installed ½ pallet of sod.
- **Slope Mowing:** 2841 Corrigan – 80'; 2890 Brighton – 80'; 2860 Brighton – 80'; 2912 Derby – 160'; 2656 Derby – 80'; 2698 Waco E – 120'; 2617 Derby – 80'; 2624 Derby – 160'; 2609 Sweet Springs – 120'; 2650 Waco E – 80'; 2680 Waco E – 120'; 2604 Corrigan – 80'; 2664 Waco E – 80'; 2664 Waco E – 120'.
- **Miscellaneous:**
  - City Wide – emptied all trash containers.
  - Public Works Depot – loaded all tires and took to landfill.
  - Seagate & Eustace – emptied trash container.

Fleet Maintenance Division:

- Vehicles PM – 3 Repairs –12
- Equipment PM – 1 Repairs – 14
- Fire Dept Station Checks 7
- Road Calls 5
- 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:**
  - Conyers Ct & Amboy Dr – dug down 2" of road base on all three of the road crossings so they could be asphalted.
  - 936 Utica – reshaped 400' of swales across from 2242 Fairbanks down to the ditch next to 936 Utica; installed 4 check dams to slow the water down and placed Bahia sod.
  - Norwood pump station – put (2) 30" 45 degree couplers on to extend pipe down to the water; filled in area around pipe with dirt; put down erosion mat.
  - Capital Projects:
    - 1235 Seybold Ter – prepped area for project; cleared brush out of ditch; reshaped ditch.
    - 1557 Seahorse – installed 340' of 10" HDPE pipe; built 3 boxes with grates; hauled off material; reshaped swales.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Courtland; Humphrey; Newmark; Haulover; Captain; Catalina; Tivoli; Deltona Blvd; Cloverleaf; Anderson; Elkcam.
- **Miscellaneous:**
  - 2761 Beckwith St; 926 Whitewood Dr – cleared fallen tree out of the road and hauled off.
  - Montcalm/Swiss; 1929 Old Mill; 1562 Normandy; 1491 Keeling – laid sod.
  - City Wide – watered newly laid sod at 657 Hartley; 936 Utica; Montcalm/Swiss; 1302 Star Ct; Cloverleaf; Gallagher pond; Alley 1174.
  - 1641 Dublin Rd – removed tree hanging over the road and hauled off.
  - Dewey Boster Park – removed the pump out of Clear Lake for Parks and Recreation.
  - Chapel Retention – spread Bahia and rye seed over the bare spots in the pond.
  - 201 Howland Blvd – hauled dirt from the Tallwood site to depot to fill the bin.

UTILITIES (Glenn Whitcomb, Director) thru 01/20/2013

Customer Service

January 2013	Total week ending 1/20/13
DW – Lockbox	1714
Ebox	1224
Call Center Calls	760
Walk-ins/Drop Box	1244
On-line Payments	987
IVR	575

Customers Disconnected for Non-Pay

January 2013	Total week ending 1/20/13
Total on Disconnect List	197
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

January 2013	Total week ending 1/20/13
Water Service	
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	11
Locates Received	73
Locates Completed	7
Main Leaks	
Service Leaks	1
Sewer Repairs	
Sewer Blockage	6
KV2 Valves	3
Service Replacements	0
Meter Change Outs	10
Service Orders	555
Disconnects	197
Drainfield Leaks	1
Meter Retirements	72