

# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: January 3, 2013

Happy New Year to all!

## **ESG Homelessness Grant:**

The U.S. Department of Housing and Urban Development (HUD) is issuing a grant to local governments and non-profit agencies to assist in reducing homelessness. The 2012 Emergency Solutions Grant (ESG) allocates money to states to administer and monitor local governments and non-profit agencies. It requires that potential grant recipients formulate a comprehensive and community-based plan to alleviate homelessness in their communities with steps to transition from homelessness to permanent housing for a more lasting solution. Each ESG grant recipient has to formulate an Action Plan and have the plan approved prior to grant award. The plan will be used as the method to monitor a community for homelessness alleviation.

Within Florida, the Florida Department of Children and Families (DCF) Office on Homelessness will administer the 2012 Emergency Solutions Grants (ESG) Application Grant to accomplish the three (3) overall grant objectives:

1. Create a methodology for homelessness prevention/rapid re-housing;
2. Provide emergency shelter facilities; and
3. Street outreach.

HUD has committed the following total to the State of Florida for the grant components:

Homeless Prevention & Re-Housing	\$2,439,416
Emergency Shelters	2,000,000
Street Outreach	535,000
Grant Administration	376,953
Total	\$5,351,369

In reading through the grant application, the City of Deltona is more applicable to Homeless Prevention and Rapid Re-Housing, with our large number of residential units. To be able to administer the most effective program that truly relieves homelessness in the community, staff will be contacting non-profit agencies to partner with the City to offer services integral to the grant

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performance. Homeless Prevention funds may be used for rental assistance and utility payments under certain criteria; Rapid Re-Housing funds may include security deposits and rent supplements to qualified recipients. Any requirement for a match for these grant funds could be provided through in-kind services.

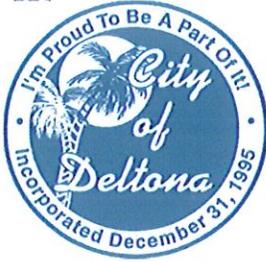
Under the grant, DCF will retain \$133,784 for its administrative costs and each local government or non-profit agency will be eligible for up to \$240,812 available for local subrecipient administration. Of note, DCF may also add to the component allocations unobligated or unexpended funds available from 2011 grant programs.

City staff will be going forward with completion of this grant application prior to the January 31, 2013, deadline unless any member of the Commission has any concerns regarding this grant.

**Ongoing/Upcoming Events:**

- **Regular City Commission Meeting** – Monday, January 7<sup>th</sup>, 6:30 p.m. – Commission Chambers;
- **Commission Workshop Meeting** – Monday, January 14<sup>th</sup>, 6:30 p.m. – 2<sup>nd</sup> flr. Conference Room;
- **Martin Luther King Jr. Holiday** - City Administrative Offices closed on Monday, January 21<sup>st</sup>;
- **Regular City Commission Meeting** – Tuesday, January 22<sup>nd</sup>, 6:30 p.m. – Commission Chambers
- **Commission Workshop Meeting** – Monday, January 28<sup>th</sup>, 6:30 p.m. – Commission Chambers;  
Topic: Status report on water/sewer rate study by rate consultants.

  
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Faith G. Miller, MMC, MPA  
City Manager



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: January 4, 2013

## CITY MANAGER'S OFFICE thru 01/04/13

### Communication (Lee Lopez, Public Information Officer):

- Posted information about Deltona Little League Registration on social networking sites and entryway signs.
- Created an invitation for the McDonalds ground breaking, and posted information about the event on social networking sites.
- Posted information about the County's E-Notification system on social networking sites, City Web site, and released via e-blast.
- Updated DeltonaTV schedules for the week of January 13<sup>th</sup>.
- Updated DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook), White House Chronicles, the American Veteran, Wildlife Matters: Florida Ecosystems, and the VA Weekly News—for the week of January 13<sup>th</sup>.
- Updated welcome signs and DeltonaTV Community Bulletin Board slides with City Hall holiday closures, new holiday programs on DeltonaTV, Little League tryouts.
- Working on employee newsletter the Pride.
- Updated Holiday Parade of Homes photos on DeltonaTV and City website—and provided resized photos to Elkcam Burger King for display in the restaurant.
- Completed "VCSO 100 Deputies 100 Kids" public affairs program for broadcast on DeltonaTV.
- Contacted Christmas Parade winners, extending them an invitation to attend the January 7<sup>th</sup> Commission meeting.

### Media Relations:

- Provided information regarding the Harvey Scholarship Board to [Kathleen Rasche/News Journal](#).
- Provided information regarding the possibility of new jobs to [Mark Harper/News Journal](#).
- Provided information regarding group homes in Deltona to [Mark Harper/News Journal](#).

### Business Development (Jerry Mayes, Economic Development Manager):

- Met with Kerry Symolon, of Team Volusia, in Daytona Beach regarding a workshop on incentive packages.
- Worked on solicitations to Sedano Supermarkets and Gordon Food Supply (markets).
- Continued follow-up conversations with Ruth MacLamore-Price at Florida Department of Environmental Protection regarding the Turner Plant in Enterprise.
- Met with the Events Team to discuss the McDonalds groundbreaking (January 9<sup>th</sup>), the Focus 9 Financials ribbon cutting (January 15<sup>th</sup>), and the February 16<sup>th</sup> 5K "Run for Your Heart" event.
- Worked with Team Volusia to prepare for the Commission Workshop (February 25<sup>th</sup>) on incentives.
- Worked with Team Volusia on a presentation for several locations in Deltona for a confidential client.

- Met with Carlos Valderrama, President of the Volusia Hispanic Chamber of Commerce, to collaborate on a solicitation package and campaign for the Sedano Supermarket chain.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 12/28/2012

**Building Services Division:**

Building Permits issued for the week .....	34
Valuation of work permitted for the week.....	\$616,615
Inspections completed for the week .....	71
Total Permits issued for Fiscal Year 12/13 .....	685
Valuation of work permitted for the year 12/13 .....	\$9,832,684
Permits Issued:	
A/C Change Out .....	5
Addition .....	1
Commercial Build-out .....	1
Demolition .....	1
Door Replacement .....	1
Electrical .....	2
Fence .....	3
Garage/Carport.....	1
Interior Repair.....	5
Pool Enclosure .....	1
Reroof .....	4
Right of Way.....	3
Shed .....	3
Solar Panels.....	1
Water Heater Replacement .....	1
Window Replacement .....	2
Total .....	34

**Enforcement Services Division:**

Requests for services this week .....	387
Animals impounded at the humane societies .....	56
Citation warnings issued .....	16
Courtesy notices .....	153
Abatement notices .....	21
Citations issued .....	10
Code Enforcement telephone calls .....	105
Animal Control calls .....	214
Solid Waste calls .....	150
Citizen walk in requests for Code Enforcement assistance .....	4
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
Certified mailings sent out .....	18
Money collected for Animal tags, liens and return to owners .....	\$1,402

(at a cost of \$0)  
 (at a cost of \$103)



Accounts Payable Section		
Check Run Date:	12/7/2012	
Checks Processed	267	\$ 614,221.70
Invoices Processed:		
Carol	371	462,878.93
Julia/Jacque	112	146,120.65
UB Refunds	126	5,222.12
	609	\$ 614,221.70
Check Run Date:	12/21/2012	
Checks Processed	338	1,656,950.71
Invoices Processed:		
Carol	218	690,731.87
Julia/Jacque	229	954,974.57
UB Refunds	211	11,244.27
	658	\$ 1,656,950.71

Payroll Section	
Check Run Date:	12/6/2012
Total Employees	305
Time Sheets Processed	610
Checks Processed	25
Direct Deposits Processed	290
Total Payroll including benefits	\$ 677,266.79
Miscellaneous:	
Flexible Spending Reimbursements	36
Vacation Rollover/Buy Back Check	57
Check Run Date:	12/20/2012
Total Employees	304
Time Sheets Processed	608
Checks Processed	24
Direct Deposits Processed	290
Total Payroll including benefits	\$ 676,725.35
Miscellaneous:	
Flexible Spending Reimbursements	33

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 01/02/13

**Deputy Chief Rogers:**

- Alarm summary 12/18/2012 thru 12/31/2012
 

Structure fire	1
Vehicle Fire	2
Wild land, grass, trash	2
Misc. Fire	2
ALS Medicals	128
BLS & Misc. Medicals	143
Hazardous Condition	13
Service Calls	16
Good Intent	44
False Alarms	22
<u>TOTAL</u>	<u>373</u>
- 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	Available at Station 65
R61 FD-0910	Out of Service at Fleet due to air leak
R62 FD-0754	In Service at Station 61
Brush 61	Out of Service due to pump problems
Brush 62, 63, and 64	In Service

**Deputy Chief Rafferty:**

- Instructed CPR classes.
- Attended County Emergency Medical Dispatch meeting.
- Paramedic Clearance with Medical Director – Firefighter Jason Pratt.
- Attended Port Orange Fire Station dedication ceremony.
- Put out new Controlled Substance forms.
- Remodel training room – 2 days.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 01/02/13

- Performance Evaluations processed: 9
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (1360)
- Applications received:
  - (01) Water Operator
  - (05) Utility Systems Tech
  - (11) Enforcement Service Officer
- Met with two Department Directors regarding personnel issues and coordination of personnel actions.
- Processed a background check & pre-employment physical for a new Utility Systems Tech.
- Processed 2 new job postings: Public Works Tech & Stormwater Tech.
- Sent applications for Utility Systems Tech & Water Operator to department for review.
- Processed (1) FMLA action
- Coordinating with the Fire Chief regarding grievances submitted by Local 2913.
- Processed one short-term disability application.
- Processed one separation including exit interview: R. Trenholm (Stormwater Technician); resignation.
- Preparing materials for Leadership Academy's Management Development Part 1 program.

**Risk Management:**

- Investigating two citizen complaints regarding water issues.
- Filed claims with three third-party insurances for damages incurred by the City.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 12/29/2012

**Administration:**

- Processed 9 permits for pavilion and field rentals.

**Facility Use Permits (12/16-- 12/29/12):**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 1 permit issues  | Weekly attendance – 1,425 |
| • Harris M. Saxon Community Center | 1 permit issued  | Weekly attendance – 290   |
| • Wes Crile Park                   | 7 permits issued | Weekly attendance – 3,046 |
| • Skate Park                       | 8 new passes     | Weekly attendance – 522   |

**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 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.*

**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.
  - Mowed, raked and re-lined fields at Dupont.
  - Sprayed Dupont, Vann Park and Wes Crile.
  - Picked up bleachers and fencing from Holiday Parade.
- Sports Complex:
  - Mowed fields and Pony League.
  - Edged parking lot.
  - Sprayed Complex with Nutramin, Triplex Micro, Rx Supreme.
  - Grind football goals.
  - Irrigation on football and soccer fields.

**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.*

## **PLANNING & DEVELOPMENT SERVICES** (Chris Bowley, Director) thru 01/02/2013

### **Executive Summary:**

The Planning and Development Services Department had a productive two weeks. The two Dollar General Stores being constructed simultaneously are projected to open at the end of the 1<sup>st</sup> Quarter of 2013. A study of this type of retail indicates that in rural markets, dollar stores are the dominant retail service centers for a community, akin to former general stores. In urban markets, such as Deltona, dollar stores compete with the same goods and services found in grocery stores, convenience stores, and big-box retail stores, but with lower overhead costs.

### **Planning:**

The Planning Section reviewed the irrigation system being installed at the Dollar General Stratford Commons and found it in compliance with the approved Final Site Plan. The Dollar General on Howland Boulevard lags behind schedule due to construction start dates and rotation of trades (the same company is working on both sites). To the west along Howland Boulevard, the Dunkin Donuts site has been cleared and the silt fence installed. Finally, the McDonalds site within the WalMart Plaza is anticipated to begin construction in January 2013, and staff is working with the development team to ensure that all proper documentation and permits are in place prior to construction commencement.

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

The Housing and Community Development Section sold the second and final house to Habitat for Humanity (3064 Shallowford), as well as the home at 1629 Elkcam, for a strong finish for 2012. These home sales result in a 92% completion rate of the initial NSP 1 Program Funds, and reflect the 48<sup>th</sup> and 49<sup>th</sup> home sales, respectively. There are only four (4) remaining homes within the NSP 1 Program Funds to sell as very low income homes, and they are:

1. 1450 Tune Avenue
2. 3230 Tallwood Drive
3. 882 Vercelli Street
4. 1285 Fieldstone Avenue.

## **PUBLIC WORKS** (Glenn Whitcomb, Director) thru 12/28/2012

### **Traffic Operations:**

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

- **Signs:**
  - Completed 16 sign repair work tickets in the City.
  - Fabricated and installed 19 new street name signs.
  - Installed mounts on sign for Lee Lopez.
  - Fabricated and installed (3) 18"x 24" "Do Not Feed the Ducks" signs at Beal/Juliet retention pond.
  - Fabricated and installed (3) 12"x 18" "No Parking" signs at 2825 Gimlet.
  - Fabricated and installed (1) 24"x 30" R4-7c and (1) 18"x 18" OM1-3 sign at Lake Helen/Osteen median.
  - Fabricated (5) 18"x 24" "No Trespassing" signs for Stormwater Department.
- **Asphalt:**
  - Old Mill & Galina – repaired pothole with ½ bag of cold patch.
  - 1690 Normandy Blvd E – repaired pothole with ½ bag of cold patch.
  - Trinidad & Trafalgar – repaired pothole with ¼ bag of cold patch.

- Trinidad & Superior – repaired pothole with 1 bag of cold patch.
- **Speed Trailer:**
  - Removed speed trailer at 2841 Beal St.
- **Message Boards:**
  - Removed message boards from Providence Blvd & Tivoli and Providence Blvd & Eustace.
- **Thermoplastic Striping:**
  - 24” white stop bars – 17’; (3)-13’; 14’; (3)-16’0.
- **Miscellaneous:**
  - Emptied traffic trailers used for parade.
  - 3236 Tallwood – removed debris from roadway.

**Field Operations:**

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

- **Beautification:**
  - Medians:
    - Providence Blvd, Normandy Blvd, Elkcarn Blvd – routine maintenance.
    - Howland Blvd – routine maintenance; picked up trash.
  - City Signs:
    - Howland Blvd Welcome sign – routine maintenance.
- **Concrete:**
  - Sidewalk Repairs – Hancock E & Roberts – 4’x 4’ & 8’x 8’; 970 Robert – 15’x 4’; 537 Deltona Blvd – 140’x 5’.
- **Clam Truck:**
  - Debris – 24.
  - Trimming – 23.
- **Drop Offs:**
  - Hancock E & Roberts – installed ½ pallet of sod at sidewalk repair.
  - 970 Roberts – installed ¼ pallet of sod at sidewalk repair.
  - 3189 Quail; Normandy Blvd N & Floyd – installed 1/8 pallet of sod at sidewalk repair.
  - 1389 Hancock E – installed 1/16 pallet of sod at sidewalk repair.
  - 537 Deltona Blvd – installed ¾ pallet of sod at sidewalk repair.
  - Lagoon; Bonkirk; Higate; Placid – repaired drop offs with fill dirt on newly paved road.
  - 240 Unionville – repaired drop off with fill dirt.
- **Slope mowing:** Magdalena & Azora – 530’; 668 Oxford W – 280’; 1591 Randolph – 220’; 2400 Eldridge – 90’; 2411 Burlington – 90’; Burlington & Founder – 240’; 2500 Crowley – 90’; 2586 Crowley – 90’; 2559 Crowley – 90’; Derby & Crowley – 200’; 2497 Eldridge – 90’; 2930 Blackburn – 90’; 2921 Blackburn – 120’; Omaha between Laval & Crowley – 780’.
- **Miscellaneous:**
  - 1010 Trellis – removed old steel delineator from radius.
  - Bonkirk; 350 Higate – removed asphalt left from repaving.
  - 1696 Providence – removed trash from dumpster at church used for Christmas parade.
  - City Wide – emptied all trash containers.

**Fleet Maintenance Division:**

- Vehicles PM – 2 Repairs – 13
- Equipment PM – 4 Repairs – 16
- Fire Dept Station Checks 10
- 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:**
  - Kraft Dr – cut up fallen tree in pond and hauled off.
  - Amboy/Conyers – poured collars around drainage boxes and pulled off forms.
  - Abby Ter/Pendleton – formed up and poured a collar around a drainage box.
  - 1399 Hayward – poured 2 spillways; took off form boards; put rip rap bags at the end of the 2 spillways.
- **Right of Way Litter Crew:**
  - 371.25 gallons of litter removed.
  - Main road trash pickup – Elkcarn Blvd; Montecito; Newmark; Humphrey; India; Courtland; Haulover; Captain; Catalina.
- **Miscellaneous:**
  - 201 Howland – cleaned the turbidity and put back on shelf.
  - City Wide – performed monthly generator checks; inspect pump stations and water control structures.
  - Fairbairn Dr N – laid ¼ pallet of floratom.
  - Worthington Dr – filled in holes with concrete.
  - Conway Dr – picked up trash.
  - Sectors 22; 26; 27; 28; 29; 30; 31 – cleaned debris from grates.

**UTILITIES** (Glenn Whitcomb, Director) thru 12/30/2012

**Customer Service**

December 2012	Total week ending 12/30/12
DW – Lockbox	1355
Ebox	885
Call Center Calls	786
Walk-ins/Drop Box	591
On-line Payments	907
IVR	322

**Customers Disconnected for Non-Pay**

<b>December 2012</b>	<b>Total week ending 12/30/12</b>
Total on Disconnect List	
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

<b>December 2012</b>	<b>Total week ending 12/30/12</b>
Water Service	
Meter Sets	3
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	8
Locates Received	34
Locates Completed	35
Main Leaks	
Service Leaks	3
Sewer Repairs	2
Sewer Blockage	1
KV2 Valves	2
Service Replacements	
Meter Change Outs	4
Service Orders	273
Disconnects	
Drainfield Leaks	1
Meter Retirements	38