



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: November 9, 2012

CITY MANAGER'S OFFICE thru 11/09/2012

Communication:

- Provided Friday Night Flix & Fun, 50th Anniversary Celebration & Sock Hop, 50th Anniversary Concert, Marine Corps birthday flyers and information to the City Clerk for the Event Calendar.
- Assisted the Office of Economic Development with the setup of photography at two ribbon cuttings.
- Produced printed material for the promotional folders to be handed out at the 50th Anniversary Celebration.
- Working with Publix on a City seal/cupcake display.
- Working with Chamber Maps, the City's GIS office, and the City of DeBary on map verification for a Southwest Volusia map project.
- Posted information about the 50th Anniversary Celebration & Sock Hop, Concert, Marine Corps Birthday Celebration, etc., on Facebook and Twitter.
- Working on bus shelter posters for the 50th Anniversary Celebration & Sock Hop, the 50th Anniversary Concert and the Deltona Christmas Parade.
- Update DeltonaTV schedule for the week of November 11th.
- Update DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook, Art Performances), White House Chronicle, VA Weekly News, the American Veteran for the week of November 11th.
- Edit/post-production for District 1 Town Hall Meeting.
- Finished November issue of the Pride.
- Posted Daylight Savings Time Ends ID.
- Updated City Welcome signs—Flix N Fun, Monday Commission Meeting, 50th Anniversary events, City Hall/Veterans Day Closed, Swearing-in New Commissioners Monday.
- Updated NSP House listings.

Press Releases:

- 50th Anniversary Celebration & Sock Hop/AP60 Concert
- Silva Top Solutions Ribbon Cutting
- Deltona Fire/Sandy Relief Efforts

Media Relations:

- Provided information regarding emails/memos from City Attorney as it concerns the validity of the October 24th Special Commission Meeting, and information regarding construction time frame of the proposed east side wastewater treatment plant and deadlines for the State loan application, to *Mark Harper/Daytona News-Journal*.

Business Development:

- Met with Paris Pina (Chamber/Business Alliance), Scott Chesley (Festival Designs LLC), and Frank De Marsh (Deltona Village) to discuss the potential of holding large specialty/signature events at the Deltona Activity Center to help promote economic growth in Deltona.

- Met with Chris Bowley to discuss needs and issues for Frank DeMarsh to start working on leveling the area he controls within the Activity Center. This would help him market the property as well as give the capacity to hold large specialty/signature events at the Deltona Activity Center. Another meeting is planned with Chris and Gerald Chancellor to review the list of items needed and mapping out the process for Mr. DeMarsh.
- Attended the ribbon cutting for Shirley Cadavid, owner of Silva Top Solutions, an accounting firm located at Suite J, 840 Deltona Boulevard (Justin Square plaza).
- Met with Chris Bowley, Ron Paradise and Tom Pauls to discuss the plans that have been submitted for the new McDonalds at Howland Boulevard and SR415 (WalMart out-parcel).
- Attended the Team Volusia Economic Development Practitioner Council meeting at the Team Volusia offices in Daytona Beach. Practitioners use these meetings to exchange ideas, discuss news and happenings, formulate strategies, and build alliances.
- Met with a local business person (confidential) to discuss expansions of his concept to other locations within the City of Deltona (“*ECONOMIC GARDENING: grow your own, locally*”).
- Attended an event team meeting on planning and route selection for the concept of a 5K run for promoting the new River-2-Sea Trail and expand the potential of economic development for that area.
- Participated in an Agency for Toxic Substances and Disease Registry (ATSDR) Webinar that can be utilized in assisting with the City of Deltona’s economic development expansion utilizing strategies like the *Deltona Boulevard Economic Development Zone*.
- Participated in a conference call as a member of the Florida Brownfields Association’s Legislative Committee Conference. Discussion was based around upcoming legislation and the FBA’s request to the State of Florida for determinations and changes.
- As Staff Liaison, attended the Deltona Economic Development Advisory Board’s Educational Campus and Medical Facilities Sub-committee monthly meeting. These meetings are held monthly on the second Friday of each month, at 10:00 AM, in the Second Floor Conference Room, Deltona City Hall.
- As Staff Liaison, attended the Deltona Economic Development Advisory Board’s Micro-incubator and Lakeshore Eco-Economic Sub-committee monthly meeting. These meetings are held monthly on the second Friday of each month, at 3:30 PM, in the Second Floor Conference Room, Deltona City Hall.
- Received additional information from Bethune-Cookman University regarding their preliminary assessment of physical needs for a campus facility within the City of Deltona. With those needs in hand, continued working on locations, with one location submitted.

BUILDING & ENFORCEMENT SERVICES thru 11/02/2012

Building Services Division:

Building Permits issued for the week	54
Valuation of work permitted for the week.....	\$284,772
Inspections completed for the week	143
Total Permits issued for Fiscal Year 12/13	273
Valuation of work permitted for the year 12/13	\$1,767,136
Permits Issued:	
A/C Change Out	10
Addition	1
Building Residential.....	1
Commercial Build-out	1
Door Replacement	1
Electrical	4
Fence.....	7

Fire Suppression	1
Garage Door Replacement	2
Garage/Carport.....	1
Gas Installation	1
Plumbing	2
Pool In-ground	1
Reroof	7
Right of Way.....	1
Screen Enclosure.....	3
Shed	4
Solar Panel Install	4
Water Heater Replacement	1
Window Replacement	1
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Total	54

Enforcement Services Division:

Requests for services this week	322	
Animals impounded at the humane societies	31	
Citation warnings issued	17	
Courtesy notices	117	
Abatement notices	47	
Citations issued	1	
Code Enforcement telephone calls	112	
Animal Control calls	123	
Solid Waste calls	112	
Citizen walk in requests for Code Enforcement assistance	2	
Citizen walk in requests for Animal Control assistance	9	
Citizen walk in requests for Solid Waste assistance	3	
Properties requiring grass to be cut by contractors	7	(at a cost of \$245.00)
Certified mailings sent out	37	(at a cost of \$212.75)
Money collected for Animal tags, liens and return to owners	\$80	
Foreclosures for this week: Deltona	12	
County	<u>38</u>	
Total	50	

CITY CLERK'S OFFICE thru 11/02/12

2nd Floor HR/CC Walk-In Customers	70	
2nd Floor calls Answered	35	
Packages Picked Up	2	
Packages Received	32	
A/P Invoices Opened	103	
Newspapers	18	(8 hours)
Public Records Requests Received	1	
Public Record Request Amount Received	0	
Documents imaged, pages	2,695	
Large scale drawings imaged, pages	1	

FINANCE DEPARTMENT thru 11/07/2012

- Verifying Tax Collector records with City records for City-owned land.
- Working on November 19th agenda item for year-end budget true-up.
- Prepared agenda memo for Information Technologies for renewing agreement with Brighthouse.
- Three bids received for landfill/dumping services; sent to department for recommendation of award.
- Sent agreement for 11th Avenue and Access Road Project to contractor; pre-construction meeting will be scheduled once agreements have been returned.
- Pre-bid meeting on November 8th for Deltona Lakes Sludge Handling Facility.
- Pre-bid meeting on November 8th for North Courtland Water Plant Filtration System.
- Posted bid for medical supplies.
- Updated contracts software.

FIRE/RESCUE DEPARTMENT thru 11/07/2012

Fire Chief Staples:

- Responded to 2 grievances.
- Teleconferenced with the City's Labor Attorney regarding an upcoming arbitration hearing on Health Insurance.
- Met with Human Resources Department on Public Records Request made by the Firefighter's Union.
- Met with staff to discuss possible modifications/ renovations to the administrative wing of Station 61.
- Attended the Spooktacular After Action meeting.
- Attended a webinar on Firefighter Safety and Survival and Best Practices to prevent Firefighter injury and death.

Deputy Chief Rogers:

- Alarm summary 10/24/2012 thru 10/30/2012

Structure fire	2
Vehicle Fire	0
Wild land, grass	4
Misc. Fire	6
ALS Medicals	56
BLS & Misc. Medicals	88
Hazardous Condition	3
Service Calls	8
Good Intent	14
False Alarms	6
TOTAL	187

- Apparatus Update:

E61 FD-1233	In Service at Station 61.
E62 FD-0655	Out of Service at Fleet.
E63 FD-1021	In Service at Station 63.
E64 FD-0654	In Service at Station 64.
E65 FD-0900	In Service at Station 65.
Resv A FD-9925	Out of Service at Fleet oil leak—needs new radio control cable.
Resv C FD-0214	In Service at Station 62.

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, and 64	In Service.

Deputy Chief Rafferty:

- Florida Fire Chief Association EMS Conference Call (2 hours).
- Attended Best Practice Webinar.
- Conducted two Advanced Procedure classes.
- Conducted EMS Committee Meeting.

Assistant Chief DeBose:

- Cleared 4 Firefighters to work out of class as engineers.
- Facilitated the Division Chief Promotional process debriefing for the 3 candidates that completed the process.
- Pulled reports for training hours for EMS recertification.

HUMAN RESOURCES DEPARTMENT thru 11/07/2012

- Performance Evaluations processed: 0
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1300)
- Applications received:
 - (01) Water Operator
 - (11) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Updating Munis-Job Classification codes to reflect new pay grade bands – still in process.
- Processed (1) FMLA action.
- Continuing to coordinate with the 50th Anniversary committee for the November 17th event.
- Making final preparation for Employee Wellness Fair on November 14th.
- Conducted first “HR on the Road” event at the Public Works Depot on November 6th allowing employees to access Human Resources for questions, changes, forms, etc.
- Conducted final class of the Leadership Academy’s Supervisor Training with 9 employees completing the class.
- Participated in phone conference with Cigna to coordinate processing of City’s Short Term Disability and Long Term Disability benefits.
- Preparing for next week’s arbitration hearing regarding Local 2913’s health insurance grievance.

PARKS AND RECREATION DEPARTMENT thru 11/03/2012

Administration:

- Met with Amsco, the air conditioning contractor.
- Met with Electrical Solution regarding Wes Crile.
- Provided logistical assistance for the Volusia County Elections Office.
- Met with VCSO and Lady of the Lakes representatives to discuss a special event.

- Met with Boyers Locksmith to change the locks at the EVAC Building and provided keys to the City Manager.
- Prepared departmental overview for the new Commissioners.
- Met with staff to develop a parking plan for the 50th Anniversary celebration.
- Met with Nuevo Sendero, a non profit organization to discuss programming space and a potential special event.
- Attended Supervisor Training class.
- Processed 11 permits for pavilion rentals.

Facility Use Permits (10/28- 11/03/12):

• Deltona Community Center	2 permits issued	Weekly attendance – 950
• Harris M. Saxon Community Center	2 permits issued	Weekly attendance – 265
• Wes Crile Park	1 permit issued	Weekly attendance – 2,880
• Skate Park	3 new passes	Weekly attendance – 637

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series: AP60 on Friday, November 16th at 7:00pm to celebrate Deltona’s 50th Birthday.
- City Hall:
 - Sock Hop on Saturday, November 17th from 10:00am – 2:00pm with free hot dogs, chips, ice cream, cupcakes and drinks. Contests include hula hoop, bubble gum blowing, best dancer, best period dress and more.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.
 - Movie Night, November 9th at 7:15pm – Madagascar.

City Leagues Currently Underway:

- Men’s league fall season continues.
- Senior league fall season continues.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball fall ball continues.
- Deltona Little League fall ball continues.
- Deltona Panthers football and cheer practice continues.
- Deltona Youth Soccer practice 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: Deltona Community Center.
- Deltona Community Center – Replaced broken glass in doors at Schoolhouse; mulched planter in preparation for November 17th event.
- Festival Park – Replaced boards on fence boat ramp.
- Thornby – Repaired broken water main.
- Timber Ridge – Replaced door on restroom.
- Wes Crile – Repaired wood seat on picnic table at pavilion.

- Miscellaneous:
 - Spooktacular cleanup.
 - Picked up tables, chairs, tents and costumes from 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; 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.

- Escorted Air Mechanical.
- Reset classrooms.

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 lined fields at Dupont every day.
 - Repaired irrigation and over-seeded at Vann Park.
 - Re-wired irrigation system at Wes Crile.
 - Replaced control module at Wes Crile (on Musco lights).
 - Repaired door at Campbell Park.
 - Reset all clocks for irrigation.
 - Sprayed in-field at Vann Park.
- Sports Complex:
 - Cleaned the complex after Spooktacular.
 - New flooring put in at Pony League score booth.
 - Over-seeded parking lot where needed.
 - Preventative maintenance on mower equipment.
 - Reset all clocks for irrigation.
 - Sprayed in-field at Pony League.

PLANNING & DEVELOPMENT SERVICES thru 011/07/2012

Executive Summary:

The Planning and Development Services Department brought four items to the City Commission this week at the November 5th City Commission Public Hearing. Two of the items were Small Scale Comprehensive Plan Amendments along Providence Boulevard, and the Commission decided to table those items pending further review. One item was an ordinance which updates the City's Thoroughfare Map, and it was approved at first reading. The final item was a discussion on Changeable Copy Signs by adding a definition to Section 70-30 of the Code of Ordinances, as well as amending Section 102-102 of the City's Sign Ordinance. The Commission placed a moratorium on the particular sign in question, located at the Burger King at the Lake Helen-Osteen/Elkcam Boulevard intersection, while the Planning Department and City Attorney complete research and amend the Code.

Planning:

The Planning Section has posted the Land Development Code Amendment Questionnaire on the City's website and placed hard copies in the City Hall lobby and at the Deltona Regional Library. The questionnaire survey will be available to the public through November 30th to solicit input from residents on the direction in which the Code should be amended. The survey also includes an open-ended question for any comment associated with the Land Development Code that residents may want the City to consider.

Staff also met with Volusia County concerning improvements to Graves Avenue in association with the Deltona Village project. The developer, Deltona Retail Holdings, is proposing roadway design improvements that facilitate vehicular movement and add functionality to the area roadway network. Graves Avenue is a County facility and the requested Use Permit will be approved from the County. Finally, the site contractor for the Dunkin Donuts has been selected, per the property owner, and a pre-development meeting will be requested next week.

Housing & Community Development:

The Housing and Community Development Section reviewed the remaining homes within the NSP program and made the following conclusions:

1. The home at 3230 Tallwood should be sold as a very low income home, if possible.
2. The two Habitat home closings brings us closer to the 25% set-aside criteria and allows the home at 1285 Fieldstone to be sold as a non-very low income home.
3. The City has five months to sell the remaining five homes within the NSP 1 program.
4. The NSP 1 program fund section is at 91% completion, with the Habitat sales.
5. We need four additional homes to purchase in the NSP 3 program fund section.

Staff also met with a group to make the NSP program more bilingual to expand the program into the community. Recommendations from that meeting include working with the City's media to take the existing documents and convert them to Spanish, inquire about an article to be written in El Sentinel, Saturday Edition concerning the success of the program, and work with the Hispanic Chamber of Commerce for greater market coverage.

PUBLIC WORKS thru 11/02/2012

Traffic Operations:

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

- **Signs:**
 - Completed 11 sign repair work tickets in the City.
 - Fabricated and installed at each location (1) 24"x 30" "25 mph" sign at 2748 Huron Dr S and 2988 Huron Dr N.
 - Fabricate and install (1) 30"x 30" W1-3L "Left Sharp Curve then Straight" sign and 1 24"x 24" W13-1P "15 mph" sign at 780 Jena Dr.
 - Fabricated and installed (1) 30"x 30" W1-2R "Right Curve" sign at 2744 Elston Dr S.
 - Fabricated and installed (1) 30"x 30" W1-2L "Left Curve" sign at 2789 Elston Dr S.
 - Fabricated and installed at each location (1) 30"x 30" W1-4R "Slight Right Curve then Straight" sign and (1) 24"x 24" 20 mph" signs at 1570 Humphrey Blvd and 804 Humphrey Blvd.
 - Fabricated and installed at each location (1) 30"x 30" W1-1aR "Sharp Right Curve with 15mph advisory speed sign at 2808 Elston Dr W and 2772 Huron Dr N.
 - Fabricated and installed (1) 30"x 30" W1-1aL "Sharp Left Curve with 15 mph advisory speed sign at 2948 Huron Dr N.
- **Speed Trailer:**
 - Removed trailer at 754 Lacy Cir E.
 - Removed trailer at 519 Lacy Cir E.
- **Asphalt:**
 - Completed 13 asphalt repair work tickets – 2 ¼ tons.
 - 1617 Page Dr S – repaired 8'x 9' section of road that was becoming a depression – 2 tons.
 - 140 Orchid – repaired 5'x 11' section of road for Deltona Water – ¾ ton.
- **Message Boards:**
 - Removed boards at Maximillian & Saxon, and Maximillian & Renton for Spooktacular.
- **Miscellaneous:**
 - Public Works Depot – organized all scrap metal.
 - Dewey Boster Park – installed and removed cones and barricades used for Spooktacular.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Providence Blvd – routine maintenance; pulled weeds from all mulch beds.
 - Normandy Blvd – routine maintenance; changed irrigation pipe out.
- **Concrete:**
 - Sidewalk Repairs – 1830 Finland Dr W – 65'x 5'; 1187 Giovanni – 9'x 4'; 1167 Balfour – 5'x 4'.
- **Clam Truck:**
 - Debris – 19
 - Trimming – 5
- **Slope mowing:** 1279 Tivoli – 195'; 845 E Lehigh – 400'; 748 E Lehigh – 80'; 1958 Lehigh – 160'; 1890 Lehigh – 40'; 495 E Lehigh – 160'; 1970 S Lehigh – 160'; 1644 Dunlap – 160'; 1641 Dunlap – 80'; 1321 Baton – 80'; E Slater & Dressel – 1130'; 929 Lovington – 160'; 965 Wilmington – 160'; 2291 Weatherford – 240'.
- **Miscellaneous:**
 - City Wide – empty all trash containers.
 - Deltona & Gaynor – removed sand from sidewalk.

- Old Mill – assisted water department with main break.
- 2876 Forest Edge – placed 4 lighted barricades at depression.

Fleet Maintenance Division:

• Vehicles	PM – 6	Repairs – 13
• Equipment	PM – 3	Repairs – 14
• Fire Dept Station Checks	5	
• 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:**
 - 1640 Oxford – installed 160’ of 12” sock pipe; 1 nyloplast basin; formed up driveway and poured back; started reshaping swales.
 - 3371 St James – replaced road crossing with 24” hdpe pipe; built 2 boxes; built a mitered end; reshaped the ditch and the swales.
- **Drainage Area Maintenance (Aebi Mowing):**
 - .9 Acres of drainage areas maintained.
 - Ditches mowed – 2415 Haulover; 2293 Asbury; 989 9th; 809 Kangaroo; 1947 Fountain; 625 Leland; 2536 Waco; 1310 Star; 1302 Portillo; 1563 Carmona; 1073 Prescott; 2598 Travida; 2848 Statler; 2545 Gramercy; 2371 Dublin.
 - Ponds mowed – 2313 Greenwood; 2068 Atmore; 675 Goodrich; 2036 Atmore; 2876 Slater; 800 Kangaroo.
- **Right of Way Mowing Crew:**
 - 11 miles of Right-Of-Way mowed.
 - Main Roads mowed – India; Humphrey; Newmark; Haulover; Captain; Catalina; Tivoli; Deltona Blvd; Cloverleaf; Anderson; Alexander.
 - Sectors mowed – 23; 24; 25; 26; 27.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Ft Smith; Normandy.
- **Miscellaneous:**
 - 404 Ft Smith Blvd – cut down trees in back of retention pond.
 - City Wide – watered newly laid sod; sprayed for weeds at all pump stations and picked up trash.
 - Piedmont Dr – picked up 4 barrels and brought back to depot.
 - Courtland Blvd – fixed the lid on box.
 - 201 Howland Blvd – picked up pipe at Ferguson and brought back to depot.
 - Cloverleaf – removed tyar from the boxes and picked up all the barricades.
 - Ronda/Ft Smith – repaired the box.

UTILITIES thru 11/04/2012

Customer Service

October / November 2012	Total week ending 11/4/12
DW – Lockbox	2181
Ebox	1267
Call Center Calls	1858
Walk-ins/Drop Box	1289
On-line Payments	1202
IVR	263

Customers Disconnected for Non-Pay

October 2012	Total week ending 11/4/12
Total on Disconnect List	223
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

October / November 2012	Total week ending 11/4/12
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	12
Locates Received	54
Locates Completed	48
Main Leaks	2
Service Leaks	11
Sewer Repairs	
Sewer Blockage	1
KV2 Valves	12
Service Replacements	4
Meter Change Outs	5
Service Orders	680
Disconnects	223
Drainfield Leaks	
Meter Retirements	120