

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: October 28, 2011

Business of the Month Recognition Program:

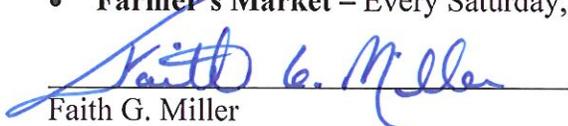
Attached for your information (Exhibit A) is a Program proposed by Jerry Mayes, Economic Development Administrator, as another way to recognize our local area businesses. Staff is proposing to start this program in January 2012. This proposal can be discussed during City Manager's comments at our November 7th Commission meeting or at the November 14th Commission workshop meeting if more time is needed.

Update – EECEBG – Energy Efficiency Conservation Block Grant – Energy Education program:

Attached for your information (Exhibit B) is an update from Cheryl Atkins, Grants Coordinator, regarding the Energy Education Program funded through EECEBG funds, and in particular information regarding the coupons being made available to Deltona residents for the purchase of energy efficient light bulbs (either CFL or LED).

Ongoing/Upcoming Events:

- **10th Annual Halloween Spooktacular** – Friday, October 28th, & Saturday, October 29th, 6:00 p.m. to dusk, Dewey O. Boster Sports Complex
- **Regular City Commission Meeting** – Monday, November 7th, 6:30 p.m., Commission Chambers
- **Commission Workshop Meeting** – Monday, November 14th, 4:30 p.m., 2nd flr. Conference Room
- **Regular City Commission Meeting** – Monday, November 21st, 6:30 p.m., Commission Chambers
- **Deltona Business Forum II** – Wednesday, November 30th, 2:00 – 4:30 p.m., Commission Chambers
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.


Faith G. Miller
City Manager

CITY MANAGER'S OFFICE

2345 Providence Boulevard, Deltona, Florida 32725

(386) 878-8100 Fax (386) 878-8851

Webpage: www.Deltonafl.gov

**City Manager's Office**

Memo

To: Faith Miller, City Manager, City of Deltona
From: Jerry Mayes, Business Development Administrator, Deltona
Date: October 28, 2011
Re: *"Business of the Month Recognition Program"*

Purpose: To allow businesses located within the City of Deltona to be recognized for what they provide to the residents of the City and the benefits to the City's residents. It allows the City to show appreciation to these and all business located within the City of Deltona.

Promotion: The selected business will be 'highlighted' on (A) City television system, (B) City website, and (C) City newsletter. They will have this recognition for one (1) month with the exception of the newsletter, which is quarterly. There will be three (3) businesses recognized in each quarterly newsletter.

Selection: Each Commissioner, the City Manager, and the Mayor shall select a business in the City to be 'highlighted'. While it would be preferable that the selected business be located within the selecting Commissioner's district, it would not be a requirement. If the designated Commissioner declines to select a business, the next-in-line designated Commissioner shall be asked to select a business.

Order of Selection: Each Commissioner's district is numbered. The order of selection would follow the district numbering, followed by the City Manager, with the Mayor's selection being last.

**City of Deltona
2345 Providence Blvd.
Deltona, FL 32725**

Memo

To: Faith Miller, City Manager
From: Cheryl S. Atkins, Grants Coordinator *CSA*
CC: D. Denny
Date: 10/28/2011
Re: EECSBG – Energy Efficiency Conservation Block Grant – Energy Education Program

Faith,

As you know we submitted an amendment to the Department of Energy that was approved on August 25, 2011. The newly approved projects are:

- 4a. Additional Park Lighting - \$30,484
- 4b. LED Traffic Lighting - \$126,855
- 4c. Occupancy Sensor Lighting at various city facilities - \$11,165
- 4d. Energy Education Program - \$94,770
- 4e. Solar Water Heaters at various City facilities - \$39,359

As part of project 4d, the Energy Education Program, we have been approved to provide coupons to Deltona residents for the purchase of energy efficient light bulbs (either CFL or LED). The coupons are for up to \$10 each and will be redeemed on a first come first serve basis. The EECSBG program has approved the expenditure of up to \$80,500 for this portion of the program. The three retailers in the program are the Deltona Lowe's Home Improvement Store at 2170 Howland Blvd; the Anderson Ace Hardware at 1656 Providence Blvd; and the Walmart Supercenter at 101 Howland Blvd.

We will begin to pass out coupons at Spooktacular on October 29, 2011. They will also be handed out at the Energy Savings Workshops being hosted by Lee Lopez at the Library beginning November 4, 2011. The coupon will also be printed in the January 2012 newsletter that is mailed to residents.

The grant deadline is November 15, 2012. I am anticipating all of the new projects will be completed by July 31, 2012 to allow for time to complete all of the final paperwork and get the reimbursements submitted before the deadline.

Attached for your use are copies of the activity descriptions.

/csa
Attachments

EECBG Activity Worksheet

Grantee: City of Deltona Date: 08/05/2011
 DUNS #: 9326617470000 Program Contact Email: catkins@deltonafl.gov
 Program Contact First Name: Cheryl Last Name: Atkins
 Project Title: Alternative Energy for Municipal Park and Security Lighting
 Activity: 12. Lighting If Other: _____
 Sector: Public If Other: _____
 Proposed Number of Jobs Created: 0.00 Proposed Number of Jobs Retained: 2.00
 Proposed Energy Saved and/or Renewable Energy Generated: 24.6308 MWH
 Proposed GHG Emissions Reduced (CO2 Equivalents): 14.774
 Proposed Funds Leveraged: \$0.00
 Proposed EECBG Budget: 30,484.00
 Projected Costs Within Budget: Administration: \$2,771.00 Revolving Loans: \$0.00 Subgrants: \$0.00
 Project Contact First Name: Steve Last Name: Moore Email: smoore@deltonafl.gov
 Metric Activity: Clean Energy Policy If Other: _____

Project Summary: *(limit summary to space provided)*

The proposed alternative energy solutions for municipal parks lighting.

The City of Deltona will provide lighting retrofits to two city parks and the Sheriff Department. There are thirty-nine (39) existing lights to be retrofitted. The proposed sites and number of fixtures at each site to be retrofitted are:

1. The City of Deltona Skate Park 8 lights @ \$815.000 each \$6,520.00 total.
- 1b. Automatic Dimmer Switches for each light 8 lights @ 65.00 each \$520.00 total.
- 1b. Installation of Skate Park lights 8 @ \$300.00 each \$2,400.00 total.

2. Hoffman Park:

- 4 175W Metal Halide Parking Lot lights @ \$105.00 each \$420.00 total
- 15 70W Metal Halide Trail Marker lights @ \$105.00 each \$1,575.00 total
- 2b. Installation of Hoffman Park lights 19 @ 300.00 each \$5,700.00 total

3. Sheriff Department 12 LED wallpack lights @ \$881.50 each \$10,578.00 total
- 3b. Installation included

4. Deltona administration expenses of \$2,771.00

7,040.00 Skate Park
 2,400.00 installation @ Skate Park
 420.00 Hoffman Parking Lights
 1,575.00 Hoffman Trail Lights
 5,700.00 installation @ Hoffman Park
 10,578.00 Sheriff Department Lights
 2,771.00 Deltona Administration Expense

30,484.00 TOTAL

EECBG Activity Worksheet

Grantee: City of Deltona Date: 04/11/2011
DUNS #: 932661747 Program Contact Email: CAtkins@deltonafl.gov
Program Contact First Name: Cheryl Last Name: Atkins
Project Title: LED Traffic Signals Throughout the City of Deltona
Activity: 5. Energy Efficiency Retrofits If Other: _____
Sector: Public If Other: _____
Proposed Number of Jobs Created: 2.00 Proposed Number of Jobs Retained: 126,855.00
Proposed Energy Saved and/or Renewable Energy Generated: _____
Proposed GHG Emissions Reduced (CO2 Equivalents): _____
Proposed Funds Leveraged: _____
Proposed EECBG Budget: 126,855.00
Projected Costs Within Budget: Administration: \$11,532.00 Revolving Loans: \$0.00 Subgrants: \$0.00
Project Contact First Name: Steve Last Name: Moore Email: SMoore@deltonafl.gov
Metric Activity: Government, School, Institutional Procurement If Other: _____

Project Summary: *(limit summary to space provided)*

Install 118 LED traffic signals throughout the City of Deltona. The City of Deltona is responsible for maintaining all of the signals that are scheduled to be replaced. These include fire station caution lights, traffic lights at intersections, school zone solar flashing lights, and pedestrian crossing lights. These lights are approximately 90% more efficient than the standard replacement bulbs currently used. LED is 13 watts vs 135 watts for the incandescent types being replaced.

The existing units to be removed are:

- 28 Signal Head Traffic Assembly Removal
- 12 Signal Pedestrian Assembly Removal
- 19 Signal Pedestal Removal

The new units to be installed are:

- 27 Traffic Signal (F&I) 3 SEC 1 way, Standard LED Display
- 1 Traffic Signal (F&I) 5 SEC 1 way, Standard LED Display
- 12 Signal Pedestrian (F&I) LED Countdown (1 way)
- 19 Contr AS, FL Beacon (F&I) Solar power w/AP21T Time Switch

To get this project obligated and completed timely, the City of Deltona will piggyback off of the Orange County FL "Push Button Contract"

EECBG Activity Worksheet

Grantee: City of Deltona Date: 05/10/2011
 DUNS #: 9326617470000 Program Contact Email: catkins@deltonafl.gov
 Program Contact First Name: Cheryl Last Name: Atkins
 Project Title: Deltona Public Building Occupancy Sensor Program
 Activity: 6. Buildings and Facilities If Other: _____
 Sector: Public If Other: _____
 Proposed Number of Jobs Created: 0.00 Proposed Number of Jobs Retained: 2.00
 Proposed Energy Saved and/or Renewable Energy Generated: _____
 Proposed GHG Emissions Reduced (CO2 Equivalents): _____
 Proposed Funds Leveraged: \$0.00
 Proposed EECBG Budget: 11,165.00
 Projected Costs Within Budget: Administration: \$1,015.00 Revolving Loans: \$0.00 Subgrants: \$0.00
 Project Contact First Name: Steve Last Name: Moore Email: smoore@deltonafl.gov
 Metric Activity: Government, School, Institutional Procurement If Other: _____

Project Summary: *(limit summary to space provided)*

The purpose of the Occupancy Sensor Program is to reduce electricity usage in offices where lights are left on while offices are vacant and unused in the City of Deltona municipal buildings.

1. Deltona Public Works Offices (Built in 2002) a total of 12 at a cost of \$70 each installed = \$840.00.
2. Deltona Waterworks Offices (Built in 1988) a total of 22 at \$70 each installed = \$1,540.00.
3. Deltona City Hall Offices (Built in 2002) a total of 64 at \$70 each installed = \$4,480.00.
4. Deltona Public Safety Facilities (Fire) a total of 21 at \$70 each installed = \$1,470.00.
 Station 61 (Providence Blvd) Built 1973
 Station 62 (Diamond St) Built 2005
 Station 63 (Howland Blvd) Built 1977
 Station 64 (Fort Smith) Built 1989
5. Deltona Public Safety Facilities (Built in 1975) (Sheriff) a total of 26 at \$70 each installed = \$1,820.00.
6. Deltona Administrative expenses = \$1,015.00.

\$ 840.00
 1,540.00
 4,480.00
 1,470.00
 1,820.00
 1,015.00

 \$11,165.00

EECBG Activity Worksheet

Grantee: City of Deltona Date: 05/12/2011
 DUNS #: 9326617470000 Program Contact Email: catkins@deltonafl.gov
 Program Contact First Name: Cheryl Last Name: Atkins
 Project Title: Energy Education Program
 Activity: 6. Buildings and Facilities If Other: _____
 Sector: Public If Other: _____
 Proposed Number of Jobs Created: 0.00 Proposed Number of Jobs Retained: 0.00
 Proposed Energy Saved and/or Renewable Energy Generated: 935.7254
 Proposed GHG Emissions Reduced (CO2 Equivalents): 840.725
 Proposed Funds Leveraged: \$0.00
 Proposed EECBG Budget: 94,770.00
 Projected Costs Within Budget: Administration: \$4,070.00 Revolving Loans: \$0.00 Subgrants: \$0.00
 Project Contact First Name: Lee Last Name: Lopez Email: llopez@deltonafl.gov
 Metric Activity: Workshops, Training, and Education If Other: _____

Project Summary: *(limit summary to space provided)*

The purpose of the Energy Education Program is to educate school age children and their parents on the benefits of becoming more energy efficient and to direct residents and businesses toward available resources to help implement improvements. Resource examples include: (a) pamphlets and information on 10 ways to reduce energy costs now, (b) kids games and incentives to reduce electric consumption, (c) prerecorded presentation of energy saving cartoons on Deltona TV for school age children; (d) public information broadcasts on energy saving tips and ideas and (e) recorded DVD to handout to schools and public organizations on energy usage reduction.

Coupons for CFL light bulbs would be handed out to residents at various city activities. These coupons would be for \$10 each redeemable at the Deltona Lowe's Home Improvement store or Deltona Ace Hardware stores. The City would establish purchase orders with these retailers and they would accept the coupons and attach the receipt for purchase to it and send it to the city to be reimbursed. If the resident only used \$6 then the store would only receive \$6 if the resident spent \$15 then the store would only receive \$10 for that transaction.

Consultant for educational video production and public appearances = \$10,000.00
 Coupons for CFL light bulbs 8,050 at \$10.00 each = \$80,500.00
 Deltona Administrative expenses = \$4,070.00

\$10,000.00
 80,500.00
 4,070.00

 \$94,570.00

EECBG Activity Worksheet

Grantee: City of Deltona Date: 05/12/2011

DUNS #: 9326617470000 Program Contact Email: catkins@deltonafl.gov

Program Contact First Name: Cheryl Last Name: Atkins

Project Title: Solar Water Heaters @ City Facilities

Activity: 6. Buildings and Facilities If Other: _____

Sector: Public If Other: _____

Proposed Number of Jobs Created: 0.00 Proposed Number of Jobs Retained: 2.00

Proposed Energy Saved and/or Renewable Energy Generated: 51.298

Proposed GHG Emissions Reduced (CO2 Equivalents): 31.558

Proposed Funds Leveraged: \$0.00

Proposed EECBG Budget: 39,359.00

Projected Costs Within Budget: Administration: \$3,359.00 Revolving Loans: \$0.00 Subgrants: \$0.00

Project Contact First Name: Steve Last Name: Moore Email: smoore@deltonafl.gov

Metric Activity: Building Retrofits If Other: _____

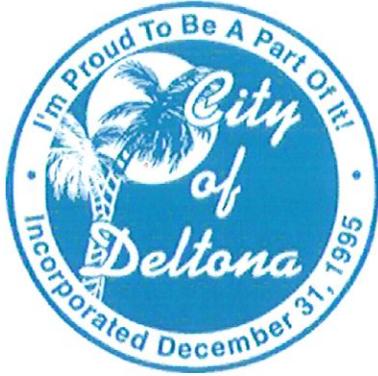
Project Summary: *(limit summary to space provided)*

The proposed alternative energy solutions for solar hot water heaters at City owned facilities.

The City of Deltona will provide solar hot water heater retrofits to four city owned fire stations, the Deltona Water building and the wastewater treatment plant. The cost estimate for this project came from the City Plumber and Electrician that we use under a competitively bid continuing services agreement.

- Fire Station 61 - 1685 Providence Blvd - Built in 1973
- Fire Station 62 - 320 Diamond St - Built in 2005
- Fire Station 63 - 2147 Howland Blvd - Built in 1977
- Fire Station 64 - 236 Fort Smith Blvd - Built in 1989
- Deltona Water Bldg - 255 Enterprise Rd - Built in 1988
- Wastewater Treatment Plant - 401 Fisher Rd - Built in 1987

The cost estimate is \$6,000 per facility based on size of water tank and length of line required to be placed.



Contact: Lee Lopez
Public Information Officer
City of Deltona, 2345 Providence Blvd.
Deltona, FL 32725-5550
Phone: (386) 878-8755
Fax: (386) 878-8751

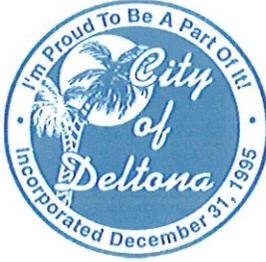
Energy Conservation for Deltona Residents

October 24, 2011— The City of Deltona and Volusia County will conduct a series of 8 Energy Wise seminars to demonstrate how to save money through energy conservation.

- November 4th- Energy-wise Holiday Lighting
3:00pm Deltona Library Scrub Jay Room
- December 9th- Winter-ize Your Home
3:00pm Deltona Library Scrub Jay Room
- January 13th- Saving Energy at Home/Part 1
3:00pm Deltona City Hall Commission Chambers
- February 10th- Landscaping to Conserve Energy
3:00pm Deltona City Hall Commission Chambers
- March 9th- Water Conservation In & Around the Home
3:00pm Deltona Library Scrub Jay Room
- April 13th- Saving Energy at Home/Part 2
3:00pm Deltona Library Scrub Jay Room
- May 11th- Trees to Conserve Energy
3:00pm Deltona Library Scrub Jay Room
- June 15th- Mold & Mildew: What Homeowners Should Know
3:00pm Deltona Library Scrub Jay Room

Seating is limited, and the public is encouraged to pre-register in person at the Deltona Regional Library or send in their name and contact information to energy@deltonafl.gov. Registrants will receive a coupon redeemable for an energy-efficient light bulb at each seminar they attend. The coupon is good for up to \$10.00 off the purchase of CFL or LED light bulbs.

For more information, call Lee Lopez/PIO at (386)878-8755.



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: October 28, 2011

CITY MANAGER'S OFFICE thru 10/28/2011

Communication:

- Emailed Web site following about Spooktacular and the need for volunteers.
- Shot video and took photographs of the Senior Halloween Costume Ball.
- Met with the Grants Coordinator and the Managers at Lowes Home Improvement store to review EECBG (Energy Efficiency Conservation Block Grant) Coupon concept.
- Worked with the Grants Coordinator to develop a coupon prototype; printed several thousand for distribution at Spooktacular.
- Completed and submitted for review the City of Deltona "Commercial Address Book."
- Created ribbon cutting announcements for the Office of Economic Development.
- Created event signage for Spooktacular.
- Working with the Mayor and Commissioners Office on updating the "tree" and plaque information in the Chambers.
- Distributed EECBG Energy Wise Seminar Posters to City Hall, the three Community Centers and Deltona Library.
- Conducted on-site production visit with Pelican Productions at the Library in preparation for videotaping the EECBG Energy Wise Seminars.
- Sent GFX elements to Pelican Productions for the upcoming EECBG Energy Wise Seminars.
- Created, printed and distributed Registration Sign-In sheets for EECBG Energy Wise Seminars.
- Conducted a review of the submissions from area production companies for the EECBG Energy Wise Seminars.
- Working with the talent from the local TV and radio stations for Emcee talent for the Christmas Parade.
- Reviewing the programs sent from the Veterans Administration, in preparation for the November 11th Veterans Day Broadcast Marathon.
- Updated the Program Schedule for DeltonaTV for the week of October 30th.
- Updated and downloaded new programming from UCF, White House Chronicle and American Veteran for broadcast on DeltonaTV during the week of October 30th.
- Secured the following business columnists for the Fall Business Forum, on November 30th—Beth Kassab/Orlando Sentinel, Barb Shepherd/West Volusia Beacon and Pat Rice/Daytona Beach News Journal.
- Attended October 27th Volusia/Flagler Public Information Network meeting, and gathered information about the upcoming national test of the Emergency Alert System on November 9th.
- Photographed the ribbon cutting event for Dr. M. George with Fish Memorial Hospital, at her office on Courtland Blvd.
- Working on the November issue of the Pride.

- Worked with IT to create email inboxes for both the EECBG Energy Wise Seminars and the Holiday Parade of Homes.

Media Relations:

- Provided information regarding resident complaint about Code abatement and the City's Sex Offender Ordinance to Mark Harper/News Journal.
- Provided information regarding the number of fires in Deltona to Al Everson/West Volusia Beacon.
- Provided information regarding the City's Sex Offender Ordinance to Elizabeth Alvarez/WOFL-TV/Ch. 35.
- Provided information regarding (lack of) paper thefts in Deltona to Al Everson/West Volusia Beacon.

Press Releases:

- Press Release for EECBG Energy Wise Seminars #2
- ICMA Recognizes Deltona City Manager for 25 Years of Service

Business Development:

- Met with Joe Cerrato, DEDAB Commerce Park and SunRail Parking Sub-committee member, at his office on Deltona Boulevard to discuss sub-committee progress and review the agenda for the next DEDAB Commerce Park and SunRail Parking Sub-committee meeting on 11/28/2011.
- Met with City personnel to discuss progress on the City of Deltona Business Address project.
- Attended the 'myRegion.org'-"Open for Business"-Creating Access to Capital-Regional Work Group Meeting in Orlando.
- Met with Chris Bowley, Planning & Development Services Director, Kerry Symolon of Team Volusia, and John Jones of Littlejohn Engineering Associates to discuss development projects that the City is currently considering.
- Attended Dr. Malika George's Ribbon Cutting.
Dr. George is an internist and was located in Deltona by Florida Hospital Fish Memorial; her office is located at 605 Courtland Boulevard, #106 & #107.
- Met with Manny Chavez, member of DEDAB Educational Campus and Medical Complex Sub-committee to discuss DEDAB progress and the agenda for the 10/27/2011 DEDAB Educational Campus and Medical Complex Sub-committee meeting.
- Met with Chris Bowley and Gordon French, French & Associates (consultants) regarding potential locations for a Medical Complex in Deltona.
- Attended "VCARD Picnic in the Pasture" event at the Ford property in Deland on SR 472.
- As City Liaison, attended the DEDAB Educational Campus and Medical Complex Sub-committee meeting on 10/27/2011.
- As City Liaison, attended the DEDAB Commerce Park and SunRail Sub-committee meeting on 10/28/2011.

BUILDING & ENFORCEMENT SERVICES thru 10/21/2011

Building Services Division:

Building Permits issued for the week.....55
Valuation of work permitted for the week.....\$219,937.00

Inspections completed for the week	94
Total Permits issued for Fiscal Year 11/12	139
Valuation of work permitted for the year 11/12	\$2,040,732.09

Permits Issued:

A/C change out	12
Demolition	1
Door Replacement	1
Electrical	2
Exterior Renovation	1
Fence	11
Fire Alarm	1
Glass Room	1
Interior Renovation	2
Pool Enclosure	1
Reroof	11
Screen Enclosure	1
Shed	2
Solar Panel	3
Water Heater replacement	4
Window replacement	1
Total	55

Enforcement Services Division:

Requests for services this week	233	
Animals impounded at the humane societies	40	
Citation warnings issued	22	
Courtesy notices	90	
Abatement notices	31	
Citations issued	8	
Code Enforcement telephone calls	152	
Animal Control calls	65	
Solid Waste calls	64	
Citizen walk in requests for Code Enforcement assistance	18	
Citizen walk in requests for Animal Control assistance	3	
Citizen walk in requests for Solid Waste assistance	0	
Properties requiring grass to be cut by contractors	26	(at a cost of \$910.00)
Certified mailings sent out	61	(at a cost of \$340.99)
Money collected for Animal tags, liens and return to owners	\$1,218.50	
Foreclosures last week:		
Deltona	17	
Volusia County	41	
Total	58	

CITY CLERK’S OFFICE thru 10/14/2011

Department Staff:

2nd Floor HR/CC Walk-In Customers.....	108	
2nd Floor calls Answered.....	21	
Packages Picked Up	1	
Packages Received	38	
A/P Invoices Opened.....	86	
Newspapers	16	(10 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	\$ 4.82	
Documents imaged, pages.....	1,624	
Large scale drawings imaged, pages	72	

FINANCE DEPARTMENT thru 10/26/2011

- Received Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the CAFR for the fiscal year ended September 30, 2010.
- Finance Director attended Board of Trustees meeting for the Florida Safe Investment Pool.
- Working on entering all City owned land into fixed assets system.
- Attended meeting with Economic Development to report progress on Business Tax Reporting.
- Working on condensed version of Purchasing manual.
- Closing out last fiscal year PO’s with remaining balances.

FIRE DEPARTMENT thru 10/26/2011

Fire Chief:

- Met with representatives from the Union and the City’s Negotiations team to bargain over proposed changes to the staffing of Ladder 61.

Chief Staples would like to move the Ladder to Station 65 and cross-staff it. This would reduce the daily wear and tear on this apparatus which has become costly to run on a daily basis. Within the last year this unit has needed more than \$40,000 in repairs and maintenance. Cross-staffing is utilized by many departments throughout the county and the nation to send the most cost-efficient and appropriate unit to the request for service.

This service delivery model would necessitate personnel taking their personal protective gear (Bunker pants, Coat, Boots, Helmet and Air Mask) and down-staffing the engine company to take the Ladder to only those incident types that would normally have the potential to necessitate an aerial device such as a multi-family dwelling or commercial occupancy fire.

This model would greatly decrease the use of the aerial and associated wear and tear. It will also reduce our expenses to maintain this older piece of equipment.

The Union's objections are many:

- 1. The possibility of increased response times when the ladder is called for;*
- 2. The need for additional Personal Protective Equipment (PPE) so each member would have 2 sets;*
- 3. The original proposal includes reducing the unit to BLS capabilities versus ALS;*
- 4. The Collective Bargaining Unit Agreement (CBA) requires all suppression apparatus to be staffed with 3 persons.*

The cross-staffing model is utilized in Orange City, Edgewater, Ponce Inlet, New Smyrna Beach and Volusia County Fire Services on a daily basis. Although there may be a slight increase in reaction time due to switching gear, it would be infrequent and minimal for those events. The need for additional PPE is unrealistic as switching gear would take literally seconds to complete. Although we could continue to equip the Ladder as an ALS unit, it would only respond to fires in specific instances where other apparatus will be present and equipped with ALS equipment. And finally, the CBA does outline a minimum safe staffing requirement. However, the unit responding to the incident would have 3 persons on it; the down-staffed unit would no longer be able to respond and would be considered out of service. The Union's position is that we would need to hire at least 9 more persons (and possibly 12!) to staff the aerial device.

Negotiations will continue and the Union has also filed a grievance on this proposal.

- Participated in the City's Annual Safety Day event on Sunday the 23rd.
- Attended a Volusia County Fire Chiefs' Association meeting.
Discussion included the document presented by Frank Bruno to the Mayors and Managers that proposed a regional consolidation of fire services in the northeast region. This document was reportedly crafted and endorsed by the VCFCA. It was not!. This document is the product of several labor unions in Volusia County to force a regional consolidation of fire and EMS transport independent of Volusia County. The VCFCA will be addressing this document in the near future with all Mayors and Managers as well as Mr. Bruno and the County Council.
- Facilitated Harassment Free Environment training for all members of the fire department.
This fire service-specific training was conducted by Chief Michael Tucker of the Villages Fire Department.
- Surplus out all the equipment and transferred all the vehicles to Enforcement Services for FM60, FM62 and equipment from the two civilian inspectors.
- Work continues on removal of all of the equipment, furniture, computers, telephones, etc. from the communication center.

EMS:

- Submitted October 1-26 EMSTAR reports.
- Mailed out September and October customer survey cards.
- Attended mandatory Harassment training session.

Information, Communications & Education:

- 27th Annual Safety Day – approximately 400-500 citizens; also, DOF, VCSO, NWS, DHS Health Academy, Deltona FF Foundation, Fire Explorers, Neighborhood Watch & Infant Swim Safety.
- Fire Prevention Week activities done—*Figures will be on next week's report.*

HUMAN RESOURCES DEPARTMENT thru 10/26/2011

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (1083)
- Applications received:
 - (01) Utility Maintenance Tech
 - (36) Public Works Tech
 - (06) Wastewater Operator
 - (01) Fire Inspector
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Coordinated Deputy Fire Chief-Operations interview protocols.
- Scheduled interviews for Deputy Fire Chief-Operations.
- Pre-employment physicals and drug screenings scheduled for (2) Stormwater Technicians.
- Planning the first William S. Harvey Scholarship Advisory Board meeting for this fiscal year.
- Reviewing Minnesota Life and Assurant enrollments and billing.
- FMLA requests: 2
- Coordinating with FDLE and processing completed VECHS Level II background checks (fingerprinting) for City employees with each department.
- HR Admin Asst. selected as Team Leader by the holiday luncheon team which is coordinating the annual employee potluck luncheon.
- Prepared and submitted a status quo contract proposal to the union for follow-up discussion at the next scheduled negotiation meeting on November 1st.
- Participated with Chief Staples in a Demand To Bargain meeting (reference ladder truck cross-staffing) with the union.

PARKS AND RECREATION DEPARTMENT thru 10//2011

Administration:

- Farmers Market: 6 vendors, 92 cars.
- Hosted Senior Halloween Ball.
- Hosted the Senior Advisory Sub Committee meeting.
- Risk Management accompanied Parks staff to perform safety inspections on existing playgrounds at all City parks.
- Met with Playmore Playground representatives to discuss playground safety.
- Met with Advanced Recreational Concepts representative to discuss the Thornby pavilion/gazebo.
- Met with City of Deltona insurance company representative to evaluate playground equipment.
- Met with All Star Lighting, Inc. president to discuss lighting at City facilities.
- Finalized all volunteer applications with schools and parents for Spooktacular.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|--------------------------|
| • Deltona Community Center | 3 permits issued | Weekly attendance – 980 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 373 |
| • Wes Crile Park | 3 permits issued | Weekly attendance – 1675 |
| • Skate Park | 6 new passes | Weekly attendance – 717 |

Special Events/Programs:

- Amphitheater:
 - Santa's North Pole is scheduled for Saturday, December 10th from 5:00-8:00 p.m. at the Library Meeting Room.
 - Attempting to make up the disco concert for December 10th (was rained out on October 8th).
- Dewey Boster Sports Complex:
 - Halloween Spooktacular is scheduled for Friday, October 28th and Saturday, October 29th.
- Harris M. Saxon Community Center:
 - Zumba dance classes continue on Mondays at 7:00p.m.
 - Boys and Girls Club after school program continues.
- Wes Crile Park:
 - Flag football fall season continues.

City Leagues Currently Underway:

- Men's fall league continues.
- Men's senior league continues.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball fall season continues.
- Deltona Little League fall season continues.
- Deltona Panthers Football and Cheerleading continue.
- FBVA fall program continues.
- Deltona Youth Soccer fall season continues.
- Stetson Futbol fall season continues.

Parks Maintenance:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; 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 paper towel and toilet paper dispensers.

- Mowed, edged and weed-eated the following: Deltona Community Center, Keysville, Lake Gleason, Thornby Park and Tom Hoffman.
- Worked on planter beds at various parks.
- Dewey Boster – Removed concrete/grass around new barn building.
- Dupont Lakes – Repaired drinking fountain.
- Festival Park – Repaired picnic tables.
- Manny Rodriguez – Reset timer clock for restroom lights.
- Timber Ridge – Installed trash can in restroom and bolted to floor.
- Tom Hoffman – Removed graffiti from restrooms due to vandalism.

- Vann Park – Repaired fence rail.
- Miscellaneous:
 - Picked up supplies at Ace Hardware.
 - Took supplies to Deltona Community Center for the Senior Halloween Ball.
 - Moved supplies between the Depot and the Sports Complex.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly tasks include cleaning the Fire Station; inspecting Sheriff's building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; sweeping sidewalk; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Escorted Schindler to do elevator repair.
- Escorted Boyers Locksmith.
- Escorted Irvine Mechanical.
- Set up Chambers for Fire Safety Day.
- Replaced the American and State flags at the front of the building.
- Added/moved leaves from the tree (on the wall) in Commission Chambers.
- Mounted lock box for the Fire Department.
- Sprayed for roaches at the Sheriff's Department.
- Restroom repairs (men's 2nd floor)

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Checked irrigation at Campbell Park, Dupont Lakes and Wes Crile to prepare for over-seeding.
 - Sports Complex:
 - Trimmed hedges around the complex.
 - Replaced sod from area around new building.
 - Fertilized the complex.
 - Re-sprayed trail for weeds and insects before Spooktacular event.
 - Painted edge of stage, concession stand wall and restroom wall for Spooktacular.
 - Picked up water at Wal Mart for Spooktacular.
 - Re-routed irrigation on Field 7 to accommodate pirate ship.

PLANNING & DEVELOPMENT SERVICES thru 10/26/2011

Executive Summary:

The Planning and Development Services Department welcomes the continued interest in the NSP program. Staff anticipated a home buying slow-down at summer's end, however, sales have remained strong. The 28th house is scheduled to close this month, with another six (6) under contract. This brings the total to 34 homes anticipated to be sold by the end of 2011, or an achievement of 65%—two-thirds of the program!

Planning:

The Planning Section is happy to report that the Family Dollar/Doyle Road project is moving towards completion. This property has long been mired in a series of controversies, from the original application as a Dollar General roughly seven years ago. The City Attorney notified staff of the latest Circuit Court ruling in favor of the City, which allows the project to continue to move forward. Efforts continue on construction projects, such as the Epic movie theater, Lohman's Funeral Home, and Shops of DuPont Lakes. Additionally, the recent City Commission approval of the DuPont Lakes Small Scale Map Amendment is garnering interest from regionally-oriented development groups.

Housing & Community Development:

The Community Development Section is working on the following:

1. CDBG – Staff will be developing a monitoring schedule for the six (6) subrecipients selected to receive funding assistance. HUD has emphasized the need for good monitoring and the City will comply. Also, efforts toward blight elimination and façade improvements will be explored with Business Administrator Jerry Mayes to determine the best way to apply those dollars.
2. NSP Program – Staff sent the NSP 3 Management Plan to HUD for review and approval. Staff spoke to HUD this week to review the changes to the Management Plan and, pending their approval, the homes being purchased will be applied to the NSP 3 fund. Staff is looking at purchasing several homes within the NSP 3 program by the end of 2011 to get that project started. If successful, Deltona will be one of the first cities to achieve that accomplishment.
3. SHIP – Staff signed-off on several invoices this week and approved purchase orders to spend SHIP grant monies. Spending will not be as expedited as it was last year with the Tropical Storm Faye grant fund. The owner-occupied home repair program will apply a moderate amount of funding per house which ensures that more applicants can be assisted, and none of the funding will be used for down-payment assistance. This spending strategy also does not overlap with the NSP programs to diminish their affect within the community.

PUBLIC WORKS thru 10/21/2011

Traffic Operations:

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

• **Signs:**

- Completed 8 sign repair work tickets in the City.
- Fabricated 33 new street name signs.
- Installed 23 new street name signs.
- Fabricated and installed (4) "Beware of Alligator" signs for the Chicken Farm.

- Fabricated and installed (1) “25 mph” sign at 2381 Tracy Ln; Tracy Ln & Alton Rd.
- Fabricated and installed (1) “Neighborhood Watch” sign at Ft Smith & Cheltenham; Ft Smith & Monument; Trade & Lola; Trade & Cheltenham.
- **Asphalt:**
 - Repaired pot holes with ¼ bag of cold patch at Courtland Blvd & Haulover; 1232 Courtland Blvd; 3224 Tealwood; Banbury & Elkcam.
 - Repaired pot hole with ½ bag of cold patch at Captain & Lake Helen/Osteen Rd.
 - Repaired pot hole with ¾ bag of cold patch at Banbury & Elkcam Blvd.
- **Thermoplastic Striping:** 12” white stop bars – 15 intersections – 243’.
- **Speed Trailer:** Removed speed trailer at 1658 Sumatra Av.
- **Message Boards:** Installed message board for Safety Day at Providence Blvd & Eustace Av and Saxon Blvd & N Normandy Blvd.
- **Misc:**
 - Antilles & Normandy Blvd – replaced burned out bulb on flasher.
 - City Hall – delivered 21 cones and 8 barricades for Safety Day.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians Normandy Blvd; Providence Blvd; Elkcam Blvd; Howland Blvd.
 - City Signs– Saxon Blvd & I-4; Howland Blvd.
- **Concrete:**
 - Sidewalk repairs – 2884 Forest Edge – 4’x 4’; 2855 Arbour Trail – 12’x 4’; 3210 Crestwood Forest – 7’x 4’; 2839 Arbour Trail – 4’x 4’; 2860 Arbour Trail – 9’x 4’ & 4’x 4’; 3209 Ambleswood – 3’x 4’ & 5’x 4’; 2851 Arbour Trail 10’x 4’; 2867 Arbour Trail – 3’x 4’.
 - Grinding – 3244 Tealwood; 3212 Tealwood; 3208 Tealwood; 3204 Tealwood; 2815 Arbour Trail; 2835 Arbour Trail; 2851 Arbour Trail; 2859 Arbour Trail; Arbour Trail & Fieldcrest; 2883 Arbour Trail; Arbour Trail & Ambleswood; 2887 Arbour Trail.
- **Clam Truck:**
 - Debris – 11
 - Trimming – 1
- **Slope Mowing:** 1122 S Cooper – 240’; 1850 E Cooper – 200’; 1148 Cambridge – 160’; 1157 Swan – 160’; 1808 E Cooper – 40’; 1275 Seybold – 80’; 1249 Kearney – 180’; 1240 Seybold – 120’; 1862 Springwood – 80’; Arbour Trail & Fieldcrest – 40’; 1850 Springwood – 360’; 1362 Belmar – 240’; Juliet & Beal – 300’; 1430 Felton – 180’; 1520 Agatha – 80’; 1535 Agatha – 80’; 1346 Freeport – 80’; 1384 Freeport – 80’; 1399 Freeport – 80’; 1420 Agatha – 20’; 1352 Azora – 80’; Baton & Azora – 180’; Lydia & Agatha – 300’; Loblolly – 240’; Roseapple – 360’; 3148 Nickerbean – 200’; 2834 Coontie – 240’; Lauren – 160’.
- **Misc:**
 - City Wide – emptied all trash containers.
 - Page Dr – removed broken glass from roadway.

Fleet Maintenance Division:

- Vehicles PM – 4 Repairs – 7
- Equipment PM – 5 Repairs – 16
- Road Calls 1
- Parts Run/Vehicle Delivery 2

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:**
 - Stanton/Worthington – cut road and driveway; take away.
 - 288 Fairbairn – laid 1 pallet of floritam sod.
 - 2256 Banbury – cut down tree and removed.
 - Juliet pond – trimmed trees around pond for fence to be placed.
- **Retrofit Crew:** 3 structures retrofitted – 1472 Piedmont; 1166 Wellington; 2126 India.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 6.7 acres mowed.
 - Ponds mowed – 2882 Loblolly; 2030 Galahad; 675 Malaga; 2078 Atmore; 201 Howland; 759 Normandy; Dewey Boster Park; 1834 Corolla.
 - Ditches mowed – 756 Redcoach; 1968 Finland; 1770 Amero; 2163 Newmark; 2885 Newmark; 2099 Newmark; 2348 Statler; 878 Alex Ln; 1583 Carmona; 1040 Eastbrook; 1041 Eastbrook; 2843 LaFoy; 1481 Humphrey N; 2726 Ancho; 1393 Timbercrest; 1369 Timbercrest; 2401 Timbercrest; 2321 Timbercrest; 2025 Watersedge; 76 Courtland; 1621 Courtland; 1741 Courtland; 2911 Day Rd; 2841 Canal; 2812 Hayes; 2221 Kent.
- **System Cleaning (Vac Truck):**
 - 80' of stormwater system cleaned.
 - 7 yards of debris removed.
 - Storm systems jetted – Worthington/Marlow; 1070/1081 Todd; Worthington/Paragon.
- **Right of Way Mowing Crew:**
 - 31.5 miles of right of way mowed.
 - Main roads mowed – Courtland; Eustace; Elkcam; Normandy; Catalina; Tivoli; Deltona Blvd.
 - Sectors mowed – 16; 17; 18; 19; 21; 22.
 - Alleys mowed – 171; 172; 484; 485; 566; 570; 1059.
- **Right of Way Litter Crew:**
 - 594 gallons of litter removed.
 - Main road trash pickup – Haulover; Newmark; Humphrey; India; Courtland; Eustace; Ft Smith; Normandy.
- **Misc:**
 - 1561 Trinidad Av; 756 Redcoach Av; 775 Hancock Dr S; 2071 Fulford; 949 Whitewood Dr; 2382 Kimberly Dr – mowed right of way.
 - 810 Alex Ln – repaired the smart ditch.
 - Chapel Dr E – pulled grate out of drain and replaced on box.
 - Ft Smith Blvd – picked up trash.

UTILITIES thru 10/23/2011

Customer Service

October 2011	17	18	19	20	21	22	23	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	759	499	244	268	338	X	X	2108
Ebox	316	320	183	118	216	X	X	1163
Call Center Calls	570	324	356	270	266	X	X	1786
Walk-ins/Drop Box	431	246	230	172	150	X	X	1229
On-line Payments	180	138	160	116	157	92	84	927

Customers Disconnected for Non-Pay

October 2011	19	20	Total
	Wed	Thurs	
Cycle	4	5	
Total on Disconnect List	97	50	147
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

October 2011	17	18	19	20	21	22	23	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box	2	1	4	8	3			18
Locates Received	5	6	26	19	12			68
Locates Completed	4	6	6	27	13			56
Main Leaks		1			1			2
Service Leaks		1	2					3
Sewer Repairs		2	1					3
Sewer Blockage	4							4
KV2 Valves			2	1	4			7
Service Replacements			1	1	2			4
Meter Change Outs	6	4	7	5	6			28
Service Orders	57	67	88	99	77			388
Disconnects								
Drainfield Leaks								
Meter Retirements			1					1