

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: November 18, 2011

Citizen Comments:

We heard this week from Mr. Doug MacDonald, who took the time to acknowledge good performance by our City employees. First, he praised the "fine job being done at the dog park under the direction of Steve Moore, Director of Parks & Recreation. Twice, recently, problems were reported and each time promptly fixed." In a separate message, Mr. MacDonald also reported his satisfaction with "the fine work done by the Public Works Dept." When Mr. MacDonald reported a problem at his home involving erosion, two City workers, "Danny & Jose" responded promptly, were "polite and courteous", and "did an excellent job."

We appreciate Mr. MacDonald making the effort to be sure we heard about the good work of our City employees.

Request for Use of City Seal:

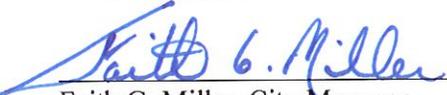
The City has received a request (Exhibit A) from the Veterans Community Partnership for West Volusia, Inc. (VCEP) for use of the City Seal on sweatshirts and t-shirts for an upcoming fundraising effort. The Seal would be placed on the front of the shirt and a Veterans Park & Museum logo and pictures on the back of the shirt. In accordance with the City's Code, Section 2-1 (c), "*requests for use of the City Seal will be submitted in writing to the City Manager for approval.*" Therefore, I will be approving this request unless there are any concerns expressed by any member of the City Commission.

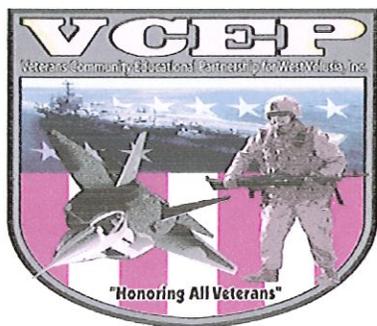
Community Food/Toy Drive:

Attached for your information is a copy of a press release announcing our Community Food/Toy Drive (Exhibit B). The collection started this week and will continue through Noon, December 16th. Collection drop-off points are listed on the press release.

Ongoing/Upcoming Events:

- **Regular City Commission Meeting** – Monday, November 21st, 6:30 p.m., Commission Chambers
- **Thanksgiving Holidays** – November 24th & 25th, City Hall closed
- **Farmer's Market** – closed on November 26th due to Thanksgiving Holiday
- **Business Forum II** – Wednesday, November 30th, 2:00 p.m. - 4:00 p.m., Commission Chambers


Faith G. Miller, City Manager



Veterans Community Education
Partnership for West Volusia Inc.
P.O. Box 390461
Deltona, Fl 32739-0461

Faith Miller

City Manager

Deltona, Florida 32725

November 16, 2011

Dear Ms. Miller:

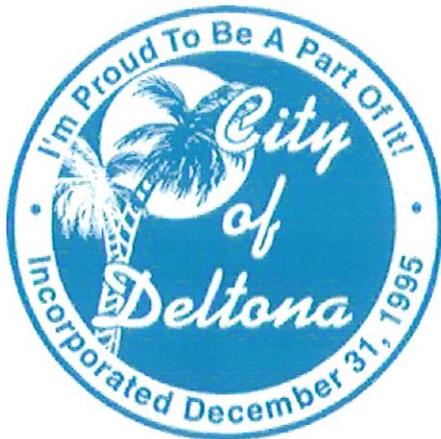
VCEP, Inc. would respectfully request approval to use the City Seal on Sweatshirts & T-Shirts (as per City Ord. 38-2008) for an upcoming fund raising effort. The seal, if approved, would be placed on the front of the shirt and a Veterans Park & Museum Logo and pictures would be on the back of the shirt.

Please contact me if any further information is needed.


Major Mick Cotten, USMC, Ret.
Commander

Phone # 386 789-8247

E-mail www.vcepinc.org



Media Contact: Wendi Jackson
Communication/Public Information
City of Deltona, 2345 Providence Blvd.
Deltona, FL 32725
Phone: (386) 878-8850
Cell Phone: (386) 804-3706
FAX: (386) 878-8751

City food/toy drive guaranteed to benefit Deltona agencies

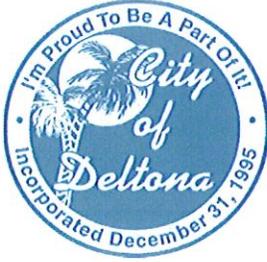
Nov. 17, 2011—Wondering where our next meal is coming from is something most of us never have to worry about. However, for many Deltona families it's a constant concern.

"We are issuing a call to action to Deltona residents who are able to lend a hand this holiday season. In the spirit of giving, let's get involved and stock the pantries of the agencies and churches here in Deltona...agencies that have had their supplies greatly depleted," said Mayor John Masiarczyk.

The Deltona City Commission has discussed at length the needs of the residents of Deltona and about how to keep what residents give within Deltona, benefiting Deltona families. They are asking everyone to please donate food and/or new and unwrapped toys and help the City make sure that no adult or child goes hungry or without this holiday season.

The collection started yesterday, but will be ongoing until noon, Dec. 16. Food and toys may be taken to Deltona City Hall, 2345 Providence Blvd.; the Deltona Community Center, 980 Lakeshore Drive; Deltona Water, 255 Enterprise Road; Deltona Fire Station 61, 1685 Providence Blvd.; Deltona Fire Station 65, 2983 Howland Blvd.; Wes Crile Park, 1537 Norbert Terrace and the Harris M. Saxon Community Center, 2329 California St. Look for the large holiday boxes in the common areas at these locations.

Deltona agencies and/or churches wishing to receive collected food for distribution to Deltona families must register with the City Manager's Office before Dec. 16. Toys will be given to Students Reach Out. Registration will require proof of the agencies non-profit status, the days and hours of operation of the agency's food bank and the contact information of the person from the agency who will pick up the food on Dec. 16. To register your agency, e-mail jlaborde@deltonafl.gov or call (386) 878-8850.



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: November 18, 2011

CITY MANAGER'S OFFICE thru 11/18/2011

Communication:

- Working on a poster for Santa's North Pole.
- Bus shelter posters for Christmas Parade were posted throughout the City.
- Receiving RSVPs and "Return to Sender" postcards to compile a list of business attendees to the Business Forum II on November 30th.
- Created a photo display for the Employee Thanksgiving luncheon.
- Working with CGI Communications on final revisions of our community videos.
- Created a ribbon cutting invitation for El Pilon Restaurant.

Media Relations:

- Responded to an inquiry from Mark Harper/Daytona Beach News-Journal as to whether the City pays a lobbyist.

Press Releases:

- Farmer's Market Holiday closings

Business Development:

- Met with Chris Bowley, Planning & Development Department Director, to discuss DOED Project Charlie Juliet, a German bio-mass manufacturer.
 - Project requires large amounts of woody mass, biosolids, straw, etc. for the manufacture of diesel fuel.
 - Preparation for submittal to DOED of potential site is underway.
- Attended Commission Workshop to hear presentation on "PIF/PUF" financing tool; presentation was given by Mark Watts of Cobb-Cole (attorneys).
- As Staff Liaison, attended the Deltona Economic Development Advisory Board regular meeting.
- Met with Chris Bowley, Courtney Miller, "reThink" director (FDOT & SunRail), and the representatives of Winn Dixie and Deltona Plaza.
 - Winn Dixie site tour provided a preview for solicitation for medical and educational locations'
 - A portion of the parking lot is being considered as a potential SunRail parking lot, where Deltona commuters could use VOTRAN to get to the SunRail station on Ft Florida Road/SR 17-92 in Debary.
- Attended a meeting in Planning & Development regarding plans for the Pine Ridge Commercial Area on Howland Boulevard.
- Met with Cheryl Atkins, Deltona Grants Coordinator, and Chris Bowley to discuss use of non-allotted funds for economic development.
- Attended the Deltona Middle School Advisory Board meeting.

Water Heater replacement	3
Window replacement	2
Total	42

Enforcement Services Division:

Requests for services this week	199	
Animals impounded at the humane societies	41	
Citation warnings issued	22	
Courtesy notices	79	
Abatement notices	24	
Citations issued	6	
Code Enforcement telephone calls	136	
Animal Control calls	57	
Solid Waste calls	83	
Citizen walk in requests for Code Enforcement assistance	11	
Citizen walk in requests for Animal Control assistance	4	
Citizen walk in requests for Solid Waste assistance	5	
Properties requiring grass to be cut by contractors	14	(at a cost of \$490.00)
Certified mailings sent out	34	(at a cost of \$190.06)
Money collected for Animal tags, liens and return to owners	\$0.00	
Foreclosures last week:		
Deltona	33	
Volusia County	90	
Total	123	

CITY CLERK'S OFFICE thru 11/10/2011

2nd Floor HR/CC Walk-In Customers	75	
2nd Floor calls Answered	19	
Packages Picked Up	1	
Packages Received	29	
A/P Invoices Opened	90	
Newspapers	16	(8 hours)
Public Records Requests Received	4	
Public Record Request Amount Received	\$30	
Documents imaged, pages	1771	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT thru 11/16/2011

- Prepared bid for HVAC Preventative Maintenance Service.
- Qualification packets for Continuing On Call Landscape Architect Services due Thursday, December 1st.
- Organizing and participating in meeting regarding Tyler Content Manager with all affected departments.
- Prepared information for City Commission workshop regarding water rates.
- Attended Fire Fighter Pension Board meeting.

FIRE DEPARTMENT thru 11/17/2011

Fire Chief:

Attended the Volusia County Fire Chiefs' Association meeting. Discussed revisions to countywide Model Operating Guidelines (MOG) to ensure a smooth transition of operations under the consolidated VCSO Communications. These include Emergency Evacuations, MAYDAY Communications, Lost-Trapped Firefighters and Personnel Accountability and Reporting Systems (PARS). There are many differences between what Deltona Communications provided and what is the standard level of service by VCSO / Fire Central. Deltona's controls and accountability were more concise and offered better fire ground accountability.

There was also a brief discussion on Fire-based EMS transport and an ongoing push by local fire unions to move this effort forward. The fire chiefs understand that this is driven by Volusia County and each municipality's elected officials and Managers and not by the labor unions. As a note, Edgewater was fined by the Florida Department of Health for transporting a patient in early April. Also, Chief Cousins was fined by the Bureau. The fines were \$2,000 and \$1,000 respectively. Edgewater was fined since they transported before obtaining an agreement with Volusia County and proper licensing of their ambulance as an ALS transport unit.

Conducted another Storm Spotter class for 17 personnel including Fire Explorers and local CERT members and residents. This is the final requirement for the renewal of the "Storm Ready Community" designation. We have already completed the site visit by the National Weather Service, and our visit to the NWS Office in Melbourne.

Work continues on the Explorer's Christmas Parade float. They will actually be participating in 3 parades in Orange City, DeBary and Deltona.

Information, Communications & Education:

- Continue work on taking down Communication Center & 9-1-1 room, transitioning Public Education (to Josie & Emma)

HUMAN RESOURCES DEPARTMENT thru 11/16/2011

- Performance Evaluations processed: 1
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1083)
- Applications received:
 - (06) Stormwater Tech
 - (01) Water Operator I
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Posted Stormwater Tech position.
- Pre-employment physicals and drug screenings scheduled for (2) Stormwater Technicians.
- New hire orientation for (1) Utility Maintenance Technician.

- FMLA requests: (1)
- Participated in interview for Intermittent Inspector position.
- Coordinated employment offer to Deputy Fire Chief-Operations finalist.
- Participated in a Demand to Bargain special magistrate impasse hearing between the City and IAFF Local 2913 regarding health insurance.
- Coordinated conference call with City classification plan consultant finalists.

PARKS AND RECREATION DEPARTMENT thru 11/12/2011

Administration:

- Farmers Market: 7 vendors, 113 cars
- Met with Play Space playground contractors to discuss repairing several pieces of playground equipment.
- Met with lighting consultants to discuss occupancy sensors and lighting issues at City facilities.
- Conducted Parks and Recreation Advisory Board meeting.
- Attended a turf meeting in Orlando.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 1,025 |
| • Harris M. Saxon Community Center | 3 permits issued | Weekly attendance – 478 |
| • Wes Crile Park | 3 permits issued | Weekly attendance – 3,948 |
| • Skate Park | 6 new passes | Weekly attendance – 837 |

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.
- 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 ends on 11/21/11.
- Deltona Little League fall season ends on 11/19/11.
- Deltona Panthers Football and Cheerleading is complete.
- FBVA fall program ends on 11/19/11.
- Deltona Youth Soccer fall season ends on 11/19/11.
- Stetson Futbol fall season is complete.

Parks Maintenance:

Weekly tasks include opening all the parks each morning; cleaning park restrooms; 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 sidewalk; taking vehicles to Fleet for maintenance; replacing paper towel and toilet paper dispensers.

- Mowed, edged and weed-eated the following facilities: Campbell Park, City Hall, CVS Park, Harris Saxon, Sheriff's Department, Skate Park and Wes Crile.
- Dupont Lakes – Box-bladed parking lot.
- Dwight Hawkins – Restroom repairs; park sign repair due to vandalism.
- Festival Park – Playground repairs.
- Harris Saxon – Removed graffiti from restroom due to vandalism; repaired door locks; miscellaneous repairs.
- Keysville Dog Park – Repaired 2x6x12 fence in park; removed damaged traffic sign and replaced with a new one.
- Lake Monroe Boat Ramp – Grinded down bolt head in the middle of floating dock and filled wash out with concrete.
- Thornby Park – Restroom repair and playground repair due to vandalism; placed ECHO sign in island directly across from playground.
- Tom Hoffman – Sign repair on walking trail; park sign repair due to vandalism.
- Vann Park – Box-bladed parking lot.
- Veterans Memorial – Placed 2 sculpture rocks in the Iraq Memorial; sprayed for fire ants; cleaned pavilion.
- Wes Crile Park – Sprayed for fire ants; measured stations at the Splash Pad.
- Miscellaneous:
 - Took scissor lift to City Hall.
 - Picked up decorations from storage for health fair.
 - Went to AirGas for new helium tank.

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; at City Hall, emptying trash from DSC classrooms as well as the various 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; monitoring temperature throughout the building; replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging toilets as needed; 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.

- Escorted Massey Services and Irvine Mechanical.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Repaired damaged screen at Dupont Lakes and replaced with new.

- Sports Complex:
 - Cleared vegetation at lake to get access to the pump located in lake; pulled pump.
 - Repaired irrigation at Pony League to alleviate water build-up on the clay infields, and added clay.

PLANNING & DEVELOPMENT SERVICES thru 11/16/2011

Executive Summary:

The Planning and Development Services Department is bringing the Capital Improvement Element (CIE) to the Planning and Zoning Board this week as a first step toward completion of the compliance process for that document with the State of Florida. Staff also spent a very busy week addressing issues ranging from the opening of the Lohman's Funeral Home to the establishment of a Park and Ride facility at Deltona Plaza with the Florida Department of Transportation that will provide an alternative for commuters to take mass transit, thus saving money. The intent, if successful, will increase ridership potential for Deltona residents for the new SunRail station at Ft. Florida, potentially help occupy vacant suites at Deltona Plaza, and potentially increase the number of routes provided by Votran within the City.

Planning:

The Planning Section is fielding approximately 10 to 15 phone calls and walk in customers per day with regard to floodplain determinations, based on the newly adopted floodplain maps. The public inquiries concerning new floodplain maps is the result of letters by mortgage companies requesting that homeowners obtain an official, local government determination regarding floodplain locations per parcel. Staff is working on a Community Rating System (CRS) application that is intended to provide a floodplain rating for the benefit of determining how compliant a community is to floodplain management regulations, physical criteria, etc. With the adoption of the new floodplain map, it is anticipated that Deltona will receive a floodplain rating that could result in reduced insurance premiums for homeowners.

Housing & Community Development:

The Community Development Section is glad to report that the Management Plan for the NSP 3 program was approved without issue by the U.S. Department of Housing and Urban Development (HUD). HUD will allow the City to purchase homes within an expanded target area (Area of Greatest Need) for NSP 3 and continued home purchases within NSP 1 throughout the City. Staff closed on the 29th home this week and will sell another three houses before year-end. Staff is also purchasing the first NSP 3 home this month and is excited about that project moving forward. Finally, Staff looked at funding strategies within CDBG for economic development.

PUBLIC WORKS thru 11/11/2011

Traffic Operations:

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

- Signs:
 - Completed 21 sign repair work tickets .
 - Fabricated 28 new street name signs.
 - Installed 21 new street name signs.

- Fabricated and installed (52) 11.5”x 11.5” City logos.
- Fabricated and installed (1) “No Parking” sign.
- **Asphalt:**
 - Completed 2 asphalt repair work tickets – 1 ½ tons.
 - Perimeter – repaired 16’x 8’ section of road for Deltona Water – 1 ½ tons
 - 741 Hager – repaired 12’x 15’ section of road for Deltona Water – 2 tons.
 - 1210 E Fowler – repaired 2’x 2’ section of road for Deltona Water – ¼ ton.
- **Speed Trailer:** Removed speed trailer at 1778 Van Allen; installed speed trailer at Merrimac & Independence.
- **Misc:** Installed new city logos on 9 different city trucks.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Elkcarn, Providence, and Howland – changed irrigation schedule to once a week.
 - City Homes – 591 Firwood.
 - City Signs – Saxon & I4 & Howland Blvd & Graves
 - Changed irrigation schedule to once a week.
- **Concrete:**
 - Sidewalk repair at 87 Courtland Blvd – 8’x 8’; 1599 Piedmont – 6’x 4’; Agatha & Lydia – 18’x 4’, 18’x 4’ & 4’x 4’.
- **Clam Truck:** Debris – 11
- **Slope Mowing:** Kinlock & Red Coach – 280’; 1565 Seahorse – 120’;; 1489 Ferendina – 160’; 1459 Ferendina – 80’; 1377 Ferendina – 80’; 1321 Ferendina – 80’; 1313 Ferendina – 160’; Toledo between Dunlap and Ft Smith; 1657 Dunlap – 120’; 1641 Dunlap – 80’; 1635 Dunlap – 80’; 1565 Seahorse – 40’; Dressel & Baton – 140’; 1481 Lavilla – 80’; Restmere – 240’; Elkcarn & Ft Smith – 320’; 1996 Old Mill – 30’; 1998 Old Mill – 80’; Sylvia & Feather – 240’; 1062 Feather – 100’; 717 Jena – 1220’; 618 Whitmarsh – 780’.
- **Misc:**
 - 650 S Wellington – removed trash that was dumped in empty lot.
 - Norwood, Lydia & Agatha – edged sidewalk.
 - Catalina & Yorkshire – cleaned drainage box (on call).
 - Merrifield – spoke with resident concerning drainage issues (on call).
 - City Wide – emptied all trash containers.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 6 | Repairs – 8 |
| ● Equipment | PM – 2 | Repairs – 13 |
| ● Road Calls | 2 | |
| ● 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 – installed a riser on basin; formed up driveway; poured concrete; poured concrete around basin.
 - Elkcam – prepped area; cut hole in box; mudded in a pipe.
 - Pond 10 – installed 2 sections of pipe on hill; graded area; placed sod.
 - Ft Smith – cleaned up pine needles in curb.
 - Shaw St – filled in washout.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 7.6 acres mowed.
 - Ponds mowed – 849 Deltona Blvd; 922 Fairbairn; Joyner; Seagate.
 - Ditches mowed – 2200 Enterprise; 1447 Summit Hill; 2660 Eustace; 1201 Old Mill; 1562 Joyner; 2712 Ivydale; 2962 Allegro; 1751 Catalina; 1185 Winterville; 2727 Sedgfield; 2521 Tansboro; 2470 Unionville; 2280 Bahama; 2061 Malcolm; 2415 Haulover; 2401 Founder; 2426 Eldridge; 2871 Blackburn; 2664 Collingswood; 2693 Windsor Heights; 2319 Houston; 1933 Monterey; 825 Lehigh; 1909 Coble; 1860 Tanner; Snook; 3101 Yorkshire; 3372 Quail; 2072 Blanton; 3254 Agar; 3245 Parma; 3208 Parma; 3066 Parma; 2970 Parma; 3222 Quail; 989 9th; 751 Whitewood; 722 Whitewood; 556 Nardello 524 Gaspar; 444 Alexander; 1293 Buccaneer; 230 Embassy; 761 Redcoach.
- **System Cleaning (Vac Truck):**
 - 210' of stormwater system cleaned.
 - 4 yards of debris removed.
 - Storm systems jetted – 2661 Glade; 2049 Brewster.
- **Right of Way Mowing Crew:**
 - 14 miles of right of way mowed.
 - Sectors mowed – 7; 8; 9; 10; 11; 12; 13; 14; 15; 16; 17.
 - Alley mowed – 977; 1121; 1123; 1124; 1898.
- **Right of Way Litter Crew:**
 - 544.5 gallons of litter removed.
 - Main road trash pickup – Normandy Blvd; Elkcam Blvd; Courtland Blvd.
- **Misc:**
 - 1869 Norwood Dr; 1190 Saxon Blvd – weedeat around staff gauge.
 - Randolph St – hand mowed ditch.
 - 201 Howland Blvd – cleaned and greased vehicle.
 - Pond 10 – cleaned trash out of pond.
 - Normandy Blvd – cleared rocks out of road and on sidewalk.

UTILITIES thru 11/13/2011

Customer Service

November 2011	7	8	9	10	11	12	13	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	852	416	263	376	X	X	X	1907
Ebox	321	345	152	203	X	X	X	1021
Call Center Calls	466	436	383	342	X	X	X	1627
Walk-ins/Drop Box	401	239	225	243	X	X	X	1108
On-line Payments	168	142	169	171	118	0	0	650

Customers Disconnected for Non-Pay

November 2011	8	9	Total
	Tues	Wed	
Cycle	1	2	
Total on Disconnect List	77	39	116
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

November 2011	7	8	9	10	11	12	13	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets				2				2
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement	3							3
Fire Hydrant Repair								
Replace Meter Box			1			2		3
Locates Received	11	9	14	8	8			50
Locates Completed	3	20	9	8	0			40
Main Leaks					2	1		3
Service Leaks	2		2					4
Sewer Repairs		1						1
Sewer Blockage	2					1	2	5
KV2 Valves	6	1	4					11
Service Replacements	5		1					6
Meter Change Outs	13	11	9	10				43
Service Orders	76	130	114	122				442
Disconnects		77	39					116
Drainfield Leaks								
Meter Retirements		1	3	6				10