

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: December 16, 2011

1st Annual Deltona Christmas Parade Update:

We are all looking forward to our *1st Annual Christmas Parade* scheduled for tomorrow evening, beginning at 6:00 p.m. along Providence Blvd. from Fort Smith Blvd. to City Hall. We have six (6) City department floats among our parade entries including: Building & Enforcement Services, Parks & Recreation Youth Advisory Board, Planning & Development Services, Public Works/Stormwater Division, and our premiere Santa float designed and built by our Deltona Water/Public Works employees. As you may recall, our award-winning "Santa float" has been an entry in other West Volusia parades for the past two years – we are very happy to be carrying Santa & Mrs. Claus in the City's *1st Annual Christmas Parade!* Our local Firefighters Foundation and Deltona Fire Explorers will also have floats in the Parade. I'm sure you will be very impressed with all the creativity and work that has gone into our City Departments and Fire agency floats. This year's parade theme is: *Winter Wonderland!*

Elected officials who are riding in the parade are asked to be at City Hall no later than 5:00 p.m., Saturday, December 17th, where we will have the Fire Department passenger van available to drive you to the beginning of the parade route. Any questions about this event, please let me know.

Deltona's Food and Toy Drive:

Today was the last drop-off day for donations of food and toys for those families in need within the City. We collected over 2,700 lbs. of food and over 400 toys. We had a total of six (6) churches with food banks who registered to receive the food, and the toys were given to Students Reach Out for distribution to Deltona families with young children to make their Christmas a happy one! All agencies picked up their food/toys this afternoon. Thank you to all of our residents, City employees, and City organizations who were able to help in this effort and a special thanks to all the City staff who helped sort, pack/load and distribute the items to the receiving agencies.

Santa's North Pole Event:

The Santa's North Pole event held last weekend at the library and hosted by the City's Parks and Recreation Department had 743 attendees, last year they had 365. Special thanks to our Parks & Recreation staff for the set-up, decorations, and work at the event, and to Walgreen's for taking the Santa photos. If you would like to see the display it will be in place through the month of December in the library auditorium.

Mark Your Calendars:

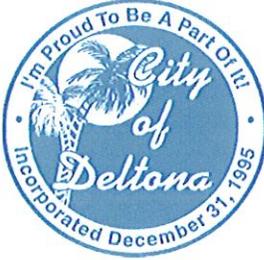
Staff is working with Fannie Mae and Mid-Florida Housing Partnership to organize another Foreclosure Prevention Event to be held at City Hall, on March 2-3, 2012. Details and more information will be provided as soon as it is available.

Ongoing/Upcoming Events:

- **Deltona's 1st Annual Christmas Parade** – Saturday, December 17th, 3:30 p.m. line-up begins, 6:00 p.m. parade along Providence Blvd, from Ft. Smith to City Hall; Christmas concert, photos with Santa, and award of parade trophies following the parade in the City Hall courtyard. Providence Blvd. between Tivoli and Fort Smith will be closed to regular traffic from 3:00 p.m. to the end of the parade; **Providence Blvd. between Fort Smith and City Hall will be closed at 5:30 p.m. until the conclusion of the Parade.**
- **City Hall & Deltona Water Offices Closed** – Friday, December 23rd, Monday, December 26th, and Monday, January 2nd
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.
- **Regular City Commission Meeting** – Tuesday, January 3, 2012, 6:30 p.m., Commission Chambers



Faith G. Miller, MMC, MPA
City Manager



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: December 16, 2011

CITY MANAGER'S OFFICE thru 12/16/2011

Communication:

- Attended a meeting of the Volusia-Flagler Public Information Network.
- Created and worked with Planning & Development to print signs for the cars in the Christmas Parade.
- Working with a contractor on the setup and preparation for filming of the Christmas Parade.
- Broadcast the Dec. 12th City Commission meeting.
- Updated the broadcast schedule for DeltonaTV for the week of Dec. 18th.
- Updated programming for White House Chronicle and UCF's Global Perspective.
- Working on January issue of The Pride.
- Working with Public Works and WOFL-TV on the Christmas Parade publicity.
- Worked with Pelican Productions to videotape the December installment of the Energy Wise seminars.
- Began production for Holiday Parade of Homes photo contest for DeltonaTV.
- Began videotaping Holiday Greetings from City staffers and Commissioners, to air on DeltonaTV.

Media Relations:

- Provided information to Ludi Lelis/Orlando Sentinel, regarding the Solid Waste contract.

Press Releases:

- Parade Marshals

Business Development:

- Met with Frank Mercer, Director of the Center for Business & Industry at Daytona State College;
 - Frank reports that Mary Bruno has visited the Deltona campus looking at classrooms with high ceilings, trying to get the HVAC classes that the City of Deltona requested.
- Continued follow-up for a Deltona Business Assistance Center (UCF).
- Met with Deltona Scrub Jay Mitigation Project team to prepare for a meeting with a large "conservation land banker" later in week.
- Attended the Team Volusia booth at the Chamber Alliance "Buy Local" Expo at Daytona Beach; obtained several good leads to follow-up on for Deltona development.
- Met with John Wanamaker, Coldwell Banker Commercial Realty, to discuss current active transactions.
- Met with Chris Bowley and Steve Narvaez to get ideas on Deltona Medical Forum being proposed for early 2012.
- As City Liaison, attended the Deltona Economic Development Advisory Board Medical Complex and Educational Campus Sub-committee meeting; Mary Bruno, Daytona State College, was the guest speaker.

- Attended the CRA Project study team meeting to review locations in Deltona for commercial improvement and redevelopment.
- Met with Nick Mcray, Economic Development Director for Sanford.
- As City Liaison, attended the Deltona Economic Development Advisory Board Commerce Park and SunRail Sub-committee meeting.
- Met with City Manager to discuss “Job Fair” possibilities.
- The Deltona Scrub Jay Mitigation Project Team (which includes Chris Collier, City of Deltona; Steve Kintner, Audubon Society; and members of Miller-Legg, conservation study consultants, and myself) met with the representative of a large Volusia County landowner to discuss conservation landowner agreement.
- Met with Chris Bowley, Planning Director, to discuss 2012 UCF Public Administration Research Conference/Call for Proposals.

BUILDING & ENFORCEMENT SERVICES thru 12/9/2011

Building Services Division:

Building Permits issued for the week.....	51
Valuation of work permitted for the week.....	\$1,359,409.99
Inspections completed for the week	166
Total Permits issued for Fiscal Year 11/12	480
Valuation of work permitted for the year 11/12	\$5,766,450.94
Permits Issued:	
A/C change out	8
Building Commercial.....	1
Building Residential.....	3
Deck	1
Door Replacement	3
Electrical	2
Fence.....	7
Fire Special Event.....	1
Garage Door Replacement.....	5
Mechanical.....	1
Pool In-ground	1
Reroof	5
Screen Enclosure.....	1
Shed	2
Sign	4
Solar Panel	3
Water Heater Replacement	2
Window Replacement	1
Total	51

Enforcement Services Division:

Requests for services this week	236
Animals impounded at the humane societies	45

Citation warnings issued	12	
Courtesy notices	112	
Abatement notices	20	
Citations issued	9	
Code Enforcement telephone calls	137	
Animal Control calls	77	
Solid Waste calls	55	
Citizen walk in requests for Code Enforcement assistance	16	
Citizen walk in requests for Animal Control assistance	4	
Citizen walk in requests for Solid Waste assistance	3	
Properties requiring grass to be cut by contractors	0	(at a cost of \$0.00)
Certified mailings sent out	20	(at a cost of \$111.80)
Money collected for Animal tags, liens and return to owners	\$620.00	
Foreclosures for this week: Deltona	23	
	<u>County</u>	45
	Total	68

CITY CLERK'S OFFICE thru 12/09/2011

Department Staff:

2nd Floor HR/CC Walk-In Customers	74	
2nd Floor calls Answered	29	
Packages Picked Up	2	
Packages Received	21	
A/P Invoices Opened	124	
Newspapers	16	(11 hours)
Public Records Requests Received	2	
Public Record Request Amount Received	\$ 2.25	
Documents imaged, pages	3,226	
Large scale drawings imaged, pages	197	

FINANCE DEPARTMENT thru 12/15/2011

- Met with American Express to discuss payment of A/P via Amex to get rebates.
- Preparing bid for HVAC services for all City locations.
- Preparing RFP for Financial Advisory Services.
- Processed November credit cards.
- Prepared Agenda Memo for Verizon Aircards.
- Updated Purchasing Card Policies and Procedures.
- Reconciled Developer Escrow Accounts.
- Received Certificate of Achievement for Excellence in Financial Reporting from GFOA for FYE '10 CAFR.

FIRE DEPARTMENT: thru 12/15/2011

Fire Chief:

- Met with the City Negotiations team and Labor Attorney to discuss negotiations and the recent proposal submitted by the bargaining unit.
- Met with Deltona Water, Building and Enforcement Services and GIS on planning, placement, tagging, locating/GIS, flow-testing and maintenance of fire hydrants.
- Attended the final meeting of the Annual Christmas Parade planning committee.
- Attended a Basic Public Information Officer course as part of the FEMA Advanced Professional Series for Emergency Managers.

Admin/Daily:

- Toured all Fire Stations and met with each crew and crewmember.
- Attended the “New Employee” orientation at HR.
- Created the “Communication Incident Form” for use by all personnel.

Training & Safety:

- Observed special ops training at Station #62.
- Street orientation training completed.

HUMAN RESOURCES DEPARTMENT thru 12/14/2011

- 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:
 - (1) Equipment Operator
 - (6) Water Operator I
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Pre-employment physicals and drug screenings scheduled for (2) Firefighters
- New Hire Orientation: (1) Deputy Fire Chief.
- FMLA requests: (2)
- Conducted one interview for Water Operator.
- Coordinating interviews for Equipment Operator internal position.
- Working with TechBridge to employ two youths through their Youth Employment Program.
- Working with Public Works in reviewing key positions and job descriptions.
- Met with the City Negotiation Team to review Union contract proposal.

Risk Management:

- Met with Progress Energy and Parks & Recreation Dept. to discuss possible upgrades to parking lot lighting for security reasons; will receive proposal mid-January.
- Filed two insurance claims against 3rd parties for damage to City property.

- Meeting with IT to develop bid specs for security camera system.
- Received final WC insurance audit for last fiscal year – premium reconciliation \$3,500.
- Investigated two citizen claims of losses due to City activities.

PARKS AND RECREATION DEPARTMENT thru 12/10/2011

Administration:

- Farmers Market: 4 vendors, 90 cars.
- Santa's North Pole: 743 attendees from 5:00-9:40pm.
- Conducted the Youth Advisory Sub Committee Meeting.
- Conducted the Citizen Accessibility Advisory Sub Committee Meeting.
- Met with Progress Energy to discuss lighting options for security.
- Met with Mike's New York Style Hot Dogs to discuss the concession at Dupont Lakes.
- Met with Wiginton Fire Systems to conduct inspection of City Hall.
- Met with Steve Prado to discuss the upcoming men's softball league that begins in January 2012.
- Met with Playmore Playground Equipment representatives to inspect all of Playmore's playground equipment.
- Met with Safety Products representatives to discuss safety products.

Facility Use Permits:

• Deltona Community Center	1 permit issued	Weekly attendance – 1,132
• Harris M. Saxon Community Center	3 permit issued	Weekly attendance – 473
• Wes Crile Park	6 permits issued	Weekly attendance – 1,833
• Skate Park	5 new passes	Weekly attendance – 361

Special Events/Programs:

- Dewey Boster Sports Complex:
 - Philadelphia Union is scheduled to train from February 5th through February 19th.
- 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 has ended.

City Leagues Currently Underway:

- Men's Winter league will start on Monday, January 9th.
- Men's senior league will start in March 2012.

Partner Leagues Currently Underway:

- Adult 6v6 soccer starts in January 2012.

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.

- Campbell Park – Replaced rails on the boardwalk and two-story overlook due to vandalism.
- Dewey Boster – Pressure washed restroom due to vandalism; mulched playground.
- Dwight Hawkins – Pressure washed restroom due to vandalism.
- Festival Park – Pressure washed restroom due to vandalism.
- Manny Rodriguez – Repaired broken fence boards.
- Vann Park – Mulched playground.
- Miscellaneous:
 - Returned Christmas items to storage.
 - Picked up food donations from various City locations and Sons of Italy.
 - Unloaded the Santa's North Pole items in the Library Auditorium.

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.

- Picked up food donations from various City locations.
- Trimmed trees in the courtyard and assisted with decorating trees.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Completed screening at Dupont Lakes.
 - Repaired irrigation at Wes Crile.
- **Sports Complex:**
 - Repaired drinking fountain and irrigation.
 - Sprayed complex with fertilizer and wetting agent.
 - Replaced vents in restroom due to vandalism.
 - Re-overseeded fields 1-3, 6 and 8-9.

PLANNING & DEVELOPMENT SERVICES thru 12/14/2011

Executive Summary:

The Planning and Development Services Department is honored to be considered by the Florida Planning and Zoning Association (FPZA) for the 2011 Sustainability Award for the Neighborhood Stabilization Program. This award belongs to the City of Deltona for their continued support of the program that provides needed services to residents to purchase homes, establish homeownership, build credit and equity, remove blight in neighborhoods, and help stabilize property values. Congratulations to staff and their subconsultants for all of the great work!

Planning:

The Planning Section is assisting the developers of several projects, which represents improved market growth. The Epic Movie Theater will open soon, the Shops of DuPont Lakes is under construction, the Family Dollar at 951 Doyle Road is nearing completion, and the Iglesia Misionera Esclabon de Dios (IMED) Church is coming forward with a Conditional Use Permit application to convert the former Cornerstone Christian Church building at 2745 Lake Helen-Osteen Road to their assembly.

Housing & Community Development:

The Community Development Section is operating on several fronts and assistance is being administered to those seeking affordable housing help. The NSP 1 program continues to get contract offers and the nine pending home sales with the 30 sold homes places us at a 74% completion ratio with a year and a half remaining on that program. Two offers are pending and will leave the City with 12 homes to finalize (two are Habitat's). There are three homes purchased within NSP 3 and another six under consideration. The City will purchase no more than 15 homes within that program. Spending continues within CDBG and the City Commission approved the Consolidated Annual Performance and Evaluation Report (CAPER) this week. Finally, there is a demand for SHIP funds and the City only has \$92,923 to spend by the end of June 30, 2012.

PUBLIC WORKS thru 12/9/2011

Traffic Operations:

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

- **Signs:**
 - Completed 1 sign repair work ticket in the City.
 - Fabricated 13 new street name signs.
 - Installed 13 new street name signs.
 - Fabricated 10 Stop signs to keep in stock.
- **Asphalt:**
 - Completed 15 asphalt repair work tickets – 1 ton.
 - Repaired 7'x32'x 52' section of road for Stormwater – 2 ½ tons.
- **Speed Trailer:** Installed at 1040 Parnell.
- **Message Boards:** Installed at Normandy & Saxon and Providence & Eustace for Parks & Recreation.
- **Misc:**
 - Assisted with building the Christmas float.
 - Elkcarn Blvd – extended radius along curve next to golf course with recycle concrete.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:** Providence Blvd median.
- **Concrete:**
 - Sidewalk repair at 487 Alexander – 48’x 8’; 1090 E Normandy Blvd – 16’x 5’.
- **Clam Truck:**
 - Debris – 13.
 - Trimming – 8.
- **Drop Offs**
 - Repaired drop off – 2739 W Covington; 2848 Corrigan; 2740 W Covington; Elkcaml Blvd between Providence Blvd & Normandy Blvd.
- **Misc:**
 - Fayson & Alloway – raked out area where Department of Transportation tore up with bulldozer.
 - 481 Alexander – resident had concerns about a tree (Spoke with resident and informed him it was private property and not in right of way.)

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|-------------|
| • Vehicles | PM – 5 | Repairs – 8 |
| • Equipment | PM – 1 | Repairs – 6 |
| • Road Calls | 3 | |
| • Parts Run/Vehicle Delivery | 2 | |
| • 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:**
 - Elkcaml/Florida – installed 140’ of 15” pipe; 2 basins; reshaped swales and added sod.
 - 2931 Cardinal – replaced 10’ of metal pipe with 15” ADS pipe; mudded box and headwall; hauled off debris.
 - City Wide - filled in washouts in ponds and ditches.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 5.5 acres mowed.
 - Ditches mowed – 1581 Timbercrest; 1851 Gatewood; 1894 Maderia; 2911 Day Rd; 2841 Canal; 1922 English; 2812 Hayes; 2941 Cardinal; 2221 Kent.
 - Ponds mowed – 3178 Mapleshade; 2583 Collingswood; 2534 Omaha.
- **System Cleaning (Vac Truck):**
 - 550’ of stormwater system cleaned.
 - 1 yard of debris removed
 - Howland Blvd/Monument storm system jetted.
- **Right of Way Litter Crew:**
 - 841.5 gallons of litter removed.
 - Main road trash pickup – Courtland Blvd; Normandy Blvd; Anderson; Cloverleaf; Elkcaml Blvd; Wolf Pack Run; Deltona Blvd; April; Captain; Haulover; Catalina.

- Alley trash pickup – 171; 172; 219;484; 485; 498; 566; 570; 618; 632; 933; 977; 1021; 1023; 1024; 1159;1184; 1185; 1578; 1590; 1898; 1915.
- **Misc:**
 - 2088 Apricot Dr – cut up trees and put in right of way.
 - 201 Sheryl Dr – repaired erosion and fence.
 - Lush Lane – repaired headwall.
 - 2082 Gallagher Av – cleaned debris out of pond.
 - 2621 Juliet Dr E; 2962 Allegro Ct; 1327 Comerwood Dr; Alley 977; 2222 Kent Rd – removed tree from ditch.
 - Slater Dr E – cleaned debris around all structures.
 - 2132 Gloria Dr E – removed trees from pond.

UTILITIES thru 12/11/2011

Customer Service

December 2011	5	6	7	8	9	10	11	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	1107	530	326	259	283	X	X	2505
Ebox	354	418	170	155	200	X	X	1297
Call Center Calls	784	526	443	310	351	X	X	2414
Walk-ins/Drop Box	546	284	249	202	220	X	X	1501
On-line Payments	214	146	150	131	157	103	97	998

Customers Disconnected for Non-Pay

Dec. 2011	6	7	8	Total
	Tues	Wed	Thurs	
Cycle	8	1	2	
Total on Disconnect List	110	91	37	238
Off in error/DW error				
Off in error/Munis error				
Misapplied Payment				

Construction Log & Service Orders

Dec. 2011	5	6	7	8	9	10	11	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets		1	1	1				3
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box		1			1			2
Locates Received	7	12	13	6	9			47
Locates Completed	14	11	1	17	3			46
Main Leaks	1	1		1				3
Service Leaks								
Sewer Repairs				1	1			2
Sewer Blockage				1	2			3
KV2 Valves	2	2	1		6			11
Service Replacements								
Meter Change Outs	14	5	4	3	8			34
Service Orders	98	108	134	114	126			580
Disconnects		110	91	37				238
Drainfield Leaks								
Meter Retirements	20		2	13	4			39