

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: January 13, 2012

Additional Commission Meetings:

The following Commission meetings will be added to our calendar based on responses from a majority of the Commissioners:

- Commission Workshop re: Sign Ordinance, Tuesday, January 24th, 4:30 p.m.
- Budget Forum, Saturday, February 18th, 9:00 a.m.

Video Tour of Deltona:

The video project that the City started through CGI Communications and the National League of Cities is now up and running on the City's website. The video vignettes include 90-second videos on the following topics: Welcome, Quality of Life, Real Estate and Relocation, Education, Economic Development and Parks & Recreation. The City retains approval rights over the videos and the content and pictures can be changed and updated as needed. The link to view the videos is at the bottom of the home page on the City's Webpage.

Team Volusia:

The City Manager and Economic Development Administrator attended the Annual Meeting of Team Volusia on Thursday, January 12th. Copies of the Annual Report have been forwarded to the Mayor and Commissioners. Alex Sink was the Guest Speaker at the meeting and she spoke regarding the Florida Next Foundation which is a non-profit and non-partisan organization dedicated to re-invigorating and re-envisioning the State's small businesses and quality of life. For more information, you may want to visit their website at: www.FloridaNext.org. The Executive Board of Team Volusia is beginning the search process for a new Executive Director and will be selecting a search firm to help with that search.

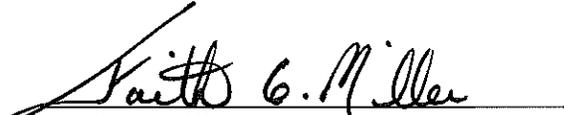
Job Fair Status:

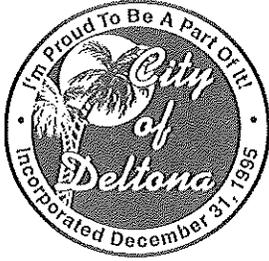
Staff is in the planning stages for the March 16th Job Fair to be held in our Commission Chambers. We have been meeting and contacting various partner organizations to assist us in providing a quality event. The Center for Business Excellence (CBE) and Workforce

Development of Volusia/Flagler Counties is interested in partnering with us in this effort at no cost and they will assist us in contacting employers through their database of employers in Volusia and Flagler Counties and in contacting their counterparts in Seminole and Orange Counties to allow us to send invitations to the employers in their database as well. CBE can also provide training sessions for our unemployed residents during the Job Fair.

Ongoing/Upcoming Events:

- **City Hall & Deltona Water Offices Closed** –Monday, January 16th
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.
- **Regular City Commission Meeting** – Tuesday, January 17th, 6:30 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Tuesday, January 24th, 4:30 p.m., 2nd fl. Conference Room


Faith G. Miller, MMC, MPA
City Manager



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: January 13, 2012

CITY MANAGER'S OFFICE thru 01/13/2012

Communication:

- Facilitated and photographed a ribbon cutting for Flooring & Beyond.
- Worked on the City of Deltona 2011 Annual Report.
- Attended the Jan. 9th Commission Workshop.
- Photographed the Christmas Parade Appreciation luncheon.
- Assisting the Commission with nomination narratives for Volusia League of Cities Distinguished Service Awards.
- Attended the Safety Committee representing the City Manager's Office.
- Working with the Purchasing Office to put the City Newsletter Contract out for bid.
- Met with Commissioner Denizac to discuss marketing direction for the upcoming Job Fair.
- Updated DeltonaTV Schedule for the week of January 15th.
- Updated DeltonaTV programming for White House Chronicle, UCF- Arts Performance, Global Perspectives, On the Issues.
- Created MLK Breakfast Event Program for Deltona Dreamkeepers.
- Prepping for 3rd Energy Seminar: Saving Energy at Home.
- "City Hall Closed for MLK Day"- added to Welcome Signs, DSC Sign, and Bulletin Board slides for DeltonaTV.
- Finished The Pride Newsletter for January.
- Selected winning entry for 2nd Annual Holiday Parade of Homes and prepared Presentation for the January 17th Commission Meeting.
- Updated the On-Air list of NSP Homes for DeltonaTV.
- Responded to resident concern regarding change in flight paths for Sanford International Airport.

Media Relations:

- Answered follow-up inquiry from WFTV, regarding resident complaint about Deltona Water (meter readings).
- Provided information regarding "spinning signs" and the proposed sign ordinance to Mark Harper/Daytona Beach News Journal.
- Provided information regarding a complaint about illegal fireworks from a former Commissioner to Mark Harper/Daytona Beach News Journal.
- Provided information regarding proposed Ethics Ordinance to Mark Harper/Daytona Beach News Journal.
- Provided information regarding scheduled utility work on SR 415 to Ludi Lelis/Orlando Sentinel.

Press Releases:

- Press Release on 3rd Energy Seminar: Saving Energy at Home.

Business Development:

- Met with the City Scrub Jay Mitigation Project Team and the Audubon Society representative to start preparing for the Commission Workshop presentation in February.
- Met with the DEDAB Educational Campus and Medical Complex Sun-committee in preparation for that Sub-committee's 4th Quarter Report to DEDAB.
- Met with a prospective business owner to discuss plans for a pawn shop business; referred him to the Planning & Development Department to discuss ordinances, zoning issues, etc.
- Attended "Job Fair" planning meetings, and sent information regarding the upcoming "Job Fair" to eight regional Chambers of Commerce plus the Volusia County Manufacturer's Association.
- Met with a major Deltona landowner's representative to discuss development of their Activity Center and SR-415/Howland Boulevard properties.
- As DEDAB City Liaison, prepared meeting packets and attended the quarterly DEDAB meeting.
- Attended the SunRail Rail Forum held in Orlando, detailing the successes and progress of that project.
- Met with Congressman John Mica and staff (John Booker and Dick Harkey).
- Attended the West Volusia Economic Development Committee meeting to discuss the 2012 agendas.
- Met with representatives of two separate large development companies to start building relationships to benefit future Deltona development and redevelopment.
- Contacted Webster College and ITT Technical Institute regarding the "Job Fair".
- Contacted the Veteran's Administration (Orlando) for information needed pertaining to lease terms and RFPs on upcoming VA clinic site.
- Attended the Team Volusia EDC 2012 Annual Meeting in Daytona.
- As DEDAB City Liaison, prepared the meeting packets and attended the DEDAB Educational Campus and Medical Complex Sun-committee meeting.

BUILDING & ENFORCEMENT SERVICES thru 01/06/2011

Building Services Division:

Building Permits issued for the week	37
Valuation of work permitted for the week.....	\$318,323.00
Inspections completed for the week	86
Total Permits issued for Fiscal Year 11/12	642
Valuation of work permitted for the year 11/12	\$6,972,795.81
Permits Issued:	
A/C change out	1
Addition	1
Demolition	1
Electrical	3
Fence.....	4
Garage Door Replacement.....	1
Hood.....	1
Mechanical.....	2
Reroof	6
Screen Enclosure.....	1
Shed	2
Siding.....	1
Solar Panel Installation	4
Water Heater Replacement	6
Window Replacement	3
Total	37

<u>December 2011 ACTIVITY</u>	<u>Count/Amt.</u>
<u>LBT</u>	
Renewals	196
Residential Rental Renewals	434
New Residential Business	11
New Residential Rentals	24
New Commercial	4
Non-Profits	1
Exempt/Issued	0
Walk-Ins	79
Business Tax Revenue Collected	\$ 12,863.70
Fire Inspections Revenue Collected	\$ 560.00
# Of 20% Late Notices Mailed	472

FIRE/RESCUE DEPARTMENT thru 01/11/2012

Fire Chief Staples:

- Continued On-the-Job training / orientation with Deputy Chief Rafferty including ongoing EMS and Operational issues, City of Deltona Exposure Control program and Post Exposure Network (PEN) training.
- Attended a Fire Rescue East – Advanced Life Support Competition planning meeting.
- Attended an Executive Board meeting of the Volusia County Fire Chiefs’ Association (Chief Staples is president of the VCFCA for 2012).
- Answered a grievance filed by the Union over Health Care Insurance and the City’s plan to roll bargaining unit members into the core health insurance plan in lieu of the Pay Up plan.
- Attended the East Central Florida Fire Prevention Association meeting.
- Attended a Christmas Parade Wrap-up meeting.

Deputy Fire Chief Rafferty:

- Met with Chief Sievert, Chief Homan and Chief Snyder regarding personnel issues.
- Met with 65 crews regarding Exposure reporting issue.
- Met with Risk Manager.

EMS:

- Monthly quality assurance submittal sent to County.
- CPR Professional recertification class given to 3 Fire Fighters.
- Completed 2 weeks of EMSTARS reporting.
- Created personnel files and filed certifications for 2 new Fire Fighters.
- Meeting with PM Morgan regarding Protocol issue.

Training & Safety:

- Orientation training with new hires.
- Attended Volusia County Joint Training/Operations meeting.
- Attended City of Deltona Safety Committee meeting.
- Facilitated the Harassment-Free Environment Training conducted by Chief Tucker from the Villages.

HUMAN RESOURCES DEPARTMENT thru 01/11/2012

- Performance Evaluations processed: 26
- Deltona JOBS Program Folders:
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1093)
- Applications received:
 - (10) Parks Attendant-Intermittent
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Conduct background check for: (1) Wastewater Operator
- New Hire Orientations: (2) Firefighters
- FMLA requests: 2
- Scheduled the first round of Wellness Check-ups for the 2011/2012 Wellness Challenge.
- Coordinated the City's Job Fair scheduled for March.
- Participated in (9) interviews for Storm Water Technician at Public Works Depot.
- Coordinated with staff and communicate with Union leadership and members regarding health insurance roll-in which is effective February 1st.

Risk Management:

- Received checks for claims filed with 3rd party insurances, approximately \$2,800.
- Met with insurance inspector to inspect several parks.
- Worked on two citizen claims regarding water service.
- Completed project with Stormwater Division to assist resident in correcting a septic tank problem.

PARKS AND RECREATION DEPARTMENT thru 01/07/2011

Administration:

- Farmers Market: 6 vendors, 134 cars.
- Met with All Solar, Inc. representatives to discuss solar energy opportunities.
- Met with Mike's New York Style Hot Dogs to discuss opening the Dupont Lakes concession stand.
- Met with Signal 21 to discuss the alarm zones at City Hall.
- Attended the City Commission Workshop on Ethics.
- Met with Pride Enterprises to discuss park benches.
- Hosted the Parks and Recreation Advisory Board monthly meeting.
- Hosted the Youth Advisory Sub Committee monthly meeting.
- Developing information for the upcoming Ability Fair in March.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 4 permits issued | Weekly attendance – 503 |
| • Harris M. Saxon Community Center | 3 permits issued | Weekly attendance – 473 |
| • Wes Crile Park | 1 permit issued | Weekly attendance – 1,614 |
| • Skate Park | 9 new passes | Weekly attendance – 767 |

Special Events/Programs:

- Campbell Park:
 - MLK Celebration will take place on Monday, January 16, 2012 from 12:00-5:00pm

- City Hall:
 - West Volusia Baseball Opening Day Parade is scheduled for Saturday, February 11th departing at 9:00 a.m.
- Deltona Blvd.:
 - Deltona Little League's Opening Day Parade is scheduled for Saturday, March 17th departing from the old Winn Dixie plaza at 9:00 a.m.
- Dewey Boster Sports Complex:
 - Philadelphia Union is scheduled to train from February 5th through February 19th.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.

City Leagues Currently Underway:

- Men's winter league continues.
- Men's senior league will start in March 2012.

Partner Leagues Currently Underway:

- Adult 6v6 soccer winter season is underway.
- FBVA winter season starts Saturday, January 14th.
- Registration is under way for West Volusia Youth Baseball and Deltona Little League.

Parks Maintenance:

Mowed, edged and weed-eated: Firefighters Memorial Park.

- Campbell Park – Replaced damaged parking stops.
- Dewey Boster – Completed painting railings in new barn; built tool cage and installed shelving.
- Dwight Hawkins – Painted over graffiti on picnic tables in pavilion (due to vandalism).
- Keysville Dog Park – Finished mulching playground.
- Manny Rodriguez – Painted picnic tables and benches.
- Skate Park – Added mulch to playground area.
- Timber Ridge – Replaced locks on restroom.
- Tom Hoffman – Painted over graffiti on picnic bench in pavilion (due to vandalism).
- Vann Park – Repaired broken water line between concession stand and restroom.
- Veterans Memorial – Installed fence around new well.

Parks Maintenance – Miscellaneous:

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.

- Dismantled the Santa's North Pole setup and returned items to storage.
- Dismantled inflatables at City Hall and returned to storage.
- Removed all Christmas lights from the courtyard and front of City Hall; returned to storage.
- Inventoried supplies at the depot.

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; moving or assembling furniture for various departments; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Made list of janitorial supplies that need to be ordered for City Hall.
- Re-booted chillers.
- Escorted Irvine Mechanical.
- System check with Signal 21.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Replaced spigot at DuPont Lakes.
 - Fertilized Wes Crile Park.
 - Sprayed Campbell Park with Acephate (insecticide) for MLK Celebration.
- Sports Complex:
 - Began irrigation project along perimeter of Sports Complex.
 - Painted doors on buildings to repair paint damage.
 - Pressure washed football bleachers in preparation for soccer event in February.
 - Repaired irrigation at Pony League and fertilized.
 - Cut sod behind shop and placed in weak areas around the Sports Complex.

PLANNING & DEVELOPMENT SERVICES thru 01/11/2012

Executive Summary:

The Planning and Development Services Department is continuing the momentum from closing 2011 successes. Three projects are anticipated to come forward and Staff is prepared to take them through DRC. Also, work continues on the Sign Code with the City Attorney, the Building & Enforcement Services Director, and Building Officials, to have a final draft ready to take before a Commission Workshop.

Planning:

The Planning Section is working with the City Manager and Staff on a presentation for the February 13th Commission Workshop for Redevelopment Areas. These areas were previously identified in the Urban Design Master Plan for locations for commerce and employment centers. Staff has applied site location criteria and is preparing the presentation for the City Commission to direct Staff as to its preference for such a venture and the proper location to best implement a plan.

Housing & Community Development:

The Community Development Section closed on the 32nd home within NSP 1 and has another eight homes under contract. There are ten homes without contracts and several have been on the market for a number of days without a price adjustment, which may be the cause of no interest. Staff is having the properties reappraised to determine current market values in order to adjust the sales price, and to provide a scientific basis for HUD documentation that the price reduction is in line with the real estate market. Staff believes that the price adjustments will result in home demand and sales. We are also back into home acquisition, and are examining more houses through banks than we will ultimately purchase. We have purchased three homes in

NSP 3 and are buying one home in NSP 1. The remaining 15-20 units, between the two programs, should be acquired within the first half of 2012.

Finally, funds in the amount of \$97,107 remain in SHIP to spend in this fiscal year (thru June 30, 2012) and that money is committed to existing applicants that need Purchase Orders approved for work to begin. This leaves a remaining \$90,989 that can be spent within next fiscal year that begins on July 1, 2012.

PUBLIC WORKS thru 01/06/2011

Traffic Operations:

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

- **Signs:**
 - Completed 7 sign repair work tickets in the City.
 - Fabricated 1 new street name sign, and installed 11 new street name signs.
 - Fabricated & installed (5) No Parking signs at Glendale & Timbercrest.
 - Fabricated & installed (4) No Parking signs at 1140 Azora.
 - Fabricated & installed (1) Direction sign at W Lorraine & E Normandy.
 - Used from stock (1) No Trespassing sign at 1014 Whitewood.
 - Fabricated & installed (1) Intersection sign to the right at 2197 N Normandy.
 - Fabricated & installed (1) Advance Street sign for Armadillo Dr at 2197 N Normandy.
 - Fabricated & installed (1) Intersection sign to the left at 2235 N Normandy.
 - Fabricated & installed (1) Advance Street sign for Armadillo Dr at 2234 N Normandy.
 - Fabricated & installed (1) Adopt a Street sign for Stevenson-Taylor at Barlington & Feather.
 - Fabricated & installed (1) Adopt a Street sign for Stevenson-Taylor at Arrowhead & Feather.
- **Asphalt:**
 - Completed 3 asphalt repair work tickets – 2 tons.
- **Speed Trailer:** Installed speed trailer at 1058 Rosetta.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Providence Blvd; Elckam Blvd.
- **Concrete:**
 - Sidewalk repair at 1510 N Page – 16'x 4' & 4'x 4'.
- **Clam Truck:**
 - Debris – 14.
 - Trimming – 11.
- **Drop Offs:** Tivoli between Lydia & Poet – fill drop offs with recycled concrete.
- **Misc:** India Blvd – emptied trash cans and picked up trash around them.

<u>Fleet Maintenance Division:</u>	Vehicles	PM – 1	Repairs – 1
• Equipment	PM – 3	Repairs – 5	
• Road Calls	2		
• 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:**

- 1008 Tivoli – installed 200’ of 15” pipe; 4 basins; repoured driveway; reshaped swales; placed sod.
- 846 Maybrook – retrofitted junction box to a grate; reshaped swales; placed sod.
- 2586 Sweet Springs – prepped area for pipe project.

• **System Cleaning (Vac Truck):**

- 595 feet of Stormwater system cleaned.
- 10 Yards of debris removed.
- Storm systems jetted – 1300 Melshire; 2765 Huron; 1001 Eva; 2881 Elston.

• **Right of Way Mowing Crew:** Edged Courtland from Doyle to Ft Smith.

• **Right of Way Litter Crew:**

- 693 gallons of litter removed.
- Main road trash pickup – India; April; Tivoli; Anderson; Cloverleaf; Normandy twice; Catalina; Captain; Haulover; Courtland; Elkcam.

• **Misc:**

- 201 Howland Blvd – disposed of small pieces of pipe.
- 562 Geraldine Dr – cut tree down on City property.
- Monument – watered newly laid sod.

UTILITIES thru 1/8/2012

Customer Service

January 2012	Total week ending 01/08/12
DW – Lockbox	2705
Ebox	1347
Call Center Calls	2449
Walk-ins/Drop Box	1686
On-line Payments	1213

Customers Disconnected for Non-Pay

January 2012	Total week ending 01/08/12
Total on Disconnect List	250
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

January 2012	Total week ending 01/08/12
Water Service	
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	12
Locates Received	63
Locates Completed	57
Main Leaks	3
Service Leaks	4
Sewer Repairs	
Sewer Blockage	1
KV2 Valves	3
Service Replacements	1
Meter Change Outs	40
Service Orders	523
Disconnects	250
Drainfield Leaks	
Meter Retirements	25