



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: June 22, 2012

CITY MANAGER'S OFFICE thru 06/22/2012

Communication:

- Continue to publish updated information related to the Fort Smith Improvement Project traffic, e.g., lane closures, etc.
- Posted reminders about the EnergyWise Seminar, the burn ban being lifted, the blood drive at Deltona Water, the Child & Babysitting Class and the Health Expo, on Facebook and Twitter.
- Created a poster, flyer and DeltonaTV Community Calendar slides for the July 4th Extravaganza.
- Updated the Platinum poster for the re-scheduled jazz concert in the amphitheater.
- Worked with the Office of Economic Development to gather contact information for invitations to the Business Forum. Helped with the details and the facilitation of the Forum.
- Worked with the Finance Department and the Building and Enforcement Department to produce a flyer about the enhanced services from the solid waste provider for a Finance Department mailer.
- Updated DeltonaTV schedule for the Week of June 24th.
- Updated programming—UCF (Global Perspectives, On the Issues, MetroCenter Outlook), VA Weekly News, White House Chronicle.
- Videotaped the final episode of Energy Seminars: “Mold & Mildew” for later broadcast in July.
- Updated “Deltona Jobs Program” job slides for DeltonaTV.
- Videotaped Community Health Expo on Saturday, June 16th.
- Attended the Transportation Planning Organization (TPO) meeting featuring reThink’s “SunRail Commuter” presentation from FL Department of Transportation (FDOT).
- Live broadcast and recorded for later broadcast the June 18th City Commission Meeting.
- Produced July 4th Fireworks Preview PSA for broadcast on DeltonaTV.
- Preproduction for Relay for Life Recap PSA.
- Preproduction for Community Health Expo Recap PSA.
- Preproduction preps for Spring 2012 Business Forum.

Media Relations:

- Provided information regarding the City Proclamation for Pride Month 2012, and annual pay for the City Commissioners, to Mark Harper/Daytona News Journal.
- Provided information regarding retirement & medical benefits paid by the City to members of the Commission, to Pat Hatfield/West Volusia Beacon.

Press Release/s:

- Business Forum III (second press release)
- Child & Babysitting Class
- Burn Ban Repeal

Business Development:

- Participated in the Team Volusia project update teleconference, outlining the various companies that are searching for locations/relocation.
- Prepared the Deltona Economic Development Advisory Board (DEDAB) agenda and submitted it to staff for review and posting. The next meeting for DEDAB is July 10th.
- Began discussions with staff on the upcoming “visioning workshop”.
- Worked with Team Volusia on “Project Ringtone” a call center requesting 40,000 square feet. Prepared updated packages for both Deltona Plaza and Courtland Square... both former Winn Dixie sites, now vacant.
- Led the Deltona Business Forum III that was held on June 21st.
- Attended a West Volusia Regional Chamber of Commerce meet-and-greet to hand out flyers for the Business Forum.
- Met with Team Volusia and the Center for Business Excellence (in Daytona TV’s offices) to review the initial results of the Deltona Citizen’s Survey, discuss implications of the survey, and how the survey can be used in solicitations. The CBE will calculate the results and Team Volusia will prepare a solicitation package for Deltona’s use.
- Contacted the representatives (realtors/site selectors) for Chase Bank and CVS Pharmacy regarding the consolidated property on the SE Quadrant of the North Normandy and Saxon Boulevard intersection.
- Participated with City staff and Audubon Society on a conference call with the representative of Miller-Legg. Miller-Legg is performing the study for the Deltona Scrub Jay Mitigation Project.
- Chris Bowley, Director, Planning & Development Services and I met with Jerry Evans of Evans Properties, New Smyrna Beach. Evans is looking for locations for free-standing retail units, and we provided him with several sites to review. Evans is familiar with Deltona, having previously done several projects here, e.g., Walgreens and CVS.
- Attended the ribbon cutting for E & E Sports Bar and Grill at 1200 Deltona Boulevard.
- Met with Frank DeMarsh of Epic Theatres and Deltona Village to work on a marketing campaign for his property to be highlighted at the International Shopping Center Council’s conference in Kissimmee.

BUILDING & ENFORCEMENT SERVICES thru 06/16/2012

Building Services Division:

| | |
|--|--------------|
| Building Permits issued for the week..... | 83 |
| Valuation of work permitted for the week..... | \$309,707 |
| Inspections completed for the week | 130 |
| Total Permits issued for Fiscal Year 11/12 | 2,131 |
| Valuation of work permitted for the year 11/12 | \$15,905,779 |
| Permits Issued: | |
| A/C Change Out | 14 |
| Commercial Build-out..... | 1 |
| Deck | 1 |
| Door Replacement..... | 4 |
| Driveway | 1 |
| Electrical..... | 5 |
| Exterior Renovation | 1 |
| Fence | 11 |
| Garage Door Replacement | 1 |
| Plumbing | 3 |
| Pool Above Ground..... | 3 |

| | |
|-------------------------------|-----------|
| Pool In Ground | 2 |
| Reroof..... | 11 |
| Right of Way | 2 |
| Screen Enclosure | 6 |
| Shed..... | 2 |
| Sign..... | 2 |
| Water Heater Replacement..... | 4 |
| Window Replacement | 9 |
| Total | 83 |

Enforcement Services Division:

| | | |
|---|-------|-------------------------|
| Requests for services this week | 432 | |
| Animals impounded at the humane societies | 39 | |
| Citation warnings issued | 21 | |
| Courtesy notices | 171 | |
| Abatement notices | 42 | |
| Citations issued | 2 | |
| Code Enforcement telephone calls | 153 | |
| Animal Control calls | 143 | |
| Solid Waste calls | 110 | |
| Citizen walk in requests for Code Enforcement assistance | 9 | |
| Citizen walk in requests for Animal Control assistance | 5 | |
| Citizen walk in requests for Solid Waste assistance | 1 | |
| Properties requiring grass to be cut by contractors | 21 | (at a cost of \$735.00) |
| Certified mailings sent out | 73 | (at a cost of \$419.75) |
| Money collected for Animal tags, liens and return to owners | \$300 | |
| Foreclosures for this week: Deltona | 32 | |
| County | 43 | |
| Total | 75 | |

CITY CLERK'S OFFICE thru 06/08/12

| | | |
|---|--------|------------|
| 2nd Floor HR/CC Walk-In Customers | 78 | |
| 2nd Floor calls Answered..... | 21 | |
| Packages Picked Up | 0 | |
| Packages Received | 56 | |
| A/P Invoices Opened..... | 134 | |
| Newspapers | 18 | (11 hours) |
| Public Records Requests Received | 3 | |
| Public Record Request Amount Received | \$1.80 | |
| Documents imaged, pages | 5,193 | |
| Large scale drawings imaged, pages | 0 | |

FINANCE DEPARTMENT thru 06/20/2012

- Met with Deputy City Manager to review capital submissions for FY 12/13 budget.
- Met with City's fixed assets team to ensure better communication between divisions regarding fixed assets.

- Attending Volusia-Flagler FGFOA quarterly meeting/training.
- Presented preliminary non ad-valorem special assessments to Commission.
- Prepared agenda memo for award to Ace Surfaces for replacement of the tennis and basketball courts at Wes Crile.
- Began physical inventory for all Water Department locations.
- Received seven responses to the RFP for Bond and Disclosure Counsel Services. Prepared review packets for the Selection Committee. They will meet on Thursday, June 28th to discuss scoring and decide whether or not they want interviews/presentations, or are they ready to make their recommendation to the Commission.

FIRE/RESCUE DEPARTMENT thru 06/20/2012

Fire Chief Staples:

- Met with the Union EMS Transport committee and discussed options to implement a trial fire-based EMS transport program, should the County offer the option to the City in the future. Discussions included staffing patterns and options, including full time personnel, part time personnel and a blend of full and part time personnel.
- Attended a FEMA Incident Command System (ICS) Forms class. The class provided:
 - A review of the most common and not too frequently used FEMA ICS forms;
 - The formation of an Incident Action Plan (IAP);
 - How to properly document in order to ensure that the mission is completed, and that the entity is reimbursed, if the event becomes declared and eligible for reimbursement.

Deputy Chief Rogers:

- Assisted Information Technology Services department with upgrading all 20 phones in the EOC to the new format.
- Attended update classes on FEMA Hurrevac software, and NIMS ICS forms.
- Alarm summary 5/30/2012 thru 6/5/2012:

| | |
|----------------------|------------|
| Structure fire | 3 |
| Vehicle Fire | 0 |
| Wild land, grass | 1 |
| Misc. Fire | 10 |
| ALS Medicals | 54 |
| BLS & Misc. Medicals | 66 |
| Hazardous Condition | 4 |
| Service Calls | 8 |
| Good Intent | 2 |
| False Alarms | 5 |
| TOTAL | 163 |

Deputy Chief Rafferty:

- Attended Pension up-date class.
- Attended July 4th planning meeting.
- Attended ICS Training Class, County EOC.
- Training class at Daytona Airport.
- Transport Committee Meeting.

Asst. Chief Debose:

- Continued work on the S190 class for Forestry.
- Brush truck training with Lt. Fitzpatrick.

David Faer, Public Education:

- Showed fire truck and discussed safety with 50 K-5th grade children at Deltona Lakes Elementary - Extended Day Summer Program.
- Participated in Community Health Expo at City Hall with Fire Truck crew and handouts.
- Submitted articles and pictures of Emergency Services students from Rochester NY, and the Driver Engineer Course that the FireFighters took, for the upcoming issue of the Pride.

HUMAN RESOURCES DEPARTMENT thru 06/20/2012

- Performance Evaluations processed: 5
- Deltona JOBS Program Folders:
 - 1st Floor lobby – (05) added
 - 2nd Floor lobby – (05) added
 - Total # of Deltona JOBS Program folders taken – (1207)
- Applications received:
 - (03) Parks Attendant
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Scheduled interviews and prepared questionnaires for Utility Customer Service Rep I.
- Sent Parks Attendant application to the Parks Department for review.
- Working on final draft of the Public Records Exemption form.
- Processed 1 FMLA action.
- Participated in one interview for Utility Customer Service Rep. at Water Department.
- Met with Gene Gizzi regarding City's Group Life Insurance policy renewal.
- Coordinated with Mercer Group regarding classification plan review.

Risk Management

- Working on resident injury claim caused by trip and fall at a construction site.
- Completing insurance application for next fiscal year.
- Working on third-party claim regarding damage of phone lines.
- Opened discussions concerning the Post-exposure Nurse program with the insurance carrier and Florida Hospital.

PARKS AND RECREATION DEPARTMENT thru 06/16/2012

Administration:

- Farmers Market: 2 vendors, 109 cars.
- Met with Constructive Resource, Inc. to discuss solar energy installation.
- Met with Safety Products representative to discuss event safety.
- Met with Air Mechanical & Service Corporation to discuss replacing the pump/motor for the chiller on the air conditioner.
- Hosted the Community Expo in the Commission Chambers; 40 vendors and 235 attendees.
- Processed 7 permits for pavilion rentals.

Facility Use Permits (6/10 – 6/16):

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 1,003 |
| • Harris M. Saxon Community Center | 4 permits issued | Weekly attendance – 354 |
| • Wes Crile Park | 2 permit issued | Weekly attendance – 3,496 |
| • Skate Park | 8 new passes | Weekly attendance – 692 |

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series: the June 9th concert was cancelled due to the weather. It has been rescheduled for July 7th.
- Harris M. Saxon Community Center:
 - Boys and Girls Club summer camp continues.
- Wes Crile Park:
 - Deltona Tennis Association Summer camp continues.

City Leagues Currently Underway:

- Men's league spring season is complete. Fall season will begin in September.

Partner Leagues Currently Underway:

- FBVA summer season begins in July.
- West Volusia Youth Baseball All-star practices continue.
- Deltona Little League All-star practices continue.
- Deltona Adult Soccer (6v6) continues.

Parks Maintenance:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks and facilities, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.

- Mowed, edged and weed-whacked: Deltona Community Center, Dewey Boster, Dupont Lakes, Dwight Hawkins, Firefighters Memorial, Harris Saxon, Lake Gleason, Manny Rodriguez, Skate Park, Thornby Park, Timber Ridge and Veterans Memorial.
- Campbell Park – Re-attached windscreen on tennis court.
- Firefighters Memorial – Restroom repairs.
- Harris Saxon – Put sand in new playground box and compacted; mulched area; removed fallen trees near front of parking lot; painted restroom due to vandalism.
- Keysville Dog Park – Repaired bench.
- Skate Park – Repaired broken irrigation heads.
- Timber Ridge – Replaced door closers on restrooms.
- Vann Park – Completed painting perimeter fence.
- Veterans Memorial – Set Eagle Scout sign behind fire pit; repaired flagpole and removed dead tree.
- Wes Crile – Replaced emergency lights in gym; re-attached windscreen on tennis court; repaired handicap swing; repaired lift station.
- Miscellaneous:
 - Picked up and delivered coolers, tents, tables, etc. for the Community Expo.
 - Picked up supplies at Ace Hardware.
 - Took water sample for testing.

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

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycle bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; refilling soap dispensers; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalks; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments.

- Escorted Air Mechanical to reset generator.
- Escorted Electrical Solutions.
- Checked water pressure at chiller.
- Took scissor lift to City Hall for camera demonstration.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Wes Crile Park.
- Added clay to low areas at Vann Park.
- Sprayed landscape beds at City Hall with herbicide.
- Lined Campbell Park for soccer clinic.
- Sprayed Pony League and Vann Park with fertilizer and insecticide.
- Sports Complex:
 - Pressure washed courtyard.
 - Repaired 2 inch main and valve.
 - Filled washouts.

PLANNING & DEVELOPMENT SERVICES thru 06/20/2012

Executive Summary:

The Planning and Development Services Department is in the process of purchasing several homes within the NSP program. Working with the City Attorney and the Legal Department, the homes are to be acquired with Program Funds in the NSP 3 target area, and with Program Income in the NSP 1 area (more Citywide). Completion of the acquisitions will lead to completion of the rehabilitation of the homes and ultimate resale.

Planning:

The Planning Section is conducting a Development Review Committee meeting on June 26th at 1:00 PM in the Second Floor Conference Room for the Dunkin Donuts Conceptual/Final Site Plan. The Plan reflects changes regarding address compatibility issues with the neighborhood to the north, site functionality, and previously approved entitlements that contemplated a cross access easement mid-point on the site for a former Century 21 real estate office. Staff is awaiting the recordation of created easements to be able to complete the Final Plat application for the Deltona Village project. Finally, the RaceTrac Final Site Plan is coming forward to the City Commission on July 2nd.

Housing & Community Development:

The Community Development Section completed important steps within the CDBG program this week – close-out of the Harris Saxon Park playground project, submission of the Program Year report, and expenditure of 100% of the CDBG funds for this fiscal year. The City is in compliance with HUD to continue to operate CDBG funds. SHIP year-end close-out of projects is also occurring with the final two homes awaiting work completion, punch-out, and inspection. Finally, as listed above, the NSP program continues to move forward at a controlled pace. Staff is considering adding more curb appeal to the remaining four (4) homes without contract offers.

PUBLIC WORKS thru 06/15/2012

Traffic Operations:

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

- **Signs:**
 - Completed 15 sign repair work tickets in the City.
 - Fabricated and installed 18 new street name signs.
 - Fabricated and installed (4) 12"x18" "Parking Allowed" signs on Lush Lane.
 - Fabricated 14 18"x 24" "No Trespassing" signs for Deltona Water.
 - Fabricated (3) truck number signs for Fleet Maintenance.
 - Fabricated (6) 11.5" x 11.5" city logos for Fleet Maintenance.
 - Fabricated (1) "Dumpster Only" sign.
 - Fabricated (50) 18"x 12" "Danger Confined Space" signs for Deltona Water.
 - Fabricated (1) 24"x 18" "Eagle Scout Project Flag Retirement" sign for Parks & Recreation.
 - Fabricated and installed 4 "No Parking" signs on Elkcam Blvd at 2091; 2083; 2075; 2067 for the Sheriff's Office.
 - Installed from stock 1 "Stop" sign at Buckeye Acres & Doyle Rd for Sheriff's Office.
- **Asphalt:**
 - Completed 5 asphalt repair work tickets – 3 tons.
 - Courtland & Captain – repaired pot hole with 1 ¼ bags of cold patch.
- **Speed Trailer:** Removed both speed trailers on Courtland Blvd on each side of Elkcam Blvd.
- **Message Boards:**
 - Providence & Eustace – removed board because of malfunction.
 - Saxon Blvd & Normandy Blvd – reprogrammed board for community expo.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Normandy, Howland, Elkcam, and Providence Blvds – routine maintenance.
 - City Homes: 591 E Firwood; 1049 Falcon; 3274 Dellbrook; 1787 Ft Smith; 1177 Hastings.
 - City Signs: Saxon Blvd & I-4; Howland Blvd & Graves.
 - Misc: Howland Blvd & Graves – place mulch around sign; Public Works Depot – mow; weedeat; edge; remove litter.
- **Concrete:** Sidewalk repairs – 2511 Sable – 5'x 4'; 1732 Oasis – 6'x 4'; Montague & Village – 16'x 4' and 16'x 4'.
- **Clam Truck:**
 - Debris – 15
 - Trimming – 17
- **Drop Offs:** 1732 Oasis – installed fill dirt; 995 Parnell – repaired drop off with recycled concrete.

• **Miscellaneous:**

- Public Works Depot – repair fence that car drove into.
- 1817 Philadelphia – prepped area for sod.
- Lush Lane – installed railroad ties for parking area.
- Picked up railroad ties in DeLand and brought back to depot.

Fleet Maintenance Division:

- Vehicles PM – 5 Repairs – 9
- Equipment PM – 3 Repairs – 15
- Road Calls 3
- Parts Run/Vehicle Delivery 3
- CDL Testing 1

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:**

- 2600 Haulover – poured 2 mitered ends and reshaped swales; placed sod.
- 920 Whitewood – trimmed up trees in ditch.
- 3669 Pamona – filled in washout; formed up spillway; poured with concrete; placed sod.
- 870 Humphrey – filled in washout; formed up spillway; poured with concrete; placed sod.
- Lush Ln – installed post for the gate and concreted post in.

• **Drainage Rehabilitation Crew:**

- Ditches mowed with Menzi – Farrington; 1131 Hastings; Brady.

• **Drainage Area Maintenance (Aebi Mowing):**

- Ponds mowed – 1309 Lodge; 1060 Elgrove; Beechdale; Omaha; 679 Goodrich; Ft Smith/Normandy.
- Ditches mowed – 1071 Santa Clara; 2331 Matthew Cir; 2318 Matthew Cir; 1091 Joel; 2481 India; 1073 Prescott; 2546 Rusk; 2481 Beck; 1974 Montfort; 2598 Travida; 985 Dean Cir; 945 Watt Cir; 2841 Maldive; Wallingford; 1536 Ferendina; 751 Whitewood; 2885 Newmark; 1124 Page; 989 9th; 625 Leland; 543 Skyland; 1379 Gainesville.

• **System Cleaning (Vac Truck):**

- Storm systems jetted – 1571 Waycross; 701 Outrigger; 3200 Hathaway; 933 Union Cir.

• **Right of Way Mowing Crew:**

- Main Roads mowed – Alexander; Ft Smith; Normandy.
- Sectors mowed – 1;2;3;4;5;6.
- Alleys mowed – 566; 740; 933; 977; 1184; 1598; 1898; 1915.

• **Right of Way Litter Crew:**

- Main road trash pickup – India; Courtland; Humphrey; Newmark; Haulover; Captain; Catalina; Elkcam.

• **Misc:**

- 699 Piedmont – picked up fence and poles from pump station;
- 1010 Tivoli – filled in washout.
- City Wide – inspected all pump stations and water control structures.
- Ledford property – clear roadway of limbs and checked area for the water bags to be installed; installed 86 water bags and filled with water.
- 2019 Hyde Dr N – filled in washout next to driveway.
- Baton Dr – inspected Clear Lake outfall.
- 2600 Haulover Blvd – picked up sod pallets and barricades.

- 50 Ft Smith – mowed the pump station.
- 699 Goodrich – mowed the right of way.
- 185 Sheryl Dr – mowed the approach to the water control structure.
- 2058 El Campo – put mosquito pellets in storm box.
- 1933 Monterey Dr – put mosquito pellets in ditch.
- 1140 Cambridge – replaced broken lid with a new one.
- Lake Baton – mowed right of way where Clear Lake out fall is.

UTILITIES thru 06/17/2012

Customer Service

| June 2012 | Total week ending 6/17/12 |
|-------------------|------------------------------|
| DW – Lockbox | 1650 |
| Ebox | 1059 |
| Call Center Calls | 2342 |
| Walk-ins/Drop Box | 1156 |
| On-line Payments | 960 |

Customers Disconnected for Non-Pay

| June 2012 | Total week ending 6/17/12 |
|--------------------------|------------------------------|
| Total on Disconnect List | 118 |
| Off in error/DW error | |
| Off in error/Munis error | |
| Misapplied Payment | |

Construction Log & Service Orders

| June 2012 | Total week ending 6/17/12 |
|--------------------------|------------------------------|
| Water Service | |
| Meter Sets | |
| Reclaim Meters | |
| Fire Hydrant Installs | |
| Fire Hydrant Replacement | |
| Fire Hydrant Repair | |
| Replace Meter Box | 28 |
| Locates Received | 100 |
| Locates Completed | 79 |
| Main Leaks | 1 |
| Service Leaks | 8 |
| Sewer Repairs | |
| Sewer Blockage | |
| KV2 Valves | 6 |
| Service Replacements | 3 |
| Meter Change Outs | 12 |
| Service Orders | 447 |
| Disconnects | 118 |
| Drainfield Leaks | |
| Meter Retirements | 32 |