

# CITY OF DELTONA

CITY MANAGER'S OFFICE

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To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: August 17, 2012

## **Florida Municipal Achievement Awards – Environmental Stewardship:**

We were notified this week that although our nomination for *Local Leadership in Going Green* in the *Florida League of Cities' Municipal Achievement Awards* program was not selected for an award this year, our program will be featured in an upcoming "best practices" League publication. A copy of the summary of our program submittal is attached.

## **Out of Office:**

I will be out of the office on vacation beginning Wednesday (August 22nd) and returning on Tuesday, September 4th. Dave Denny will serve as Acting City Manager in my absence. If the need arises, I will still be accessible via email or cell phone.

## **Ongoing/Upcoming Events:**

- **Regular City Commission Meeting** – Monday, August 20<sup>th</sup>, 6:30 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Thursday, August 23<sup>rd</sup>, 4:30 p.m., 2<sup>nd</sup> flr. Conference Room, re: Findings of Declaration & Necessity – proposed CRA area.
- **Labor Day Holiday** – Monday, September 3<sup>rd</sup> – City Administrative offices closed.
- **Regular City Commission Meeting** – Tuesday, September 4<sup>th</sup>, 6:30 p.m., Commission Chambers
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.

Faith G. Miller, MMC, MPA  
City Manager



301 South Bronough Street, Suite 300 ♦ Post Office Box 1757 ♦ Tallahassee, FL 32302-1757  
(850) 222-9684 ♦ Fax (850) 222-3806 ♦ Web site: [www.flcities.com](http://www.flcities.com)

August 10, 2012

Ms. Faith G. Miller  
City Manager, City of Deltona  
2345 Providence Blvd.  
Deltona, FL 32725

Dear Ms. Miller:

Thank you for your nomination Local Leadership in Going Green in the Florida League of Cities *Florida Municipal Achievement Awards* program category Environmental Stewardship.

The number and quality of nominations we received is a testament to the extraordinary municipal programs provided by Florida's great cities. Upon due reflection and careful deliberation, the judges have chosen another nominee for this category. However, we hope you will not be discouraged as each category was very competitive. Your willingness to share your program is sincerely appreciated by all of us associated with the League.

Your program will be featured in a 'best practices' publication that will be distributed at the League's upcoming Annual Conference and will be included in the *September/October* issue of *Quality Cities*. This way, Florida cities can share ideas and model innovative programs like yours.

We would like to remind you that this is an annual League program and thus encourage you to reapply next year. Again, thank you for your nomination, and we commend your city for its commitment to excellence.

Sincerely,

Pat Bates  
President, Florida League of Cities  
Mayor, City of Altamonte Springs

## Judging Narrative

The concept of sustainability has been a prime goal of Deltona since its 1995 Incorporation. Notwithstanding problematic economic headwinds, Deltona has been able to undertake and complete projects to improve energy efficiency, preserve/highlight ecological assets, provide multi-modal transportation opportunities, and continue investment in existing urban areas. These City initiatives represent a paradigm of sustainability, both locally and regionally, that is worthy of recognition.

## Green Building Ordinance

In 2008, the City adopted a Green Building Ordinance - the first City in Volusia County to formally codify such an ordinance. The Ordinance exemplifies the City's promotion of energy efficiency and commitment to sustainability.

The mechanics of the Ordinance recognize and encourage the use of two green building standards: Leadership in Engineering and Environmental Design (LEED) and the Florida Green Building Coalition (FGBC). The two standards are intended to reduce energy usage while improving building ergonomics.

Compliance with the subject Ordinance is voluntary for private entities but mandatory for public buildings. To provide incentives to the private sector, Deltona offers "fast-track" permitting and land development review, reduced permitting fees, etc.

The effectiveness of the Green Building Ordinance can be measured by analyzing two projects: the Lyonia Library complex and Deltona Fire Station 65. The Lyonia Library project included expanding the existing library; building a 1,000 seat amphitheater; and constructing a 4,000 square foot environmental learning center. The Lyonia Library project received a LEED gold certification from the U.S. Green Building Council for being environmentally sustainable and a healthy place to work.

### Deltona Regional Library and Environmental Learning Center



The cost savings at the Lyonia Library complex vividly illustrates the benefits. Since the green building enhancements, which include reflective roofing and high efficiency HVAC, were incorporated into the library facility, a very impressive 22% energy cost savings has been realized.

The Environmental Center was developed to encourage discovery and exploration of Volusia County's scrub environment and fosters community involvement in conservation efforts. Hands-on, field and classroom environmental experiences are provided at the facility. The fact that the facility is a 'green building' is well advertised by the large plaque informing visitors of the LEED certification.

Deltona Fire Station #65 is in the process of becoming a LEED Silver certified facility. The 13,000 square foot building is the first fire station in Volusia County and the second in Central Florida to apply for this designation.

Energy efficient improvements/initiatives include: a reduction in heat island effects; solar hot water heater; water efficient plumbing fixtures; LED parking lot and interior lights; a highly efficient HVAC system; and a solar array. These investments contribute to electricity savings and promote alternative energy sources as being viable in the City.

To support a high level of human performance, the building is ergonomically designed. For example, 90% of the occupied spaces feature outdoor views. Chemical safety and fire personnel health are of critical importance. Therefore, low emitting Volatile Organic Compound products and extensive carbon monoxide monitoring are used to promote indoor salubrioness.



Fire Station 65, as well as being a fully functional fire station, is also intended to showcase the environmentally sustainable, energy efficient elements. Group tours help educate the public regarding sustainability, ergonomic building design and energy efficiency.

### **EECBG**

The City was awarded an Energy Efficiency Community Block Grant (EECBG) for conservation and sustainability. The money was used to assist residents in buying solar water heater systems;

initiate a residential LED/CFL light bulb coupon program; install grid-free street lighting; and install solar panels and solar water heating at Fire Station #65.

The 90 households that were awarded the hot water heater rebates should have a power bill reduction of over 50%. As part of the CFL/LED lighting coupon program, the City estimates that \$70,000 worth of energy efficient light bulbs have been obtained by numerous households. Each light bulb should result in a power savings of about six dollars per year.

The City of Deltona installed 214 grid-free street lights in numerous public locations. The lights are solar powered LED units and require no outside sources of electricity.

The lights, pictured below, can operate for up to 72 hours on a full charge. The grid free lighting saves the City over \$25,680 per year.



The EECBG type allocations can be obtained from various sources and, consistent with grant rules, programs can be created. This approach is adaptable to other local governments and the scope of the grant is only limited by the imagination of the recipient.

### **Environmental Preservation/Education**

The City and County recently bought a 38-acre parcel known as Thornby Park. The City created a handicap accessible, all-inclusive playground on a portion of the site while protecting the historically and environmentally sensitive areas of the property. This site will also be a trailhead on the St Johns River to Sea (SJR2C) Loop. The SJR2C Loop is a regional trail facility that will eventually connect west Volusia communities with coastal communities like Daytona Beach.



Thornby Park, while supporting an active park component, has resulted in the preservation of forested wetlands, mature sylvan uplands, and 1,100 feet of the Lake Monroe littoral. These resources will serve as an educational tool with regard to the central Florida environment.

### **Multi-Modal Transportation**

Trails and sidewalks are for more than just recreation. The City of Deltona trail/sidewalk network is intended to connect the community with recreational facilities and commercial/activity nodes. Currently the City is working on securing funding for over 15 additional miles of sidewalks and trails/multi-use paths.



The City is also, as part of road improvement activity, adding bike lanes. To accomplish these multi-modal projects, the City is working with private partners, Volusia County, and the Volusia County School Board. The trail/sidewalk/bike lane expansions will reduce vehicle miles traveled (VMT) thus reducing greenhouse gas emissions.

## **Neighborhood Stabilization Program**

Deltona participates in the Federal Government's Neighborhood Stabilization Program (NSP). Under the program, the City has been awarded about \$8.5 million. With the intent of selling them to low and moderate income families, the City has bought and rehabilitated 51 foreclosed homes. To date, 40 houses have been sold.

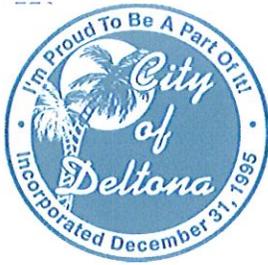
This program has several features of sustainability. To save energy, houses are retrofitted with Energy Star rated appliances, upgraded insulation, high efficiency HVAC units, etc. Another feature of sustainability involves finances. The lower operating costs of the houses make them more affordable to own. Less money spent on energy bills ensures that families can support mortgage payments while building wealth.

Rehabilitated homes can see a 35% greater saving on electricity. Expressed in numerical terms, the estimated savings for an NSP home is \$600 per year amounting to a reduction of approximately 5,200 kWh and 6,800 pounds of CO<sub>2</sub> emissions.

While the NSP accomplishes measureable environmental stewardship objectives (i.e., energy use reduction), the NSP also protects the social environment of existing neighborhoods by promoting homeownership. The NSP also represents an investment in existing urban areas and promotes compact urban development patterns, and helps curtail urban sprawl.

## **Conclusion**

The City of Deltona is a sustainability leader and looks forward to opportunities to exhibit its continued commitment. The above information illustrates clearly that the community has made great strides in environmental and energy conservation. However, the City is not content to repose and is constantly evaluating processes and possibilities to expand sustainability efforts.



# CITY OF DELTONA

CITY MANAGER'S OFFICE

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## CITY MANAGER'S OFFICE

### Communications

- Met with the Office of Economic Development to discuss ways to lobby companies to come to Deltona.
- Met with the 50<sup>th</sup> Anniversary planning committee and worked with members on signage.
- Shot video at the Simulcast Concert in the Amphitheater.
- Attended the City Commission Workshop on Monday, Aug. 13.
- In the preliminary planning stages for the next City Newsletter.
- Put out reminders about Fall Ball Registration for Deltona Little League and the West Volusia Baseball Association.
- Communicated via the internet, media, etc. several road construction issues.
- Working to promote back-2-school motorist and pedestrian safety.
- Posted photos of National Night Out on Facebook.
- Helped promote several events sponsored by the Friends of the Deltona Library.
- Troubleshooting the entryway sign on Saxon Boulevard.
- Reviewed information for a City-texting service, Blackboard connect.
- Working with the City Clerk's Office to find companies that provide maps to municipalities.
- Assisting the City Clerk's Office with a public records request involving DVD's created in the operation of DeltonaTV.

### Media Relations

- Provided National Night Out photos and information to Margie Dykes of the DeLand-Deltona Beacon.
- Forwarded a question from Al Everson of the Beacon to several staff members.
- Made a request to Daytona Beach News-Journal to include a traffic alert in the next day's edition.

### Business Development:

- Prepared and submitted DEDAB agendas for next meetings of DEDAB's 'Commerce Park & Microincubator' and 'Educational Campus & Medical Facility' Sub-committees.
- Participated in the Team Volusia Monday Morning review of prospects.
- Met with Felicia Benzo (and mother) to discuss medical happenings in Deltona and how they can assist.
- Met with John Wanamaker and Chuck Rudis of Coldwell Banker Commercial A1, and Anthony Nasko of 'intext Construction', regarding potential plans, renderings, and cost estimates for a Deltona Microincubator. One issue to be addressed will be land so I will meet with city staff to review potential city owned sites that might be utilized.
- Attended Commission Workshop on (1) the budget (which ended-up also addressing [a] economic development and [b] manufacturing expansion in Deltona) and (2) Team Volusia membership (which was renewed for 2012-2013).
- Finalized and forwarded the Deltona Incentives Page (draft) to City Manager's Office for review.
- Met with John Kizer, Volusia County Department of Economic Development to discuss expansion of manufacturing in Deltona.

- John Kizer and I met with Carlos Valderrama, the President of the Volusia Hispanic Chamber, and Nestor Collado, the President of the Peruvian American Chamber of Commerce of Central Florida, to discuss the potential of Deltona/Volusia County trade relations (export/import of goods and services, the EB5 investment program) to help initiate and expand local businesses, and local investment in Peru.
- Met with and started a solicitation strategy on a national restaurant chain. Contact has been made with this chain’s inside personnel and access to the owner seems promising. A detailed solicitation package is being developed.
- Attended the DRC for the Dollar General Store that is planning to build at 3016 Howland Boulevard.
- Attended internal team meeting of Deltona Scrub Jay Mitigation Project to discuss “take areas” affected by the project, prior to a meeting with Miller-Legg, the enviro-engineering firm handling the study.
- Attended a meeting of Daytona State College staff and City staff to discuss potential mutual effort projects that could be considered by the college and the City.
- Attended a meeting held by Cheryl Atkins and Chris Bowley to discuss the utilization of HUD designations for the upcoming 5-Year plan.
- Met with Dave Denny and Steve Moore to review potential city owned sites where a Microincubator could be developed.

**BUILDING & ENFORCEMENT SERVICES**

**Building Services Division:**

Building Permits issued for the week.....	42
Valuation of work permitted for the week.....	\$199,476.25
Inspections completed for the week .....	144
Total Permits issued for Fiscal Year 10/11 .....	2700
Valuation of work permitted for the year 10/11.....	\$29,505,340.61
Solar Rebates Processed this week:.....	0
Total Solar Rebates processed since 2/1/10: .....	87

**Permits Issued:**

A/C change out .....	10
Addition.....	2
Commercial Build out .....	1
Door Replacement.....	2
Electrical.....	2
Exterior Renovation .....	1
Fence .....	3
Fire Sprinklers .....	1
Garage Door Replacement .....	1
Glass Room .....	1
Mechanical .....	1
Other.....	1
Pool In Ground .....	1
Reroof .....	5
Right of way .....	1
Shed I.....	2
Solar panel .....	2
Water Heater Replacement.....	2
Window replacement .....	3
<b>Total</b>	<b>42</b>

**Enforcement Services Division:**

Requests for services this week .....	330	
Animals impounded at the humane societies .....	33	
Citation warnings issued .....	20	
Courtesy notices .....	128	
Abatement notices .....	56	
Citations issued .....	3	
Code Enforcement telephone calls .....	114	
Animal Control calls .....	124	
Solid Waste calls .....	67	
Citizen walk in requests for Code Enforcement assistance .....	11	
Citizen walk in requests for Animal Control assistance .....	3	
Citizen walk in requests for Solid Waste assistance .....	2	
Properties requiring grass to be cut by contractors .....	24	(at a cost of \$840.00)
Certified mailings sent out .....	70	(at a cost of \$402.50)
Money collected for Animal tags, liens and return to owners .....	\$355.00	
Foreclosures for this week: Deltona	11	
County	<u>66</u>	
Total	77	

**CITY CLERK'S OFFICE**

2nd Floor HR/CC Walk-In Customers .....	100	
2nd Floor calls Answered .....	17	
Packages Picked Up .....	0	
Packages Received .....	39	
A/P Invoices Opened .....	167	
Newspapers .....	18	(10 hours)
Public Records Requests Received .....	5	
Public Record Request Amount Received .....	\$14.46	
Documents imaged, pages .....	1,690	

**FINANCE DEPARTMENT**

- Processed July credit cards.
- Attended pre-construction meeting for the Elkcam Liftstation.
- Held bid opening for the Tivoli/Wheeling Pump Station Project.
- Attended pre-bid meeting for 11<sup>th</sup> Avenue and Access Road Construction Project.
- Held bid opening for Group Life, AD&D and Disability Coverage.
- Held bid opening for Howland Blvd. Tree Planting project. Only one bid received which was over budget. Put out quote to purchase trees and Public Works staff will plant them themselves.
- Scheduled meeting with Contractors to meet at Water Dept. for Security project for reception area.
- Preparing agreements for Bond and Disclosure Counsel Services.
- Preparing bids for new fiscal year.
- Put out Request for Quotes for citywide printing services.
- Posted bid for Solid Waste Abatement Services.
- Issued Notice to Proceed for Tennis and Basketball Court Project at Wes Crile.
- Preparing bid for basketball courts at Dwight Hawkins and Firefighter's Parks.
- Working with auditors for week long site visit.
- Presenting budget for enterprise fund, special revenue funds and capital projects funds at Commission Workshop.

**FIRE/RESCUE DEPARTMENT**

**Fire Chief Staples:**

**Alarm summary 8/8/2012 thru 8/14/2012:**

Structure fire	4
Wild land, grass	2
Misc. Fire	1
ALS Medicals	56
BLS & Misc. Medicals	72
Hazardous Condition	7
Service Calls	7
Good Intent	17
False Alarms	6
<b>TOTAL</b>	<b>172</b>

**Apparatus Update:**

E61 FD-0241 - Out of Service @ Fleet. Needs new door seals. On order.  
E62 FD-0655 - In Service at Station 62  
E63 FD-1021 - In Service at Station 63  
E64 FD-0654 - Out of Service. At Cummings Diesel. High Pressure Fuel pump. ETA Friday of this week  
E65 FD-0900 - At Fleet for PM and Tires. Moved the Thermal imager Charger.  
Resv A FD-9925 - In Service at Station 65  
Resv B FD-9827 - In Service at Station 64  
Ladder FD-0300 - In Service at Station 61  
R61 FD-0910 - In Service at Station 61  
R62 FD-0754 - Available at Station 62  
All of the Brush Trucks are In Service at their respective stations

**ISO Public Protection Classification report:**

We received our Public Protection Classification Summary Report from ISO (Insurance Services Office. In summary, Deltona maintained its Public Protection Classification of a 4/9. This is the same rating Deltona has had for approximately the last 20 years. The split rating looks at the department (first number) and the water distribution system (second number). If there is only a single number then the ratings for fire department and water distribution are equal.

In Florida, the majority of fire departments are a Class 5 or higher (463 out of 725). Classifications are on a 1 – 10 scale with 1 being the best and 10 being a basic, volunteer department. There are only 9 Class 1 and 33 Class 2 departments in the state.

**In Volusia County, our neighbors have the following PPC:**

Daytona Beach:	3
DeBary:	4/9
DeLand:	4/6
<b>Deltona</b>	<b>4/9</b>
Holly Hill:	6
New Smyrna Beach:	4/9
Orange City:	4/9
Ormond Beach:	4/9
Ponce Inlet:	5
Port Orange:	4/?

Volusia County: Depending on where you live in Volusia's service area. Some area's (Lake Helen, Pierson, Oak Hill) are a 4/9 while most unincorporated Volusia is a 9/9 due to water distribution and fire station location.  
Sanford: 3/9

ISO recommends (for a Class 1 rating!) that we would need 10 engine companies versus our 5 and 10 fire stations versus our 5 stations appropriately distributed so that no one is more than 5 road miles from a fire station and within 1,000 feet of a fire hydrant.

The only things that could be done to improve our overall rating are as follows:

- More Engine companies.
- More personnel to staff those companies.
- More fire stations, evenly distributed so that no built-upon property is more than 5 miles from a fire station.
- Staff additional Rescue companies with single engine companies to increase the engine's availability for fire calls.
- Improvements to the water distribution system to ensure all built-upon property is within 1,000 feet of a fire hydrant.

**Deputy Chief Rafferty:**

- Attended the County Council Meeting to address our COPCN approval process. Our COPCN for NON-Transport ALS service was approved.
- Uniform Committee Meeting.
- Assisted SE Fire Group with ITLS Training course.
- Distributed Controlled Substance to EMS Units.

**Asst. Chief Debose:**

- Coordinating with the GIS department to create grid maps to enable the training department to conduct map test for all operation personnel
- Began the first week of Command School. In Command School we go over the art of reading smoke and the strategies and tactics associated with running a fire scene. During our Command School we use the FlameSim simulation trainer. This simulation trainer gives our personnel a real life training opportunity without having to actually burn down a real structure.

**HUMAN RESOURCES DEPARTMENT**

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders
  - 1<sup>st</sup> Floor lobby – (0) added
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (1227)
- Applications received:
  - (02) Parks Attendant
  - (07) Water Operator
  - (02) Network Analyst
  - (02) Mechanic
  - (03) Utility Systems Tech
  - (02) Project Administrator - Construction
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Separations processed including exit interviews – D. Faer, Public Info Specialist (resigned)

- Processed (1) FMLA action.
- Continuing to coordinate with the 50<sup>th</sup> Anniversary committee for November 16/17 events.
- Scheduled drug screening for Stormwater Tech.
- Posted 3 new job opening: Utility Systems Tech, Mechanic & Project Administrator-Construction
- Responding to Assurant's request for participant census information.
- Processed (2) ICMA-RC loan requests.
- Preparing materials for annual Open Enrollment.
- Preparing for 2<sup>nd</sup> class in Leadership – Supervisor series.
- Preparing for First Time Manager training class.
- Coordinated with City's labor attorney regarding several arbitration hearing actions pending with Local 2913.

### **Risk Management**

- Conducted meeting w/ City Hall Emergency Plan committee to update and discuss revision to the plan.
- Facilitated Safety Committee Meeting.
- Filed claim for recovery of costs incurred from a contractor's damage to city sewer and water mains  
Investigating residents' complaints.

### **PARKS AND RECREATION DEPARTMENT**

#### **Administration:**

- Farmers Market: 2 vendors, 116 cars.
- Met with Air Mechanical Service Corp. to discuss the operation of the kitchen refrigerator.
- Hosted the concert at the Amphitheater.
- Attended Commission Budget Workshop.
- Conducted the Citizen Accessibility Advisory Sub Committee meeting.
- Met with Daytona State College to discuss the possibility of collaboration in programming.
- Met with Deltona Water to evaluate the gallons per minute for the City Hall well (irrigation).
- Website maintained for department.
- Processed 14 permits for pavilion and field rentals.

#### **Facility Use Permits (8/05 – 8/11/12):**

- |                                    |                   |                           |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center         | 6 permit issued   | Weekly attendance – 3,485 |
| • Harris M. Saxon Community Center | 2 permits issued  | Weekly attendance - 312   |
| • Wes Crile Park                   | no permits issued | Weekly attendance – 3,255 |
| • Skate Park                       | 2 new passes      | Weekly attendance - 369   |

#### **Special Events/Programs:**

- Amphitheater: 2012 Concert series: Then2Now is scheduled for Saturday, September 8<sup>th</sup> at 7:00 p.m.
- Harris M. Saxon Community Center:
  - Boys and Girls Club summer camp has ended. After school program begins on Monday, August 20<sup>th</sup>.
- Wes Crile Park:
  - Deltona Tennis Association Summer camp ends on August 17<sup>th</sup>.
  - Tennis and Basketball court reconstruction project is scheduled to begin on August 13<sup>th</sup> and take approximately 8-10 weeks to complete depending on weather.

**City Leagues Currently Underway:**

- Men's league fall season will begin on September 17<sup>th</sup>.
- Senior's league fall season will begin in September 17<sup>th</sup>.
- Flag football is scheduled to return in late September.

**Partner Leagues Currently Underway:**

- FBVA summer season ends on August 18<sup>th</sup>.
- West Volusia Youth Baseball fall season will begin in September.
- Deltona Little League fall season will begin in September.
- Deltona Panthers football and cheer practice continues.
- Deltona Youth Soccer practice continues.

**Parks Maintenance:**

**Mowed, edged and weed-eated:** Campbell Park, City Hall, Deltona Community Center, Firefighters Memorial, Harris Saxon, Keysville, Manny Rodriguez, Timber Ridge and Wes Crile.

- Campbell Park – Mulched trail.
- Festival Park – Replaced torn baby swing.
- Harris Saxon – Trimmed palms in planter at front entrance; installed 2 new backboards on basketball court and painted basketball poles.
- Thornby Park – Replaced vandalized water fountain at restroom.
- Wes Crile – Removed the whole side of rotting section of pavilion roof that was pulled down due to vandalism; removed all basketball goals; repaired sink in handicap restroom; removed section of windscreen in preparation for court reconstruction project.

**Parks Maintenance – Miscellaneous:** *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.*

- Picked up supplies at Ace Hardware.
- Took mulch from the Depot to Campbell Park.
- Picked up supplies for National Night Out.

**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 recycled 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; replacing 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 sidewalk; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments.*

- Moved desk and boards into business center room and set up tables and chairs; covered wall outlets.
- Mounted plates and patched holes on second floor.
- Escorted Air Mechanical.

- Followed up with Fire Inspector to check if violations were corrected.
- Washed back stairwell and entryway.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex.
  - Baseball and Pony League Fields.
  - Vann Park.
  - Dupont Lakes.
  - Wes Crile Park.
  - Mowed fields at Campbell, Dupont, Vann and Wes Crile Parks.
  - Sprayed Lake Gleason volleyball and playground with herbicide.
  - Sprayed trail, handicap swing and softball clay areas at Wes Crile Park.
  - Repaired pressure gauge and clock at City Hall.
  - Checked the flow at the well at City Hall.
  - Sprayed the new park with glyphosphate.
- Sports Complex:
  - Mowed, edged and weed-eat the complex.
  - Repaired washouts.
  - Spot sprayed complex for sedge and broadleaf weeds with echelon.
  - Took apart soccer goals to be welded by Fleet; took to Fleet.
  - Mowed retention pond and outlying areas of park.
  - Fertilized complex and Pony League.
  - Re-attached welded parts to soccer goals.
  - Lined football fields for Trinity football game.

**PLANNING & DEVELOPMENT SERVICES**

**Executive Summary:**

The Planning and Development Services Department focused on the rewrite of Land Development Code sections this week to address more clear and detailed definitions (Chapter 70) and revisions to zoning districts within the Zoning Code (Section 110). Staff is preparing for an October 8<sup>th</sup> City Commission Workshop to bring the first round of proposed amendments to the City Commission for their review.

**Planning:**

The Planning Section prepared a package of information for the creation of a Brownfield Area centered at Deltona Plaza and surrounding adjacent lands. Staff wrote a draft resolution and needs to conduct a public meeting at the proposed site prior to a required public hearing. Staff also completed the package for the August 23<sup>rd</sup> City Commission Workshop to bring the proposed Community Redevelopment Area (CRA) Findings of Declarations and Necessity to the Commission for their review and comment, prior to beginning a public participation process. The Pine Ridge Fellowship Church rezoning application was presented to the Planning and Zoning Board this week and the P&Z voted to recommend denial of the application to the City Commission. Also, the Dollar General proposed to be developed along the north side of Howland Boulevard, west of Fire Station 65, was approved by DRC this week.

**Housing & Community Development:**

The Community Development Section worked with realtors within the NSP program to market the remaining homes in NSP 1 to the very low income applicants; which are needed to complete that program. Staff will focus on four remaining steps to complete NSP 1 – close out with Habitat for Humanity, complete the

construction and sale of the Tallwood property, sell the remaining five completed homes, and review all files to ensure compliance. Finally, staff is anticipating approval of a contract for the 1052 Wakefield home in this week to sell that unit.

## **PUBLIC WORKS**

**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 signs.
  - Installed 11 new street name signs.
  - Fabricated 1 30"x 30" "Event Staff Only" sign for City Clerk's Office.
  - Fabricated 1 30"x 30" "Not an Exit"/"No Es Salida" sign for City Clerk's Office.
  - Fabricated & installed 1 30"x 30" "Stop" sign at Beal & Juliet; 1 at 2001 Montecito; 1 at Elkcam & Old Mill; 1 at Snowden & Weybridge; 1 at Weybridge & W Page.
  - Fabricated & installed 1 "School Crossing" sign; 1 "Arrow" pointing to cross walk at Howland & Clarion Cir for School Crossing Guards.
  - Fabricated & installed 1 "School Crossing" sign; 1 "Ahead" sign at 1160 Clarion Cir for School Crossing Guards.
- **Asphalt:** Completed 3 asphalt work tickets – 1 ton.
- **Message Boards:** Providence & Eustace; Saxon & N Normandy – reprogrammed for concert at Amphitheater.
- **Thermoplastic Stripping:**
  - 24" white stop bar – 21 for 328'.
  - 12" crosswalk – 6 for 591'.
  - 12" piano keyed crosswalk – 1 for 124'.
  - Cleaned and repaired any parts of stripping machine in need of attention.
- **Misc:** Fulford & Duval – used white spray paint on crosswalk to cover graffiti.

**Field Operations:** *Weekly tasks include evaluating work orders called in by residents.*

- **Beautification:**
  - Medians:
    - Normandy Blvd – routine maintenance; watered newly planted trees.
    - Providence Blvd – routine maintenance.
    - Howland Blvd – routine maintenance; rolled turf where cars were driving through median; checked and repaired irrigation as needed.
  - City Homes: 591 N Firwood; 1177 Hastings.
  - City Signs:
    - I4 & Saxon – routine maintenance.
    - Howland Blvd – routine maintenance; checked and repaired irrigation as needed.
  - **Concrete:** Sidewalk repairs: 1646 S Page – 7'x 4', 4'x 4', 6'x 4'; 902 Saxon – 6'x 4'.
- **Clam Truck:**
  - Debris – 6.
  - Trimming – 2.
- **Drop Offs:** Sunday & Noremac – repaired washout with fill dirt.
- **Slope mowing:** 556 Battersea - 80'; 549 Battersea – 80'.
- **Misc:**
  - Courtland & Howland – cleaned sidewalk.
  - Barry & Catalina – removed dirt from approach and roadway.

**Fleet Maintenance Division:**

- Vehicles PM – 5; Repairs – 6
- Equipment PM – 3; Repairs – 16
- Road Calls 2
- 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:**
  - Elkcarn/Drysdale – dug out road so it can be asphalted.
  - 1118 W Embassy – installed 250’ of 15” sock pipe; built 4 boxes; reshaped swales; formed up driveway.
  - Elkcarn/Florida – dug up pipe and wrapped; compacted hole; hauled off material.
  - 1990 Chapel – filled in washout and sodded.
  - 2100 Montecito – filled in washout.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Ditches mowed – 1922 Dupont; 207, 738, 783 Atmore; 1787 Ft Smith; 1639 Bloomfield; 1199, 1501, 1510 Page; 2152 Vance; 1384 Valhalla; 1041 Eastbrook; 2472 Lackland; 730 Leeward; 1018 Mayflower; 543 Skyland; 1417 Lombardy; 1379 Gainesville; 1740 Whipple.
  - Ponds mowed – 650 Cloudcroft; 1780 Whipple; 3045 Courtland; 2170 Clearwater.
- **System Cleaning (Vac Truck):** Systems jetted – 767 Raleigh; 3160 Shafton; 3276 Courtland; Flynn; 3280 Utah; 981 Hanford; 1332 Trollman 931 Horizon; 927 Radcliff; 1557 Bavon; 1375 Polk.
- **Right of Way Mowing Crew:**
  - Main Roads mowed – Normandy; Courtland.
  - Sectors mowed – 23; 24; 25; 26; 27; 28; 29; 30; 31.
  - Alleys mowed – 500; 618; 632.
- **Right of Way Litter Crew:** Main road trash pickup – Deltona Blvd; Cloverleaf; Anderson; Alexander; Normandy extension; Ft Smith; Elkcarn Blvd.
- **Misc:**
  - 2501 Coachman Dr – cleaned up tree in ditch.
  - Alley 740 – mowed the alley.
  - 788 Chippendale St – mowed the row.
  - 3100 Riverhead; 679 Hartley Av; 1640 Bloomfield; 3240 Sky St – mowed pump stations.
  - Wheeling – Av – checked the status of pump.
  - Sardinia/Courtland – painted lids with yellow paint.

**UTILITIES**

**Customer Service**

<b>August 2012</b>	<b>Total week ending 8/12/12</b>
DW – Lockbox	2440
Ebox	1443
Call Center Calls	2573
Walk-ins/Drop Box	1263
On-line Payments	962

**Customers Disconnected for Non-Pay**

<b>August 2012</b>	<b>Total week ending 8/12/12</b>
Total on Disconnect List	128
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

<b>August 2012</b>	<b>Total week ending 8/12/12</b>
Water Service	1
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	16
Locates Received	72
Locates Completed	78
Main Leaks	
Service Leaks	11
Sewer Repairs	1
Sewer Blockage	3
KV2 Valves	9
Service Replacements	8
Meter Change Outs	6
Service Orders	479
Disconnects	128
Drainfield Leaks	
Meter Retirements	35