



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: September 14, 2012

**CITY MANAGER'S OFFICE** thru 09/14/2012

**Communication:**

- Posted a Then2Now concert reminder, a public notice about the Brownfield Meeting, and several upcoming VCEP events on Facebook & Twitter.
- Sent information about Friday Night Flix&Fun and a City-sponsored blood drive to Web site e-mail subscribers.
- Sent the October/November/December City newsletter to the City Manager, Deputy City Manager, Mayor & Commission for review.
- Making additions and deletions to the Office of Economic Development's business contact list as the business administrator makes visits to Deltona businesses.
- Attended the Sept. 10<sup>th</sup> Commission Workshop.
- Attended the monthly meeting of the Volusia-Flagler Chapter of the Florida Public Relations Association.
- Working with DeBary and Orange City on a Southwest Volusia map project.
- Met with ProTech Printers regarding a possible City of Deltona general marketing folder.
- Working to coordinate a City staff presence at the Blue Springs Water Festival.
- Attended the Christmas Parade planning meeting and shared all employee theme submissions with the group.

**Business Development:**

- Met with Mr. Douglas Thompson, a Deltona resident, regarding his patent for a bio-fuel power generation system and his search for partners and participants.
- Contacted the Veterans Administration to initiate a solicitation for a Veterans Administration Clinic in Deltona.
- Attended the Commission Workshop. After discussion with City Liaison and DEDAB Sub-committee members, the Commission agreed to put the Commerce Park task on hold and to grant the Sub-committee's request for the new assignment of "Lakeside Eco-Economic Development".
- Dave Denny, Chris Bowley and I met with Frank DeMarsh and Jim Smith regarding the Progress Energy/Duke Power survey for industrial/commerce parks. Mr. DeMarsh and Mr. Smith are two of the three landowners that have agreed to work with the City to reply to the survey. Mr. Ian Fair, the third member/landowner, was out of the country and I will communicate with him to bring him current with the results of the meeting.
- Started a survey of medical facilities in Deltona to bring our solicitation materials current.
- Attended the Cadre's Career Connection for educational excellence in Volusia County. This was held in Daytona Beach at the Center for Business Excellence. This is a "council" of private and public leaders working together to promote and bolster the "career academy concept programs" in the Volusia School District's high schools.
- Met with Paris Pena. He is now working in conjunction with the Chamber Alliance, and there are several opportunities where he and they can work with Deltona, especially on developing a "Deltona City Business Directory".

- Met with the Daytona State College/City of Deltona Unity Team to follow up on previous discussions of mutual projects.
- Attended the “NW myRegion.com” meeting. The meeting was focused on regional certification of counties and cities and a streamlined permitting process.
- Attended the Dollar General Stratford Commons Pre-Development Meeting.
- Met with Mr. George Voll, owner of J & J Security, to discuss his plans for future expansion.
- As City Liaison, attended the meeting of the Economic Development Advisory Board’s Educational and Medical Facilities Sub-committee, and the Micro-incubator and Lakeside Eco-Economic Sub-committee.

**BUILDING & ENFORCEMENT SERVICES** thru 09/07/2012

**Building Services Division:**

Building Permits issued for the week.....	47
Valuation of work permitted for the week.....	\$242,682
Inspections completed for the week .....	137
Total Permits issued for Fiscal Year 11/12 .....	2,862
Valuation of work permitted for the year 11/12 .....	\$23,631,136
Permits Issued:	
A/C Change Out .....	6
Addition .....	1
Concrete Flat Work .....	1
Demolition .....	1
Door Replacement .....	2
Electrical .....	2
Fence .....	10
Garage Door Replacement .....	1
Hurricane Shutters .....	1
Interior Repair/Remodel .....	1
Plumbing .....	1
Pool Enclosure .....	1
Pool In-ground .....	1
Reroof .....	7
Right of Way .....	2
Screen Enclosure .....	1
Shed .....	2
Window Replacement .....	6
<b>Total</b>	<b>47</b>

**Enforcement Services Division:**

Requests for services this week .....	205
Animals impounded at the humane societies .....	22
Citation warnings issued .....	26
Courtesy notices .....	65
Abatement notices .....	58
Citations issued .....	4
Code Enforcement telephone calls .....	130
Animal Control calls .....	115

Solid Waste calls .....	88	
Citizen walk in requests for Code Enforcement assistance .....	11	
Citizen walk in requests for Animal Control assistance .....	6	
Citizen walk in requests for Solid Waste assistance .....	3	
Properties requiring grass to be cut by contractors .....	28	(at a cost of \$980.00)
Certified mailings sent out .....	86	(at a cost of \$494.50)
Money collected for Animal tags, liens and return to owners .....	\$450	
Foreclosures for this week: Deltona	44	
County	35	
Total	79	

**CITY CLERK'S OFFICE** thru 09/07/12

2nd Floor HR/CC Walk-In Customers .....	70	
2nd Floor calls Answered .....	21	
Packages Picked Up .....	1	
Packages Received .....	31	
A/P Invoices Opened .....	101	
Newspapers .....	18	(10 hours)
Public Records Requests Received .....	0	
Public Record Request Amount Received .....	0	
Documents imaged, pages .....	1,525	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** thru 09/12/2012

- Attended auction preview for City trucks.
- Posted quote for Citywide pest control services.
- Bids for Solid Waste Abatement Services due 9/6/12.
- Bids for Sod due 9/18/12.
- Bids for basketball courts at Dwight Hawkins and Firefighter's Parks due 9/13/12.
- Finalizing budget and preparing new fiscal year budget in Munis for requisition entry.

ACTIVITY - AUG 1-31, 2012 - LBT	COUNT/AMT.
RENEWALS	318
RESIDENTIAL RENTAL RENEWALS	776
NEW RESIDENTIAL BUSINESS	16
NEW RESIDENTIAL RENTALS	48
NEW COMMERCIAL	0
NON-PROFITS	0
EXEMPT/ISSUED	0
WALK-INS	126
BUSINESS TAX REVENUE COLLECTED	\$ 53,740.42
FIRE INSPECTIONS REVENUE COLLECTED	\$ 1,020.00

**FIRE/RESCUE DEPARTMENT** thru 09/11/2012

**Fire Chief Staples:**

- Met with Chiefs Johnson (Orange City) and McDaniel (DeLand) to discuss revisions to the proposed Automatic Aid and Closest Unit Response agreement to include a reimbursement methodology and fee schedule should there be a disproportionate level of service exchange between either of our entities. The amended proposal has been provided to our Legal department for review and approval before submittal to each City's respective attorneys.
- Met with Human Resources and a Union representative to strike a list of arbitrators for two different demands for arbitration on disciplinary procedures and resulting disciplinary actions.
- Met to review text books and potential target hazards in the development of the upcoming Battalion Chief promotional examination scheduled for the week of October 22<sup>nd</sup>.
- Met with members from JTS Associates (our selected vendor) to develop the DACUM (development of a curriculum) for the Battalion Chief examination and to solidify the process. As this is the first promotional examination for this position in more than 6 years, the position and testing process needed to be reviewed and developed to ensure a fair and equitable test for the candidates.

**Deputy Chief Rogers:**

- Alarm summary 9/5/2012 thru 9/11/2012

Structure fire	3
Vehicle Fire	0
Wild land, grass	0
Misc. Fire	2
ALS Medicals	54
BLS & Misc. Medicals	71
Hazardous Condition	2
Service Calls	9
Good Intent	16
False Alarms	3
<b>TOTAL</b>	<b>160</b>

- Apparatus Update:

E61 FD-0241	In Service at Station 61. When the new engine comes in service in the next few weeks, this truck Reserve C will go back to reserve status.
E62 FD-0655	Out of Service at Fleet. Loss of fuel pressure. Fleet is replacing the injectors and high pressure fittings. Found bad radiator, on order.
E63 FD-1021	In Service at Station 63.
E64 FD-0654	Out of Service Injector problems at Cummings in Orlando. The truck has been out of service for 3 weeks. They cannot find what is wrong. Continues to have difficulties starting, and runs rough.
E65 FD-0900	In Service at Station 65.
Res A FD-9925	In Service at Station 64. However it does not have a mobile radio. Needs new control cable. This is a 1999 E-One with 110,785 miles and 10,617 hours. (Convert hours to miles = 10,617 X 40 = 424,680 equivalent miles.)
Resv B FD-9827	In Service at Station 62. This is the truck we are trading in for the new engine.
Ladder FD-0300	Out of Service at Detroit in Orlando, transmission Computer problems. Possible bad transmission temp sensor.
R61 FD-0910	In Service at Station 61.

R62 FD-0754

Brush 62

Brush 61, 63, and 64

Available at Station 62.

Out of Service at Fleet - Bad hose line from the Booster Tank to the Pump.

In Service.

**Deputy Chief Rafferty:**

- Met with Chief Staples for Deputy Chief test review.
- Met with Deltona Daytona State College provost (Fire training request).
- Prepared Light Duty Staff (Advanced Procedure outline)
- Replaced Controlled Substances on EMS Units.
- American Heart Association conference call (Training Center).
- Conducted three EMS Rider in-service trainings (Daytona State College).
- American Heart Association Application preparation.

**HUMAN RESOURCES DEPARTMENT** thru 09/11/2012

- Performance Evaluations processed: 10
- 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 – (1247)
- Applications received:
  - (02) Utility Systems Tech
  - (01) Operations Chief
  - (12) Public Works Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Background checks on new Purchasing Agent.
- New job posting: Electrical Inspector (Intermittent).
- Processed (2) FMLA actions.
- Continuing to coordinate with the 50<sup>th</sup> Anniversary committee for November 16/17 events.
- Participated in Commission Workshop presentations for the employee class plan review and for the 50<sup>th</sup> Anniversary Celebration update.
- Conducted 6 Open Enrollment sessions with 249 employees attending.
- Planning for Employee Recognition Luncheon scheduled for September 14<sup>th</sup>.
- Conducted Wellness check-ups for employees at Water Department.
- Participated in 8 interviews for Project Administrator – Construction.
- Participated in 5 interviews for Mechanic.

**PARKS AND RECREATION DEPARTMENT** thru 09/08/2012

**Administration:**

- Met with Youth Ministry to discuss the event set-up for the Deltona Bullying Event at Dewey O. Boster.
- Met with Youth Advisory Sub Committee members.
- Hosted the Concert at the Amphitheater – Then2Now.
- Met with Daytona State College representatives to discuss planning initiatives.
- Painted the two (2) picnic tables in the smoking area at City Hall.

- Performed some landscape maintenance at City Hall.
- Farmers Market: 1 vendor, 93 cars.
- Met with Human Resources for Open Enrollment set up.
- Processed 4 permits for pavilion and field rentals.

**Facility Use Permits (8/26- 9/01/12):**

• Deltona Community Center	2 permits issued	Weekly attendance - 384
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance - 283
• Wes Crile Park	1 permit issued	Weekly attendance - 1,172
• Skate Park	10 new passes	Weekly attendance - 577

**Special Events/Programs:**

- Amphitheater:
  - 2012 Concert series: Caribbean Crew is scheduled for Saturday, October 13<sup>th</sup> at 7:00 p.m.
- Harris M. Saxon Community Center:
  - Boys and Girls Club after school program continues.
  - Friday Nite Flix & Fun (Movie Night) on Friday, September 14<sup>th</sup> at 7:15 p.m. for ages 14-17.
- Wes Crile Park:
  - Tennis and basketball court reconstruction project is on schedule.

**City Leagues Currently Underway:**

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

**Partner Leagues Currently Underway:**

- 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:**

*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:** Campbell, Firefighters Memorial, Harris Saxon, Manny Rodriguez, Sheriff's Office, Thornby Park, Tom Hoffman and Wes Crile Park.
- Campbell Park – Removed weeds and dirt from playground area; finished filling in washout.
- Dewey Boster – Changed locks on restrooms.
- Firefighters Memorial Park – Completed painting of picnic tables and benches.
- Harris Saxon – Replaced dispensers and urinal screens in restrooms.
- Lake Monroe Boat Ramp – Completed painting of picnic tables and benches; replaced table tops on picnic benches and painted.
- Manny Rodriguez Park – Repaired perimeter boards and replaced lights.
- Vann Park – Completed painting picnic tables; installed new dispensers in restrooms.
- Miscellaneous:
  - Delivered tables and chairs to Deltona Plaza for Brownfield meeting; returned same to Harris Saxon.

- Set up Suite 46 for a special meeting on Brownfield designation (3 trips).
- Returned PA System to Deltona Community Center.
- Pressure washed outdoor break area – City Hall.

**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.*

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
  - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
  - Repaired/replaced valves at Wes Crile.
  - Fertilized Campbell and Wes Crile Parks.
  - Added clay to Vann Park and DuPont Lake fields.
- Sports Complex:
  - Mowed, weed-whacked and edged the complex.
  - Mowed and fertilized Pony League with TB3000 and Acephate for ants.
  - Fertilized complex with Rx Supreme, Triplex Micro and Humic Acid.
  - Repaired 2" elbow cracks at Sports Complex.
  - Lined parking area for event on Saturday.

**PLANNING & DEVELOPMENT SERVICES** thru 09/12/2012

**Executive Summary:**

The Planning and Development Services Department conducted large-scale economic development efforts this week in preparing the Findings and Declarations of Necessity for the October 1<sup>st</sup> City Commission Public Hearing, completing steps for the Deltona Boulevard Economic Development Zone (a.k.a. Brownfield Area) to be presented to the City Commission at the September 17<sup>th</sup> Public Hearing, and conducting a Public Workshop for the Providence Boulevard Small Scale Comprehensive Plan Amendments. These efforts are designed to give Deltona a competitive edge in the real estate market, to make it easier for companies to start up, relocate, or expand into the City.

**Planning:**

The Planning Section prepared for the October 1<sup>st</sup> City Commission Public Hearing to bring forward the Dollar General at 3016 Howland Boulevard combined Conceptual Site Plan and Final Site Plan. The combination of the two site plan types is a method to achieve two requirements per the Land Development Code at the same time. This saves the applicant time and money and is another tool toward expediting the development review process to make it more efficient and less costly for the applicant. Staff is also working on the McDonalds Final Site Plan application located within the WalMart center at Howland Boulevard and SR 415, a redesign of the Bank of America site located at the intersection of Howland and Elkcam Boulevards, and the parking facility to serve Deltona Water.

**Housing & Community Development:**

The Housing and Community Development Section completed the SHIP Annual Plan early and submitted it to the State of Florida for their review. Staff is awaiting comments. The CDBG Annual Action Plan was approved by HUD and found in compliance. HUD is also providing technical assistance to staff concerning proper closing and reporting of the Habitat for Humanity homes. The City needs two more homes to be sold to very low income applicants within NSP 1 to meet that requirement and needs to purchase five more homes in NSP 3 to meet those criteria. Work is progressing on the Mayflower and Tallwood homes, which are new units.

**PUBLIC WORKS** thru 09/07/2012

**Traffic Operations:**

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

- **Signs:**
  - Completed 2 sign repair work tickets in the City.
  - Fabricated & installed 11 new street name signs.
  - Fabricated (4) 24"x 30" 30 mph signs for stock.
  - Fabricated (5) 24"x 30" 25 mph signs for stock.
  - Fabricated (1) 18"x 24" "Notice Temp. Power" sign for Deltona Water.
- **Asphalt:**
  - Completed 5 asphalt repair work tickets – 1 ½ tons.
  - Gaucho & Cloverleaf Blvd – repaired section of road for Deltona Water – 3 ½ tons.
  - Tivoli & Abeline – repaired section of road for Storm Water – 2 tons.
  - E Normandy & Paco – repaired pot hole with cold patch – ½ bag.
  - 1690 E Normandy – repaired pot hole with cold patch ¼ bag.
- **Message Boards:**
  - Installed at Saxon & Medical Center and Falmouth & Saxon.
- **Thermoplastic Striping:**
  - 12" white crosswalk at Galaxy Middle School – 2 for 138'.
  - 24" white stop bar at Galaxy Middle School – 3 for 42'.
- **Miscellaneous:**
  - Trade & Mountain Way; Trade & Teather – grind 1 stop bar.

**Field Operations:**

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

- **Beautification:**
  - Medians:
    - Elkcam Blvd – routine maintenance; sprayed Round-up.

- Providence Blvd – routine maintenance; sprayed Round-up.
- Normandy Blvd – routine maintenance.
- Howland Blvd – routine maintenance.
- City Signs: Saxon & I4 Welcome sign.
- Miscellaneous: Public Works Depot – sprayed Round-up.
- **Clam Truck:**
  - Debris – 8
  - Trimming – 12
- **Slope mowing:** Humphrey – 1320'; Windbrook & Alexander – 225'; 519 Nardello – 240'; Randolph & Oxford – 160'; Slater – 1880'; Ft Smith between Primrose & SR415 – 8950'.
- **Miscellaneous:**
  - City Wide – emptied trash containers.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 6 | Repairs – 12 |
| • Equipment                  | PM – 1 | Repairs – 9  |
| • Road Calls                 | 2      |              |
| • Parts Run/Vehicle Delivery | 2      |              |
| • 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:**
  - Tivoli – prepped area for project; installed 200' of 15" pipe; installed 1 basin; hauled off material.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Ditches mowed – 1787 Belspring.
- **System Cleaning (Vac Truck):**
  - 4 Basins cleaned.
  - 105 Feet of Stormwater system cleaned.
  - 8 Yards of Debris removed.
  - Storm systems jetted – 2681 Hoover; 2861 Wildpepper; 1095 Normandy; 2240 Florida.
- **Right of Way Mowing Crew:**
  - Main Roads mowed – Courtland; Ft Smith.
  - Sectors mowed – 17; 18; 19; 20.
  - Alleys mowed – 171; 172; 485; 498; 590; 1159.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Courtland; India; Elkcam; Newmark; Humphrey.
- **Miscellaneous:**
  - City Wide – laid sod; watered new-laid sod.
  - Shawsbury Way & Kettering Rd – reinstalled drainage grate.

**UTILITIES** thru 09/09/2012

**Customer Service**

September 2012	Total week ending 9/9/12
DW – Lockbox	2692
Ebox	1384
Call Center Calls	2647
Walk-ins/Drop Box	1386
On-line Payments	1169

**Customers Disconnected for Non-Pay**

September 2012	Total week ending 9/9/12
Total on Disconnect List	215
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

September 2012	Total week ending 9/9/12
Water Service	1
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	9
Locates Received	68
Locates Completed	66
Main Leaks	1
Service Leaks	6
Sewer Repairs	1
Sewer Blockage	1
KV2 Valves	6
Service Replacements	3
Meter Change Outs	3
Service Orders	512
Disconnects	215
Drainfield Leaks	
Meter Retirements	12