



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: December 7, 2012

CITY MANAGER'S OFFICE thru 12/07/2012

Communication:

- Working on a write-up of Deltona for a River of Lakes Heritage Corridor brochure.
- Met with a representative of the Philadelphia Union on publicizing and promoting their spring training visit.
- E-blasted and posted on social networking sites information about Santa's North Pole and the Crime Prevention Seminar.
- Finalized map portion of the Southwest Volusia Map Project.
- Doing preliminary work on the January-February-March City Newsletter.
- Assisted with the grand opening of the Deltona Business Assistance Center.
- Updated DeltonaTV Schedule for the Week of December 9th.
- Updated DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook, On the Issues), White House Chronicle, VA Weekly News, the American Veteran—for the Week of December 9th.
- Videotaped Deltona Fire hydrant flow testing, for training purposes for Deltona Water and Deltona Fire.
- Completed December issue of the Pride.
- Updated messages on Welcome signs.
- Created DeltonaTV slide show for Community Calendar: "Holiday Parade of Homes".
- Pre-production/graphics for City "Holiday Greetings" from staff and Commissioners, for broadcast on DeltonaTV.
- Videotaped "Holiday Greetings", for the staff of the VCSO Deltona substation.

Press Releases:

- William S. Harvey Scholarship application and deadline
- City Food Drive/Update
- Business Assistance Center Dedication
- Dollar General Ground Breaking

Media Relations:

- Spoke with Sarah Rose from the *DeLand-Deltona Beacon*, regarding Christmas Parade details.
- Provided information regarding the \$25 rebate for Deltona Water sewer customers, for *Al Everson/West Volusia Beacon*.
- Provided information regarding the "fiscal cliff" and any effects on Deltona, for *Al Everson/West Volusia Beacon*.
- Provided information regarding the 2nd Annual Christmas Parade, for *Kathleen Rasche/News Journal*.
- Provided information regarding the Business Assistance Center Dedication, for *Clayton Park/News Journal* and *Al Everson/West Volusia Beacon*.

Business Development:

- Working on the relocation of a 4-bay automotive garage for a business in a nearby city that wants to move to Deltona.
- Hosted the Business Assistance Center dedication, Room 151, South Wing, Deltona City Hall. Dedication was well attended with over forty participants (20 businesses) attending. Many of those attending will be sponsors of classes for small businesses. A class in direct mail marketing, hosted by the Small Business Development Center and SCORE, and put on by the US Postal Service that afternoon.
- Chris Bowley, Ron Paradise and I met with the Volusia County Department of Economic Development to review the progress to date on our Community Redevelopment Area (CRA), and explore any additional steps that could be taken to improve the CRA package.
- Attended the Career Connection Cadre meeting, held at the offices of the Center for Business Excellence, in Daytona Beach. The Cadre is a dedicated group of educators, cities, and business people who work with the Volusia County School District to promote advancement to the career academies in the County’s high schools. This is basic workforce and initial career training for those who will graduate and go into the workforce or on to a secondary education.
- Met with Van Canada (Small Business Development Center) and Ted Young (Center for Business Excellence, Workforce Florida) to initiate a strategy for formulating a micro-loan program to be utilized in Deltona, west Volusia County, and Volusia County.
- Attended Team Volusia’s Economic Development Practitioner Council meeting, which included economic developers from throughout Volusia County.
- Met with several local bankers to discuss the Deltona Micro-loan Project and to gain insight on how the banking industry’s Community Reinvestment Act participation might be recruited.
- Met with Joe Cerrato, Economic Development Advisory Board and Sub-committee member to discuss DEDAB events and planning.
- Met with the 5-K Planning Team to discuss the proposed 5-K run on the “River to Sea Trail”, tentatively in February 2013. The event will be dedicated to a charity and the promotion of the area trail systems.
- Met with Tom Pauls and Steve Roland to discuss the regional concept for Deltona’s certification as an “Open for Business” community. This will allow Deltona to be recognized for the progress made in bringing the City to a “business friendly status” and can be used in economic development solicitations.
- Attended the Team Volusia & FP&L presentation on Enterprise Florida Business Recruitment, held in Daytona Beach.
- Attended a staff meeting regarding the current status of the Scrub Jay Mitigation Project.

BUILDING & ENFORCEMENT SERVICES thru 11/30/2012

Building Services Division:

Building Permits issued for the week.....	68
Valuation of work permitted for the week	\$524,987
Inspections completed for the week	165
Total Permits issued for Fiscal Year 12/13	483
Valuation of work permitted for the year 12/13.....	\$5,127,003
Permits Issued:	
A/C Change Out	6
Building Residential	1
Door Replacement.....	1
Driveway	2
Electrical.....	4
Exterior Renovations	1

FINANCE DEPARTMENT thru 12/05/2012

- Met with Wells Fargo Bank's government accounts banking representative.
- Working on Notes to Financial Section of Comprehensive Annual Financial Report.
- Prepared agenda memo for landfill/dumping services award to 4-Jays Land Clearing.
- Working on renewals for engineering services.
- Preparing bid tab for Emergency Medical Services/Medical Supplies.

NOV. 1-30, 2012	
LBT	
RENEWALS	161
RESIDENTIAL RENTAL RENEWALS	568
NEW RESIDENTIAL BUSINESS	8
NEW RESIDENTIAL RENTALS	33
NEW COMMERCIAL	1
NON-PROFITS	0
EXEMPT/ISSUED	0
WALK-INS	84
BUSINESS TAX REVENUE COLLECTED	\$ 14,230.17
FIRE INSPECTIONS REVENUE COLLECTED	\$ 5,130.00
NOV 2012 - 15% LATE NOTICES	725
FIRE INSPECTION NOTICES 10-12/12	0

Accounts Payable Section		
Check Run Date:	11/9/2012	
Checks Processed	267	\$ 927,265.32
Invoices Processed:		
Carol	228	559,979.28
Julia/Jacque	171	358,175.11
UB Refunds	154	9,110.93
	553	\$ 927,265.32
Check Run Date:	11/23/2012	
Checks Processed	248	1,681,434.07
Invoices Processed:		
Carol	95	573,456.61
Julia/Jacque	212	1,100,551.34
UB Refunds	168	7,426.12
	475	\$ 1,681,434.07

Payroll Section	
Check Run Date:	11/8/2012
Total Employees	307
Time Sheets Processed	614
Checks Processed	31
Direct Deposits Processed	286
Total Payroll including benefits	\$ 691,765.97
Miscellaneous:	
Flexible Spending Reimbursements	16
Check Run Date:	11/22/2012
Total Employees	308
Time Sheets Processed	616
Checks Processed	25
Direct Deposits Processed	293
Total Payroll including benefits	\$ 686,776.05
Miscellaneous:	
Flexible Spending Reimbursements	20

FIRE/RESCUE DEPARTMENT thru 12/04/2012

Fire Chief Staples:

- Met with the Utilities Director and representatives from Deltona Water on fire hydrant maintenance and annual flowing of hydrants. Deltona Water has experienced increased dirty water complaints and the teams brain-stormed on ways to reduce these complaints while accomplishing the ISO-required annual flow testing of hydrants.
- Met with the 3 Division Chiefs (Battalions) to discuss the new assignment of Deputy Chief Swisher and associated shift transfers that will become effective the 1st week of January 2013.
- Jeff Mandel (City Labor Attorney), Tom Acquaro (Human Resources Director), and I met with the Mayor and 4 of the 6 Commissioners to bring them up to date in the contract negotiations process.

Deputy Chief Rogers:

- Alarm summary 11/27/2012 thru 12/3/2012

Structure fire	2
Vehicle Fire	0
Wild land, grass	1
Misc. Fire	4
ALS Medicals	57
BLS & Misc. Medicals	64
Hazardous Condition	3
Service Calls	6
Good Intent	18
False Alarms	6
TOTAL	161
- Apparatus Update:

E61 FD-1233	In Service at Station 61.
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E62 FD-0655	In Service at Station 62.
E63 FD-1021	In Service at Station 63.
E64 FD-0654	In Service at Station 64.
E65 FD-0900	In Service at Station 65.
Resv A FD-9925	Out of Service at Fleet.
Resv C FD-0214	Out of Service at Fleet.
Ladder FD-0300	Available at station 65.
R61 FD-0910	In Service at station 61.
R62 FD-0754	Available at Station 62.
Brush 61, 62, 63, 64	In Service.

Deputy Chief Rafferty:

- Met with Deputy Chief Swisher (Personnel issues)
- Attended meeting with Water Department and Deputy City Manager to discuss hydrant flowing.
- Met with Battalion Chiefs (personnel moves)
- Uniform Committee Meeting
- Fire Hydrant class with Water Department.
- Pre-Plan EMS training for 2013-14.
- Met with Dr. Warren, Daytona State College.
- Advance Cardiac Life Support class preparation.
- Replaced Controlled Substance (out of date).
- Up-dated Heart Monitors (E-64).
- Worked on key secure boxes with KNOX Company.

Asst. Chief Debose:

- Continuing to work with JTS Association, Inc., on conducting an Engineer's exam and Lieutenant's Assessment.
- Working on Lesson plan for January training (Ventilation).
- Met with child being mentored at Discovery Elementary School.
- Conducted Joint Occupational Safety Health committee meeting.

HUMAN RESOURCES DEPARTMENT thru 12/05/2012

- Performance Evaluations processed: 6
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (1330)
- Applications received:
 - (02) Water Operator
 - (06) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (2) FMLA actions.
- Processed one new hire including orientation: O. Matthey (Public Works technician)
- Prepared questionnaires for interviews on 12/6/12 – Utility Systems Tech
- Coordinating with City's Economic Development Manager and the Center for Business Excellence regarding establishment of a mini-career center in Deltona.
- Coordinating with the Employee Holiday Potluck Luncheon Committee in preparation for the Dec. 7th event.

- Coordinating with the Fire Chief regarding several grievances submitted by Local 2913.
- Processed one short-term disability application.
- As part of the City's negotiation team, met with the Mayor and four of the Commissioners individually

PARKS AND RECREATION DEPARTMENT thru 12/01/2012

Administration:

- Assisted with the final Farmers Market at Deltona United Church of Christ.
- Met with AMSCO, our air conditioning and heating contractor, to evaluate several concerns.
- Met with Bimbo representatives to discuss the upcoming Christmas Parade.
- Processed 3 permits for pavilion and field rentals.

Facility Use Permits (11/25- 12/01/12):

- | | | |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center | 3 permits issues | Weekly attendance – 620 |
| • Harris M. Saxon Community Center | no permits issued | Weekly attendance – 266 |
| • Wes Crile Park | 2 permits issued | Weekly attendance – 1,322 |
| • Skate Park | 5 new passes | Weekly attendance – 604 |

Special Events/Programs:

- Amphitheater: Parrandas en Patio concert (partnership with Volusia County Hispanic Association) on Friday, December 14th from 6:00-8:00 p.m.
- City Hall: Annual Christmas Parade, Saturday, December 15th.
- Harris M. Saxon Community Center: Boys and Girls Club after school program continues.
- Library: Santa's North Pole, Saturday, December 8th from 4:00-8:00pm

City Leagues Currently Underway:

- Men's Polar Bear League begins in January.
- Senior Spring League begins in March.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball spring season begins in February.
- Deltona Little League spring season begins in February.
- Deltona Youth Soccer spring season begins in February.
- Florida Basketball & Volleyball Association (FBVA) winter season begins in January.
- Deltona Panthers cheerleaders (Jr. PeeWee & Sr. Midget) are scheduled to compete at the Pop Warner National Championships the 1st week of December.

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: City Hall and Keysville Dog Park.
- Lake Gleason – Pressure washed and painted pavilion floor; repaired entrance gate; picked up dog fennel stumps.
- Thornby Park – Repaired swing set.

- Wes Crile – Mulched swing set area; repaired roof on both pavilions (replaced shingles and repaired support beams); replaced swings and chains on swing set; pressure washed curbing and painted red; removed busted sidewalk section and poured new concrete; repaired section of broken sidewalk by playground.
- Miscellaneous:
 - Picked up donated food from Sons of Italy for the City's annual food drive.
 - Escorted Massey Pest Control.
 - Set up for the Big Red Bus.

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; replacing flags, 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 and stairwells; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments, repairing damaged paper towel and toilet paper dispensers.

- Escorted Signal 21 regarding overnight alarm code alerts.
- Replaced ceiling tile in back lobby.

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.
 - Raked and re-lined fields at Dupont every day.
 - Sprayed Vann Park with TB3.
 - Checked lights at Vann Park t-ball.
 - Irrigation repair at Wes Crile.
 - Sprayed the trail at Audubon Park.
- Sports Complex:
 - Mowed fields and Pony League.
 - Repaired irrigation damage due to vandalism (34 damaged sprinklers).
 - Flagged irrigation for Musco Lighting.
 - Sprayed complex with Triplex Micro and RX Supreme.
 - Sprayed overflow parking with TB3.
 - Trimmed trees around the complex.

PLANNING & DEVELOPMENT SERVICES thru 12/5/2012

Executive Summary:

The Planning and Development Services Department sent revisions to the City Attorney to amend the recently adopted Sign Code. A local business owner requested to have the Sign Code changed to include greater flexibility for signs that include animation. This more advanced technology changes the sign industry and regulations by allowing signs to become three dimensional and more like a television or movie screen,

with more than one copy face, lettering and messaging, as well as an animated background. Most sign regulations, like Deltona's, are written for a two-dimensional copy face with static backgrounds and messaging.

Staff conducted research on this issue and determined that the City of Deltona is less restrictive than other communities. Several communities are more restrictive by having longer interval periods, e.g., one screen change every 45 seconds. The typical period is one screen change every three (3) seconds, and the City Commission stated a desire for a screen change every two (2) seconds. Staff also received input from the sign manufacturer, Daktronics, which built the local Burger King sign, and their recommendations were included within the proposed Sign Ordinance amendment.

Planning:

The Planning Section processed the Development Order for the Dunkin Donuts and awaits the resubmittal of the Final Site Plan with the updated utility provision for a second fire hydrant to serve the site. The applicant has selected a site contractor, Schmid Construction, and they have approvals to begin site work right away. The public participation for the Land Development Code (LDC) Amendment Phase II A is completed and the response rate was low. The questionnaire was specific to the Land Development Code to guide staff on the public's perception of the document. The questions were designed to solicit input specific to the LDC and included an open-ended question for anyone to comment about the LDC in general.

Staff scheduled a meeting with the Volusia County Department of Economic Development (DOED) to present the Findings of Declarations and Necessity. County staff is focusing on the economic development component of Deltona's proposed Community Redevelopment Area (CRA) with the understanding that the ultimate decision to approve it rests with the newly elected Volusia County Council.

Housing & Community Development:

The Housing and Community Development Section submitted the required Section 3 documentation via the HUD website this past week, thereby meeting the November deadline. Staff also recorded that information in the annual Consolidated Annual Performance Evaluation Reports (CAPER). The projected closings for the Habitat houses are scheduled for December 19th and 20th. Finally, staff completed the flyer to be distributed to churches and non-profit agencies and will be sending it to organizations area-wide by the end of next week, ahead of the holidays. The initial intent is to generate up to five very low income (VLI) applicants for the NSP 1 program. As more applicants qualify, those VLI applicants will be applied to NSP 3 to satisfy both programs.

PUBLIC WORKS thru 11/30/2012

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 4 new street name signs.
 - Fabricated and installed (2) 12"x 18" "Elected Officials" signs at City Hall.
 - Fabricated and installed new phone numbers for Parks and Recreation, on signs located at Keysville Dog Park.
- **Speed Trailer:**
 - Removed trailer from 3255 Roland Dr.

• **Message Boards:**

- Removed board at Saxon Blvd & N Normandy Blvd for the 50th Celebration for Deltona.
- Removed board at Howland Blvd & Graves for the 50th Celebration for Deltona.
- Removed board at Saxon Blvd & N Normandy Blvd & Howland Blvd & Graves for Click it or Ticket campaign.
- Removed board for Click It or Ticket campaign at Providence Blvd & Eustace and Doyle Rd & Deltona Blvd.
- Installed message board at Dewey Boster Park for Carnival.

• **Miscellaneous:**

- Assisted with building of Christmas float.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

• **Beautification:**

- Medians:
 - Providence Blvd – routine maintenance.
 - Howland Blvd – routine maintenance; removed schillings that were broken and replanted the ones that were still viable into one mulch bed.
 - Normandy Blvd – routine maintenance.
- City Homes: Dellbrook; 1787 Ft Smith; Hastings; Falcon.

• **Concrete:**

- Sidewalk Repairs – 897 Chippendale – 5'x 4'; 1215 Parker – 4'x 4'.

• **Clam Truck:**

- Debris – 21
- Trimming – 13

• **Drop Offs:**

- Repaired drop off with fill dirt – N Normandy; Jessamine.

• **Miscellaneous:**

- Assisted with fabrication of Christmas float.

Fleet Maintenance Division:

• Vehicles	PM – 3	Repairs – 3
• Equipment	PM – 1	Repairs – 14
• Fire Dept Station Checks	11	
• Road Calls	3	
• Parts Run/Vehicle Delivery	4	
• 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:**

- 461 El Camino – raked out the washout in the ditch and placed sod.
- 1109 Elkcam – reshaped swale and placed sod.
- 555 Deed Cir – filled in washout around mitered ends; formed up and poured concrete.
- Van Orman/Heathwood – took out the headwall; extended pipe; built box.
- Captain/Haulover – painted all the lids yellow.

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

- Ditches mowed – 1562 Joyner; 2712 Ivydale; 2962 Allegro; 1751 Catalina; 1185 Winterville; 2727 Sedgefield; 2521 Tansboro; 2462 Vaughn; 2470 Unionville; 2507 Walkertown; 2288 Rabenton; 3061 Malcolm; 2871 Blackburn; 2520 Crowley; 2449, 2481, 2445 Derby; 2664 Collingswood; 2693 Windsor Heights; 928 Hugo; 2901 Fish cove; 1010 Treadway; 1072 Lyric; 1072, 1118 Peak; 1298, 1372 Tartan; 1400 Walton; 2880 Ulmer; 1309 Montoya; 1333, 1311 Nadine; 3070 Keyport; 1310, 1391 Bladon; 870 Humphrey; 798 Weller; 781, 1030, 1001, 973 Courtland; 860, 981 Hanford; 3060 Hoban; 3027 Etta; 2971 Norvell; 3001 O’Bannion; 1220 Polk; 3152 Clewiston; 3163 Post; 3115 Noah; 1071 Santa Clara; 2331, 2318 Matthew Cir; 1091 Joel; 2481 India; 1073 Prescott; 2546 Rusk; 2481 Wallingford; 2408 Tipton; 677 Tradewinds; 699 Eldron; 2400 Weatherford; 651 Outrigger; 2861 Bardahl; 2912 Clovis; 2850 Gallup; 475 Katherwood; 2903 Parkview; 2766 Welton; 5551 Skyland; 2650, 524 Deed Cir; 280, 451 El Camino; 2784 Kingsdale; 212 Patch; 184 Oliver; 223 Rosedale; 139, 121 Heather; 2621 Libby; 155, 197 Bluefield; 2819 Kraft; 77, 29 Courtland; 2857 Bluestone; 2737 Boyce; 512 Stallings; 153 Ft Smith; 3363, 3250 Planter; 3261, 3200 Roland; 3150 Shallowford; 720 Cloudcroft; 3248 Phonetia; 783 Shafton; 532, 472 Glenhaven; 317 Shadydale.

• **Right of Way Mowing Crew:**

- 4 miles of Right of Way mowed.
- Sectors mowed – 12; 13.

• **Right of Way Litter Crew:**

- 3267 gallons of litter removed.
- Main road trash pickup - Ft Smith; Normandy (twice); Elkcam (three times); Courtland; Humphrey; Newmark; Montecito; Deltona Blvd; Tivoli; Cloverleaf; Anderson; Alexander.

• **Miscellaneous:**

- Tivoli Dr/Bailey – picked up trash in the Right of Way.
- 501 El Camino Dr – filled in hole next to box.
- City Wide – exercised all the generators at the pump stations.
- 201 Howland – exercised all the portable pumps.
- City Wide – watered newly laid sod.
- Captain/Courtland – replaced broken stop sign and sign channel.
- Clear Lake; Baton – changed out the old oil sight gauges with new ones at the pump stations.

UTILITIES thru 12/02/2012

Customer Service

November / December 2012	Total week ending 12/2/12
DW – Lockbox	2008
Ebox	1019
Call Center Calls	1511
Walk-ins/Drop Box	1347
On-line Payments	1127
IVR	136

Customers Disconnected for Non-Pay

November / December 2012	Total week ending 12/2/12
Total on Disconnect List	199
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

November / December 2012	Total week ending 12/2/12
Water Service	
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	1
Fire Hydrant Replacement	
Fire Hydrant Repair	1
Replace Meter Box	6
Locates Received	55
Locates Completed	51
Main Leaks	2
Service Leaks	5
Sewer Repairs	
Sewer Blockage	3
KV2 Valves	2
Service Replacements	
Meter Change Outs	6
Service Orders	415
Disconnects	199
Drainfield Leaks	
Meter Retirements	13