



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: January 18, 2013

## **CITY MANAGER'S OFFICE** thru 1/16/2013

### **Communication** (Lee Lopez, Public Information Officer):

- Posted the upcoming Stormwater Erosion class on DeltonaTV.
- Working on 5K marketing: T-shirt design, finishing up snipe sign design, printing flyers.
- Assisted the Office of Economic Development in the planning and photography at a ribbon cutting for Focus 9 Financial.
- Preliminary work on the 2012 Annual Report.
- DeltonaTV schedules for the week of January 20<sup>th</sup>.
- DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook, Arts Performance). White House Chronicle, American Veteran, VA Weekly News—for the week of January 20<sup>th</sup>.
- Finished January issue of the Pride.
- Created pamphlet for Martin Luther King Breakfast event with Mike Williams.
- Created City Hall Closed for MLK Day TV Slide for DeltonaTV.
- Updated Deltona Jobs slides for DeltonaTV.
- Updated NSP Home Showcase Carousel for DeltonaTV.
- Finalized vote count for Holiday Parade of Homes contest.
- Created Holiday Parade of Homes winner TV Slide for DeltonaTV.
- Created Agenda Items (Holiday Parade of Homes Winner and Deltona 5K Run) for January 22<sup>nd</sup> Commission Meeting.

### **Press Release/s:**

- Holiday Parade of Homes Winner.
- Deltona "Love Your Heart" 5K Run (revised).

### **Media Relations:**

- Sent messages to both Bob Koslow/Daytona Beach News Journal and Beth Kassab/Orlando Sentinel, requesting their feedback as it applies to business/commercial press releases and a lack of coverage in Deltona.
- Sent photos of the McDonald's ground-breaking ceremony to Jen Horton/West Volusia Beacon.

### **Business Development** (Jerry Mayes, Economic Development Manager): thru 1/18/2013

- Keith Norton, Kerry Symolon, and Denise Mott of Team Volusia, and I met in the Team Volusia offices (Daytona Beach) to work on the February 25<sup>th</sup> "Incentives Workshop." The workshop is based on how incentive packages can be arranged and to inform the Commission on our suggestions and findings. We further reviewed the City of Deltona's 'Incentive Page' for updates, corrections, suggestions, etc., and formed the basis of the PowerPoint presentation.

- Chris Bowley and I met with Mayor Masiarczyk to discuss Deltona’s Commerce Clusters and his historical perspective to early Deltona. This information is to be used for the City wide impact study that Mr. Bowley and I are conducting. The study is based on current and former areas that might be perceived as affected areas for redevelopment, utilizing the economic development based State of Florida Jobs Bonus Program. Next we plan to interview Dave Denny. Further interviews and research will be used to complete the initial study.
- Attended the DeLand Chamber’s informal meeting to discuss potential efforts for job training/specialized development for returning veterans.
- Met with Debbie Brown, Deputy Director, SBA (Jacksonville office), to learn more about current Small Business Administration programs and best practices.
- Westside Economic Development Practitioners (Alison Stettner-Orange City; Rebecca Hammond-DeBary; Bob Turk-DeLand; and I) met with Keith Norden, Team Volusia, to discuss economic development in West Volusia and Team Volusia’s role in that development.
- Assisted with preparations and attended the ribbon cutting welcoming ceremony for Focus 9 Financial on Deltona Boulevard. Focus 9 Enterprises handles personal and business financial services, including tax preparation, payroll and accounting services, and financial management services. The company has been in business for 11 years in central Florida, has operated in the financial industry for more than 35 years.
- Attended a City staff meeting regarding 'Best Practices' in the use of the Open for Business certification that the City recently received.
- Meet with Frank DeMarsh to discuss business promotions within Deltona.
- As the municipal representative for the City, I attended the SAC (School Advisory Committee) meeting at Deltona Middle School.
- Attended the City staff meeting for the ‘City Job Fair’ preliminary planning meeting.
- Met with Phil Ehlinger, former Executive Director of the Volusia County Department of Economic Development, to talk economic development.
- Attended the Volusia County CRA Practitioner Council luncheon in New Smyrna Beach. Discussions were based around Community Redevelopment Areas (current and proposed) and the prospect of dealing with Volusia County regarding these CRAs.
- Per City Manager’s request, Chris Bowley and I met to work on the mutually economic and development items for the upcoming Commission Workshops.
- Met with John Wannamaker and Chuck Rudis of Coldwell Banker Commercial Realty A1, regarding ‘Project King,’ an assisted living, affordable senior housing, and multi-use development currently under study.
- Attended the grand opening of the new facilities of the Center for Business Excellence, Workforce Florida District 11. Their new offices are in the former K-Mart plaza in Orange City.
- Worked around multiple e-mails, telephone calls, and short meeting with City staff, Final Mile Race Management (managing the race), and Halifax Health (sponsor) as we worked through ideas and issues. This 5-K “Run for Your Heart” race is scheduled for February 26<sup>th</sup>. It starts at Deltona Middle School, goes to Thornby/Inspiration Park, and returns to the school.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 1/11/2013

**Building Services Division:**

Building Permits issued for the week.....	53
Valuation of work permitted for the week .....	\$230,350
Inspections completed for the week .....	202
Total Permits issued for Fiscal Year 12/13 .....	776
Valuation of work permitted for the year 12/13.....	\$10,308,978

**Permits Issued:**

A/C Change Out .....	11
Concrete Flat work.....	2
Door Replacement.....	2
Dumpster Enclosure.....	1
Electrical .....	2
Fence.....	8
Hurricane Shutters.....	1
Monument Sign.....	1
Plumbing.....	2
Pool In-ground .....	1
Reroof .....	10
Retaining Wall .....	1
Right of Way.....	1
Screen Enclosure.....	1
Siding.....	1
Sign .....	1
Solar Panels.....	1
Water Heater Replacement .....	3
Wetland Alteration.....	1
Window Replacement .....	2
<b>Total</b>	<b>53</b>

**Enforcement Services Division:**

Requests for services this week .....	330	
Animals impounded at the humane societies .....	32	
Citation warnings issued .....	27	
Courtesy notices .....	125	
Abatement notices .....	21	
Citations issued .....	3	
Code Enforcement telephone calls .....	114	
Animal Control calls .....	120	
Solid Waste calls .....	95	
Citizen walk in requests for Code Enforcement assistance .....	5	
Citizen walk in requests for Animal Control assistance .....	15	
Citizen walk in requests for Solid Waste assistance .....	0	
Properties requiring grass to be cut by contractors .....	0	(at a cost of \$0)
Certified mailings sent out .....	26	(at a cost of \$150)
Money collected for Animal tags, liens and return to owners .....	\$1,412	
Foreclosures for this week: Deltona	6	
County	99	
Total	105	

**CITY CLERK'S OFFICE** (Joyce Kent, City Clerk) thru 1/11/2013

2nd Floor HR/CC Walk-In Customers .....	76
2nd Floor calls Answered .....	17
Packages Received .....	40
Packages Picked Up .....	1
A/P Invoices Opened .....	125

Newspapers .....	18	(10 hours)
Public Records Requests Received .....	6	
Public Record Request Amount Received .....	\$66	
Documents imaged, pages .....	4,987	
Large scale drawings imaged, pages.....	176	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 1/16/2013

- Preparing RFP for Insurance Consulting Services.
- Preparing RFP for Casualty and Property Insurance.
- Preparing RFQ's for Engineering Services due to expire in April.
- Working on-site with Munis Business Tax Implementation Coordinator. (Tuesday-Thursday)
- Site visit with Palm Coast to discuss Business Tax set-up and implementation issues.

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 1/16/2013

**Fire Chief Staples:**

- Met with Union on 3 grievances.
- Met with City's negotiations team to review the latest contract proposal.
- Attended the Central Florida Fire Chiefs' Association meeting.
- Taught a portion of an Advanced Cardiac Life Support (ACLS) course for departmental personnel.
- Attended the Volusia County Fire Chiefs' Association meeting.
- Presented to the Commission on options to replacing the aerial ladder with engines and Fire-based EMS transport.

**Deputy Chief Rogers:**

- Alarm summary 1/1/2013 to 1/7/2013

Structure fire	0
Vehicle Fire	1
Wild land, grass, trash	3
Misc. Fire	4
ALS Medicals	69
BLS & Misc. Medicals	74
Hazardous Condition	4
Service Calls	9
Good Intent	15
False Alarms	7
<b>TOTAL</b>	<b>186</b>

- Apparatus Update:
  - E61 FD-1233 In Service at Station 61.
  - 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 Out of Service for PM and Pump Test at Fleet.
  - Resv A FD-9925 In Service at Station 65.
  - Resv C FD-0214 In Service at Fleet.
  - Ladder FD-0300 Out of Service at Fleet.
  - R61 FD-0910 In service at Station 61.
  - R62 FD-0754 In Service at Station 62.

Brush 61, 62, 63, 64 In Service.

**Deputy Chief Rafferty:**

- Remodeled the Training room at Station 61.
- Meeting at Florida Fire Chiefs' Association for Fire Rescue East.
- Worked on Chief Debose Evaluation.
- Attended Union/City Meeting (Grievance).
- Set up for Pediatric Advance Life Support training course.
- Instructed two Basic Life Support CPR class.
- Instructed Advance Cardiac Life Support class.
- Replaced Controlled Substance (out of date).
- Up-dated Heart Monitors (E-62).

**Assistant Chief Debose:**

- Met with mentee at Discovery Elementary School.
- Ran training reports for the months of October, November, and December. We averaged 27 hours per person in October, 24 hours per person in November, and 20 hours per person in December.
- Reviewed engineer clearing packet for firefighters striving to become a relief driver.
- Drafted memo for upcoming engineer's exam.
- Continued development of the upcoming Lieutenant's assessment with the JTS (agency that does our assessments).

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 1/16/2013

- Performance Evaluations processed: 6
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (1380)
- Applications received:
  - (06) Water Operator
  - (14) Utility Systems Tech
  - (08) Enforcement Service Officer
  - (18) Public Works Tech
  - (10) Stormwater Tech
- Met with two Department Directors regarding personnel issues and coordination of personnel actions.
- Scheduled 2 Water Operator interviews.
- Posted 2 new job openings – Public Works Tech & Stormwater Tech.
- Processed one short-term disability application.
- Working on FPHRA salary & benefits survey.
- Coordinating Crime Stop Lunch & Learn for employees.
- Processed 2 FMLA requests.
- Conducted discipline hearing and prepared/submitted Discipline Hearing Findings memo to City Manager.
- Preparing for City's Job Fair 2013.

### **Risk Management**

- Compiling annual safety training calendar.
- Working w/Fire Dept. regarding City-wide First Aid/CPR training.
- Attended Fire Department grievance hearings.
- Recovered \$12,487.61 in incurred City costs arising from 3<sup>rd</sup> party damage.
- Finalized insurance claim for damages caused by lightning, \$7,686.51.
- Preparing solicitation for property and casualty insurance.

### **PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 1/12/2013

#### **Administration:**

- Staff met with Risk Management to evaluate several City playgrounds.
- Met with Grants Coordinator to discuss grants opportunities.
- Met with Building and Enforcement Services to discuss playground inspections.
- Conducted Parks and Recreation Advisory Board meeting.
- Processed 2 permits for pavilion and field rentals.

#### **Facility Use Permits (01/06/13—01/12/13):**

- |                                    |                  |                   |       |
|------------------------------------|------------------|-------------------|-------|
| • Deltona Community Center         | 2 permits issued | Weekly attendance | 743   |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance | 230   |
| • Wes Crile Park                   | 5 permits issued | Weekly attendance | 1,468 |
| • Skate Park                       | 8 new passes     | Weekly attendance | 578   |

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

- Harris M. Saxon Community Center:
  - Boys and Girls Club after school program continues.

#### **City Leagues Currently Underway:**

- Men's Polar Bear League begins on January 14<sup>th</sup>.
- 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 has started.

#### **Parks Maintenance:**

**Mowed, edged and weed-eated:** Thornby Park and Veterans Memorial.

- Campbell Park – Repaired missing section of boardwalk planks.
- Dwight Hawkins – Painted restrooms.
- Festival Park – Repaired boardwalk and pavilion.
- Harris Saxon - Replaced bubbler on water fountain; painted meeting room.
- Keysville Dog Park – Filled holes along fence between large and small dog areas; pressure washed pavilion.
- Skate Park – Weld grinded rail; repaired small ramp.
- Timber Ridge – Replaced lights in restroom and cleaned chase; replaced damaged bubbler on water fountain.

- Vann Park – Replaced lights on concession stand.

**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.*

- Delivered Commissioners' portrait to the Sheriff and Fire Departments.

**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; 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 and washing 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 Electrical Solutions.
- Removed Christmas decorations from City Hall (building, courtyard and back patio).

**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 lined fields at Dupont every day.
  - Removed sod from Vann Park.
  - Re-designed Vann Park major field for 50/70 baseball.
  - Sprayed trail at Audubon Park.
  - Sprayed Campbell, Dupont, Pony League, Vann Park and Wes Crile with prodiamine.
- Sports Complex:
  - Mowed fields and Pony League.
  - Removed pump from the lake.
  - Repaired 10 sprinklers damaged by vandalism.
  - Sodded areas at Pony League from sod removed from Vann Park.
  - Sprayed complex with prodiamine.

## **PLANNING & DEVELOPMENT SERVICES** (Chris Bowley, Director) thru 1/16/2013

### **Executive Summary:**

The Planning and Development Services Department is partnering with the Volusia/Flagler Coalition for the Homeless to submit for the 2012 Emergency Solutions Grant. The City is an eligible entity as a local government to be able to make the application, and an award of the grant will provide an opportunity to help home renters subsidize their rent and utility bills. The projected sliding scale of the grant allocation to an applicant is designed to provide maximum assistance, while allowing a recipient to move from grant dependency to becoming independent and self-sufficient.

While the initial award of the grant comes from monies provided by the U.S. Department of Housing and Urban Development (HUD), the application is being made to the Florida Department of Children and Families (DCF). The primary reason the grant is issued through DCF, is the focus on alleviating homelessness for families and providing a stable housing environment for children. Should the City be awarded the grant, it is eligible for up to \$100,000 and is best suited for the provision of homeless prevention and rapid re-housing, given the number of existing homes throughout the City.

### **Planning:**

The Planning Section completed efforts on the draft for a comprehensive rewrite of Chapter 86 in the Code of Ordinances (Concurrency Management). Statewide, concurrency provision has been debated at the Florida Legislature and while there is cessation on the majority of concurrency systems, the City needs to be prepared for the provision of basic goods and services to keep the community operational. Therefore, Chapter 86 is proposed for an amendment to provide for concurrency management in a restructured methodology at the state level.

Staff also completed efforts for the February 11<sup>th</sup> City Commission Workshop and is looking forward to receiving City Commission input on the proposed amendments to the Land Development Code.

### **Housing & Community Development:**

The Housing and Community Development Section received notice that the City will be awarded approximately \$35,000 in SHIP funding. This is greatly more than last fiscal year's allocation (\$0.00) and less than two year's prior, \$92,000. This shows budget shift at the State Legislative level and a commitment to address the constant need of affordable housing statewide. The monies will be applied to owner-occupied home repair, which has successfully repaired many homes in Deltona for residents that could not otherwise afford such repair.

## **PUBLIC WORKS** (Glenn Whitcomb, Director) thru 1/11/2013

### **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 30 new street name signs.
- Installed 23 new street name signs.
- Fabricated 2 Caution decals; 2 Water Quality decals; 2 Flushing Department decals.
- Fabricated (2) 18"x 24" "Recognition" signs for Faith Miller.
- Fabricated and installed (20) 30"x 30" R-1 "Stop" signs for stock.
- Fabricated 1 new phone number decal for Parks and Recreation.

#### • **Asphalt:**

- Windsor Heights & Courtland Blvd – repaired pot holes with ¾ bag of cold patch.

#### • **Speed Trailer:**

- Removed speed trailer at 1579 Findlay.

- **Thermoplastic Stripping:**
  - 24” white stop bars – 10’; 15’; 14’; 18’; 14’; 14’; 13’.
  - 12” white crosswalk – 55’; 210’; 105’; 205’; 100’; 65’; 65’; 95’; 80’; 75’; 105’; 75’; 86’; 75’.
- **Miscellaneous:**
  - Deltona Water billing door – completed installing decal.

**Field Operations:**

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

- **Beautification:**
  - Medians:
    - Howland Blvd. – routine maintenance; filled water bags on trees; fertilized & put ant killer down; removed 4 oak trees that contractor pulled out and replanted at Deltona Water; removed and replanted crepe myrtle, along with bubbler.
    - Normandy Blvd. – fertilized & put ant killer down.
    - Providence Blvd. – fertilized & put ant killer down; removed tree hit during accident and tested irrigation.
- **Concrete:**
  - Sidewalk Repairs – Normandy Blvd. E. & Providence Blvd. – 10’x 5’; Providence & Elkcam – 4’x 6’; 312 Cloverleaf – 70’x 5’.
- **Clam Truck:**
  - Debris – 17.
  - Trimming – 8.
- **Slope Mowing:**
  - Elkcam lake areas – 1750’; India lake areas – 1120’; 2483 Eldridge – 180’.
- **Miscellaneous:**
  - Courtland Blvd. – removed trash can from along road.

**Fleet Maintenance Division:**

- Vehicles PM – 4; Repairs – 7
- Equipment PM – 1; Repairs – 11
- Fire Dept. Station Checks 9
- Road Calls 1
- Parts Run/Vehicle Delivery 3
- 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:**
  - 657 Hartley Cir. – finished reshaping the swales from Piedmont Dr. to 649 Hartley Cir.; took out one driveway; formed it up and poured back with concrete.
  - 1301 Star Ct. – reshaped approximately 80’ of swales from 1301 – 1302 Stat Ct.; installed a dirt berm on the back side of the swale at 1301 to control the flow of water in the swale.
  - 936 Utica – reshaped approximately 200’ of swales for proper water flow.
  - Montcalm/Swiss – finished forming up two spillways around the headwalls to stop erosion and poured concrete in the spillway; rehabbed the box.

- 1347 Hayward – filled in washouts at the headwall and at the end of ditch where it goes into the pond; formed up spillway at the end of the ditch; installed 1.5 pallets of rip rap bags at the headwall to stop the erosion.
- 1929 Old Mill S. – repaired pipe next to headwall; the pipe next to the box; filled in with dirt and compacted and used weed eater around the drainage box.
- Capital Project at 1557 Seahorse – began prepping for job; cut and took out two driveways; cut and took out asphalt for road crossing; took out 340’ of 10” HDPE pipe.
- **Right of Way Litter Crew:**
  - 470.25 Gallons of litter removed.
  - Main road trash pickup – Ft. Smith; India; Newmark; Elkcam twice; Normandy; Catalina; Wolf Pack Run; Courtland Blvd.
- **Miscellaneous:**
  - Sectors 11; 12; 13 – cleaned debris from and around all drainage structures; brought back to depot and put in dumpster.
  - Tallwood Dr. – picked up trash at the sight and brought back to the depot.
  - Ft. Smith Blvd/Normandy Blvd. – pulled the tall weeds out of the sidewalk at the intersection.
  - 11<sup>th</sup> Ave. – observed and assisted with removing gopher tortoises from their dens; took down fence; rolled fence up; took down 6 fence posts so they could excavate for gopher tortoises.
  - 1384 Valhalla – grinded the stump in the ditch and hauled off the wood chips.

**UTILITIES** (Glenn Whitcomb, Director) thru 1/13/2013

**Customer Service**

January 2013	Total week ending 1/13/13
DW – Lockbox	2215
Ebox	1296
Call Center Calls	1806
Walk-ins/Drop Box	1398
On-line Payments	1249
IVR	683

**Customers Disconnected for Non-Pay**

January 2013	Total week ending 1/13/13
Total on Disconnect List	201
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

January 2013	Total week ending 1/13/13
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	

Fire Hydrant Repair	
Replace Meter Box	16
Locates Received	68
Locates Completed	68
Main Leaks	3
Service Leaks	3
Sewer Repairs	
Sewer Blockage	4
KV2 Valves	2
Service Replacements	
Meter Change Outs	6
Service Orders	416
Disconnects	201
Drainfield Leaks	
Meter Retirements	26