CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: November 2, 2012

Special Event Update:

11th Annual Halloween *Spooktacular* event – Despite having to cancel the Friday night portion of our Spooktacular due to the possibility of inclement weather; the event was very successful with an estimated attendance of 9,000 – 10,000 participants on Saturday night. Special thanks to all our City staff from all the departments involved, particularly the City Clerk's Office for coordinating the whole event, Deltona Water/Public Works for the Haunted Pirate Ship, Parks & Recreation for the Haunted Trail and park logistics, and all the employees from other departments and their family members who volunteered to work in the haunted activities or to run the childrens' games, and of course, to our students and community volunteers! We really appreciate everyone's hard work to make this event such a success – thank you on the behalf of our residents for all you did to bring this event to our community!

Public Questionnaire:

The following message is on the home page of our Website regarding the request to ask our residents to complete the LDC questionnaire that was described to the Commission at the October 25th workshop:

> **LAND DEVELOPMENT CODE PUBLIC QUESTIONNAIRE** - The City of Deltona is in the process of reviewing its Land Development Code. On November 7, 2011, the City Commission adopted Phase I of the Land Development Code, an action that improved the general organization of the document. Staff is working on Phase II-A of the Land Development Code Amendments, to address more substantive issues.
>
> The City of Deltona is seeking input from residents, business owners, and other stakeholders as we move forward to amend the Land Development Code. To help us in this effort, we would appreciate your taking a moment to fill out the questionnaire Click Here and to see the Draft Land Development Code Amendment Click Here.

Paper copies of the questionnaire are also available at the Deltona Regional Library and City Hall. A copy of the questionnaire is attached here as Exhibit A.

Volusia County 3rd Quarter Economic Development Update:

Volusia County hosted a 3rd Quarter Update on Economic Development this morning at the Daytona Beach Airport; copies of the 3rd Quarter Report are available in the Commission's mailboxes at City Hall. Highlights from the report show:

- Deltona's unemployment figure has declined from 11.5% in the 2011 3rd Quarter to 9.6% in the 2012 3rd Quarter;
- County unemployment figure in September 2012 is 8.8% as compared to 10.8% in September 2011; Florida unemployment in September 2012 is 8.6% as compared to 10.6% in September 2011.
- Total of new residential home permits in 3rd Quarter 2012 were eight (8) valued at $1,590,618; total of new commercial permits in 3rd Quarter 2012 was one (1) valued at $1,417,000.

Ongoing/Upcoming Events:

- **Regular City Commission Meeting** – Monday, November 5th, 6:30 p.m., Commission Chambers
- **Veteran's Day -** City Administrative Offices closed on Monday, November 12th
- **Special City Commission Meeting** – Monday, November 12th, 6:30 p.m., Commission Chambers, includes swearing in of newly elected officials
- **Concert at the Amphitheatre** – Friday, November 16th, 7:00 – 9:00 p.m., Deltona Amphitheater; Performing: AP 60 (American Pop 60)
- **City's 50th Birthday Bash & Sock Hop** – Saturday, 10:00 a.m. – 2:00 p.m., City Hall Chambers & Courtyard
- **Deltona's 50th Birthday Gala Dinner & Dance** – Saturday, 5:30 – 11:30 p.m., Deltona Community Center, 980 Lakeshore Drive
- **Regular City Commission Meeting** – Monday, November 19th, 6:30 p.m., Commission Chambers
- **Thanksgiving Holidays** – City Administrative Offices closed on Thursday, November 22nd, and Friday, November 23rd

Faith G. Miller, MMC, MPA
City Manager

Exhibit A

PUBLIC QUESTIONNAIRE

ON CHANGES TO THE LAND DEVELOPMENT CODE

The City of Deltona is in the process of reviewing its Land Development Code. On November 7, 2011, the City Commission adopted Phase I of the Land Development Code, an action that improved the general organization of the document. Staff is working on Phase II-A of the Land Development Code Amendments, to address more substantive issues.

The City of Deltona is seeking input from residents, business owners, and other stakeholders as we move forward to amend the Land Development Code. To help us in this effort, we would appreciate your taking a moment to fill out this questionnaire.

A paper copy of this questionnaire is also available at:

- Deltona Regional Library, *2150 Eustace Avenue, Deltona, FL*
- Deltona City Hall Lobby, *2345 Providence Blvd., Deltona, FL*

Please provide your response no later than November 30, 2012.

GENERAL INFORMATION

1. **What category best represents you?**

   ☐Deltona Resident ☐Deltona Business Owner ☐Other:

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2. **OPTIONAL: The following information may be helpful in case clarification of your comments is needed.**

   Name:

   Address:

   Telephone:

   E-mail address:

LAND DEVELOPMENT CODE

Let us know how you feel about the following items, which are part of the proposed Land Development Code Amendments (citations shown in parentheses and proposed amendments in <u>underline</u> *(items to be added)* and ~~strikethrough~~ *(items to be deleted)* format):

3. **Exempt public building from public hearing site plan review if under 10,000 sq. ft. (Sec. 74-26(b))**

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT:

Section 74-26: Final Site Plan Review

(b)(6) Public building under 10,000 sq. ft.

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4. **Add review item to final site plan application list (Sec. 74-27(c)(2)oo.)**

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT:

Sec. 74-27(c)(2)oo. Other relevant items as may be required by the Planning and Development Services Director, Development Review Committee (DRC) and other decision making bodies.

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5. **Evaluate amending underground utilities provision – 115 KV or higher exempt (Sec. 96-26(a)(4))**

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT:

Sec. 96-26(a)(4) *[Underground installation of utility lines required; exceptions.]* Utility lines of all franchised utilities, electric power and light, telephone and telegraph, cable television, water, sewer and gas, shall be constructed and installed beneath the surface of the ground unless it is determined by the DRC as a result of their ~~a~~ decision ~~on a variance application~~ based on evidence that soil, topographical or any other compelling conditions make the underground installation of such utility lines unreasonable and impracticable. Drop lines from existing overhead power lines to new buildings, residences, or principal structures shall also be installed beneath the surface of the ground. The underground installation of bulk electric power supply lines, including but not limited to transmission lines and primary distribution feeder lines ~~of 115 kv or greater capacity~~ shall not be required.

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6. **Provide consistency between Sec. 96-30(a)(3) and Sec. 96-28(e) regarding 50' and 40' Right-of-Way (ROW) widths**

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT:

Sec. 96-30(a)(3)a. Every lot shall abut on a public street which has a minimum right-of-way of at least 50 feet, except as may be provided under section 96-28(e)(1)a.

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7. Modify dimensional requirements of Public Use (Sec. 110-303(c))

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT:

Sec. 110-303. P, Public Use classification.

(c) Dimensional requirements.

(1) Minimum lot size:

Area: ~~Five acres~~ **One acre**

Width: No minimum.

Maximum building height: 45 feet.

Maximum lot coverage: None.

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8. Add granny flats in the R1-AAA, AA, A, and R1 zoning as a conditional use (Sec. 110-307(c))

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

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9. Add animal husbandry and the keeping of horses (riding stables) as an allowable use in agricultural zone (Sec. 110-304)

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

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10. Delete patio homes and villas from the RE-5 and RE-1 zoning classifications (Secs. 110-305 & 110-306)

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

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11. Consolidate and modify certain zoning provisions into a new easy to read chart ***(Secs. 110-304(e), 110-305(e), 110-306(e), 110-307(e), 110-308(e), 110-309(f), 110-310(e), 110-***

311(e), 110-312(d), 110-313(d), 110-314(e), 110-315(d), 110-316(d), 110-317(d), and 110-318(c); **and include improved graphics that clearly describe what constitutes front, side and rear yards and related setbacks to address accessory uses in street side yards and rear yards (Sec. 110-307(e))**

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT AND GRAPHICS FOR SECTION 110-307(e):

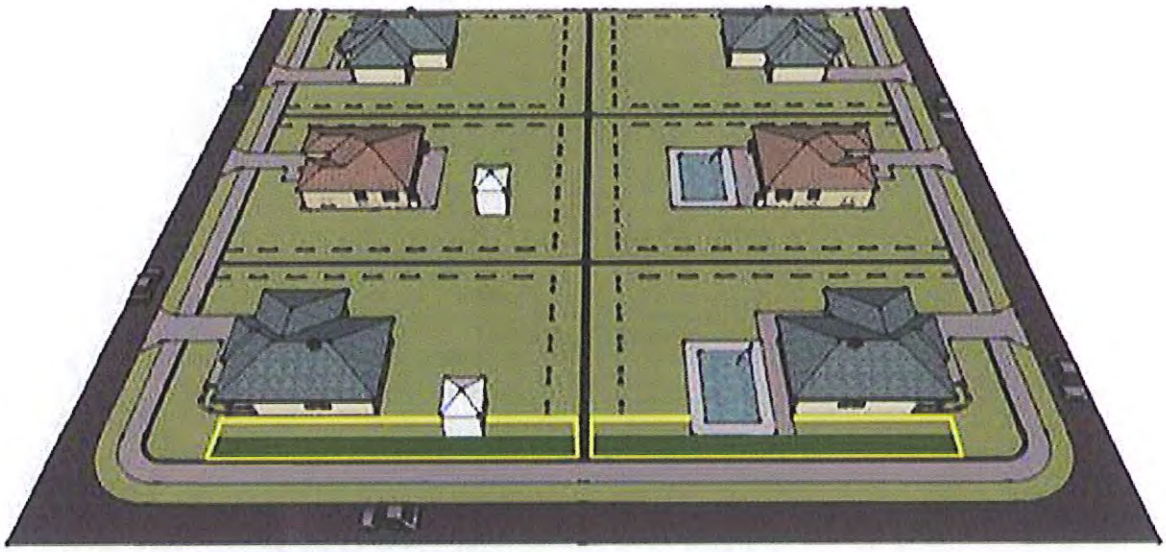
R1-AAA, AA, A, and R1 *Single-Family*	R1-AAA	R1-AA	R1-A	R1	R1 *(Arbor Ridge Subdivision)*
Minimum lot size					
Area (sq. ft.)	20,000	12,000	9,500	7,400	5,000
Width (ft.)	100	90	80	75	45
Minimum yard size					
Front yard(ft.)	25	25	25	25	25
yard abutting an arterial or collector street (ft)	30	30	30	30	30
Rear yard (ft.)[1]	10	10	10	10	10
Side yard (ft.)	6	6	6	6	6
Side street yard (ft.)	~~same as front yard~~ 25	~~same as front yard~~ 25	~~same as front yard~~ 25	~~same as front yard~~ 25	~~same as front yard~~ 25
Waterfront (ft.)[2][1]	25	25	25	25	25
Maximum building height (ft.)	35	35	35	35	35
Maximum lot coverage *(with principal and accessory buildings)* (%)	35	35	35	35	35
Minimum floor area (sq. ft.)	1,700	1,500	1,400	1,200	1,200
Accessory Structures Minimum Setbacks (ft.)					
Front yard (ft.)[2]	*Not permitted*	*Not permitted*	*Not permitted*	Not permitted	*Not permitted*
Rear yard (ft.)	10	10	10	10	10
Interior side yard (ft.)	6	6	6	6	6
Side street yard back-to-back SFR structures [2]	15	15	15	15	15
Side street yard adjacent to a vacant lot[2]	25	25	25	25	25
Side street yard adjacent to the existing front yard of developed lot[2]	25	25	25	25	25
Side street yard abutting an arterial or collector street[2]	25	25	25	25	25

~~[1] Ten feet or ten percent of the lot depth, whichever is greater~~

~~[2]~~[1] 25 feet from the rear property line or the ordinary high water mark, whichever is most restrictive (110-8

[2] Accessory buildings and structures, other than lawn ornaments and fences built in accordance with this chapter, shall not be located in the front yard forward of the edge of the principal dwelling, or in any side street yard on lots of less than 2.45 acres. On lots of 2.45 acres or more, accessory uses and structures other than swimming pools and their decks may be located in the front yard and side street yard past the main building line provided they are set back a minimum of 100 feet from the front yard and the side street yard and 75 feet from any interior side lot line. (Sec. 110-827(c)(1)d.)

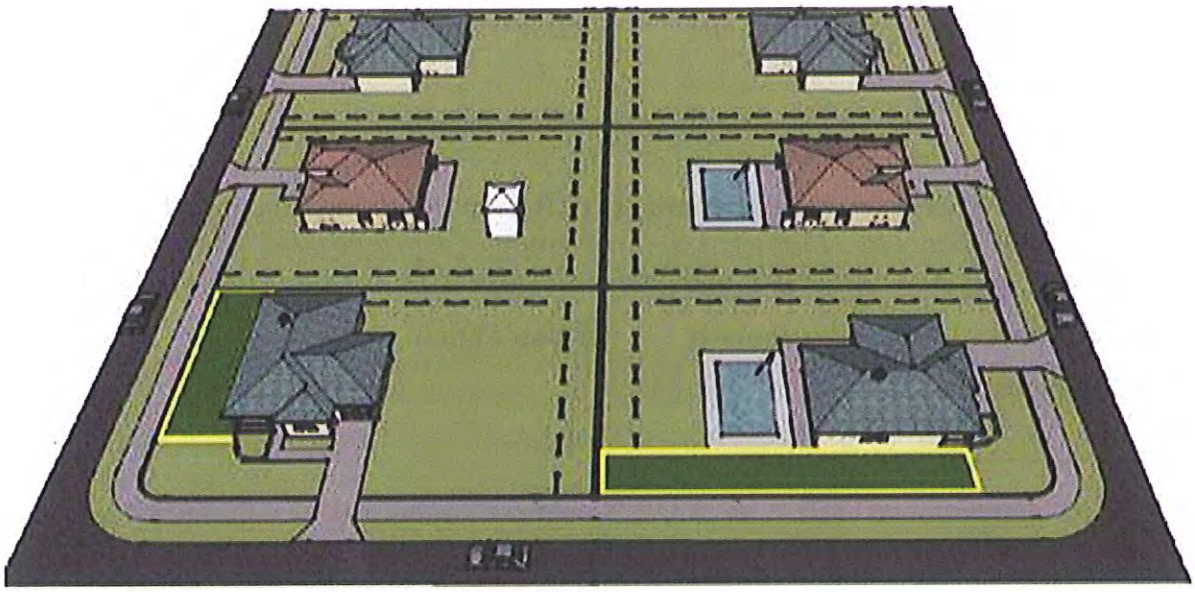
Accessory Structure Setbacks Back-to-Back Lots



SIDE STREET YARD SETBACK FOR ACCESSORY STRUCTURE (Area where no accessory structures are allowed)

SIDE STREET YARD

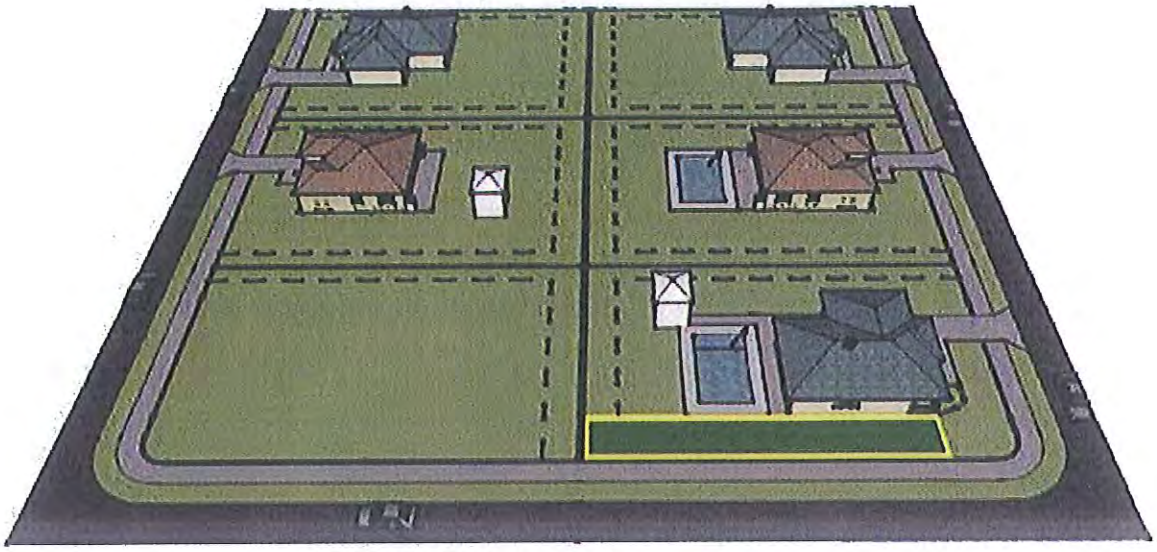
Accessory Structure Setbacks Side Driveway



SIDE STREET YARD SETBACK FOR ACCESSORY STRUCTURE (Area where no accessory structures are allowed)

SIDE STREET YARD

Accessory Structure Setbacks Adjacent to Vacant Lot



SIDE STREET YARD SETBACK FOR ACCESSORY STRUCTURE (Area where no accessory structures are allowed)

SIDE STREET YARD

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12. Reduce the rear yard setbacks in the R1-B zoning classification from 20 feet to 10 feet. *(Sec. 110-308(e))*

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

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13. Adjust the maximum floor area ratio (F.A.R.) for C-1 zoning classification from 0.28 to 0.35 *(Sec. 110-315(d))(F.A.R. is a measure of non-residential development intensity. FAR is the building square footage divided by the lot area in square footage)*

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

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14. Allow moped/motorcycle sales in C-2, General Commercial, as a permitted use (Sec. 110-316(b))

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

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15. **Adjust the maximum building height for General Commercial (C-2) zoning classification from 45 feet to 75 feet** ***(Sec. 110-316(d).***

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

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16. **Adjust the maximum floor area ratio (F.A.R.) for C-3 zoning classification (~~0.75~~** 0.55 F.A.R.) **to be consistent with the Comprehensive Plan** ***(Sec. 110-317(d))***

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

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17. **Bring non-conforming structures into compliance if damage over 50% of its replacement value, not 75% (Sec. 110-600(c)(2))**

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT:

Sec. 110-600. Types of nonconformity

Sec. 110-600 (c)(2) If it is damaged in excess of ~~75~~ 50 percent, of its replacement value, any reconstruction shall comply with this chapter.

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18. **Update 'home occupations' per current provision for no 'stock in trade' on site (Sec. 110-807(e))**

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT:

Sec. 110-807. Home Occupations

Sec. 110-807(e) ~~No stock in trade or commodity shall be kept or sold upon the premises.~~ Storage of **stock in trade (i.e.** materials or supplies used in the home occupation**)** shall be **located within an** ~~done in~~ enclosed buildings and within the space limitations in section 110-807(d). No products shall be displayed on the premises. No toxic/hazardous materials shall be stored on the premises.

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19. **Consider parking on grass for certain special events (Sec. 110-811(f))**

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT:

Sec. 110-811. Parking and storage of vehicles or watercraft

Sec. 110-811(f) ~~*Reserved.*~~ *Special Event Parking.* During certain events, grass areas may be permitted to be used for parking.

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20. Add "Private garage" to Sec. 110-827(c)(2)b to clarify related design requirements.

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT

Sec. 110-827(c)(2)b. Private garages and carports shall be constructed of materials similar in appearance, texture, and color to those used in the construction of the principal dwelling. Carports shall not extend forward of the most forward line of the closest other part of the main building to the front lot line.

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21. Correct reference and add new section 110-817(g) that establish conditional use criteria for granny flats (New Sec. 110-817(g))

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT

110-817. Permitted conditional uses

Sec. 110-817(d)(2) Off-street parking areas meeting the requirements of section 110-828 and landscaped buffer areas meeting the requirements of section 110-808 shall be constructed. Notwithstanding the provisions of section 110-828~~(a)~~(b)(2), off-street parking and loading areas shall be surfaced with brick, asphalt, bituminous, concrete or packed shell or marl material and shall be maintained in a smooth, well-graded condition.

Sec. 110-817(g) Granny Flats

(1) Minimum lot area required: 7,500 square feet

(2) Be used to house immediate family members or domestic help/caregivers.

(3) Shall contain a minimum of 400 square feet of living area but shall not be larger than 800 square feet of living area.

(4) Shall have all utility services provided by a common meter with the principal dwelling.

(5) Shall not have a separate driveway.

(6) Shall not be assigned a separate address.

(7) All granny flats approved will be subject to a declaration of use agreement between the owner and City stipulating, at minimum, the nature of the occupancy and granting the City right to inspect the premises in a reasonable manner.

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22. Allow granny flats in the A, RE-5, and RE-1 zoning classifications as permitted principal use consistent with Section 110-827(c)(4)

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT

Sec. 110-827(c)(4) ~~Detached garage apartments or detached mother in law apartments.~~ Granny flats allowed in the A, RE-5 and RE-1 zoning classification as a permitted principal use are subject to the following requirements:

a. Can only be used as a dwelling unit by immediate family members or ~~servant~~ domestic help/caregiver quarters of the principal dwelling pursuant to the zoning district requirements~~,~~;

b. shall be a minimum of 600 square feet of living area, but shall not be greater than 35 percent of the gross floor area of the principal dwelling unit;

c. shall have all utility services provided by a common meter with the principal dwelling;

d. shall not have a separate driveway connection to the street;

e. shall not be assigned a separate address; and

f. all granny flats shall be subject to a declaration of use agreement between the owner and the City stipulating, at minimum, the nature of the occupancy and granting the City the right to inspect the premises in a reasonable manner.

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23. Allows sidewalk cafés within non-residentially zoned areas with appropriate conditions (New Sec. 110-833)

☐ **Support** ☐ **Don't support** ☐ **Don't know**

Comments?:

PROPOSED AMENDMENT

Section 110-833 Sidewalk Cafés

(a) Purpose and Intent. Within non-residentially zoned areas and added as part of an existing or proposed restaurants, an establishment may provide a designated space that includes sidewalk café seating areas consistent with the provisions of this subsection. Any such area shall have direct access to the building containing the restaurant or to a sidewalk network and be placed in a visible location that is convenient for use by the general public.

(1) Sidewalk cafés shall only be allowed following approval of a site plan by the Development Review Committee (DRC).

(2) The sidewalk café site plan shall meet all relevant provisions of the Land Development Code.

(3) The sidewalk café shall meet all minimum requirements of the Fire Code.

(4) The Fire Marshal or designee may cause the immediate removal, relocation, redesign, and/or storage of all or part of a sidewalk café in emergency situations or for public safety considerations at the expense of the business owner.

(5) The Fire Marshal or designee may require the temporary removal and/or relocation of all or part of a sidewalk café when street, sidewalk, or utility repairs, or other public construction, necessitates such action.

(6) The owner of a sidewalk café shall maintain a current business tax license issued by the City of Deltona, Finance Department (refer to City of Deltona, Code of Ordinance, Chapter 22-Businesses).

(7) A railing around the sidewalk café that is four feet high, fixed, attractive, and durable with a gate without a lock may be installed provided that it does not force pedestrian traffic into adjacent roadways, does not violate A.D.A. standards, fire code requirements, and does not diminish the sidewalk purpose. Such railing is required where alcohol is served.

(b) Indemnification and insurance.

(1) Sidewalk cafés which serve alcoholic beverages shall carry liquor liability insurance at its own expense and liability.

(2) Workers' compensation and employers' liability as required by the state.

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24. Do you have any additional comments regarding the Land Development Code Proposed Amendments or this survey?

Comments:

IN ADDITION TO THE ITEMS LISTED IN THIS SURVEY, THE DRAFT LAND DEVELOPMENT CODE AMENDMENT INCLUDES NEW DEFINITIONS AND ORGANIZATIONAL IMPROVEMENTS.

THANK YOU FOR YOUR PARTICIPATION!

Submit by E-mail
e-mail program must be open.

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: November 2, 2012

CITY MANAGER'S OFFICE thru 11/02/2012

Communication:

- Completed printing the Spooktacular sponsorship banner and schedules for the stage.
- Assisted with stage management during the Spooktacular event and shot video throughout the different Spooktacular venues.
- Assisted the Office of Economic Development with a ground breaking for a Dollar General store. Created a new invitation to be used for ground breakings.
- Met with a representative from App-Order regarding the City's upcoming smart phone app.
- Began work on a 50th Anniversary history display for the Commission Chambers, created an "Event" on Facebook and sent out a Tweet about it.
- Working on a flyer advertising the upcoming Employee Wellness Fair; plan to assist with the Fair by purchasing items needed for the food table.
- Posted a reminder on Facebook & Twitter about Construction Services closing early.
- Created a poster/flyer for the next Friday Night Flix & Fun and created an "Event" on Facebook and "tweeted" about it.
- Posted the VCSO's Halloween Safety messages on Twitter and Facebook.
- Working on Christmas Parade bus shelter posters.
- Updated DeltonaTV schedules for the week of November 4th.
- Updated DeltonaTV programming—UC F(Global Perspective, On the Issues, MetroCenter Outlook), White House Chronicle, VA Weekly News, the American Veteran, Seaworld Nature programming—for the week of November 4th.
- Created DeltonaTV slide for Daylight Savings Time Ends.
- Beginning post-production session for District 1 Town Hall Meeting, for broadcast on DeltonaTV
- Finished November issue of the Pride.
- Attended October 25th Commission Workshop.
- Attended ribbon-cutting ceremony for Rising Above Fitness, with the Economic Development Office.

Press Releases:

- Child & Babysitting Safety Class
- Construction Services Hours
- Rising Above Fitness Ribbon-Cutting
- Spooktacular Friday Events Cancellation

Media Relations:

- Provided information regarding documents, texts and presentations at the October 23rd and 24th Special Commission meetings to *Mark Harper/Daytona News Journal*.

Business Development:

- Met with Tonya Boggs, Assistant Vice President and Branch Manager for Fairwinds Credit Union in Deltona. We discussed the projects that Deltona's Office of Economic Development (DEDAB) has ongoing and how Fairwinds Credit Union might be a part of those projects. Ms. Boggs was invited to attend the November 9th meetings of the DEDAB Sub-Committees (Educational Campus and Medical Facilities meets at 10:00 AM, and Micro-incubator and Lakeshore Eco-Economic Area meets at 3:30 PM, on November 9th).
- Attended the ground breaking ceremony for the new Dollar General, located at Stratford Commons and Deltona Boulevard. The ceremony was attended and represented by elected officials, staff, DEDAB, local Chamber of Commerce, the developer, and representatives for Dollar General.
- Met with Doctor Potenciano Gonzales of Debary. Doctor Gonzales is a General Surgeon, Family Practice Physician and has begun exploring opportunities to expand his practice into Deltona.
- Attended the Development Review Committee meeting for the McDonalds at Howland & SR415.
- Attended the Goddess Rising Fitness (dba: Rising Above Fitness) ribbon cutting. This new business is located in the Justin Square shopping center.
- Met with Paris Pina of the Chamber Alliance to discuss potential ways and means to promote the City of Deltona for Economic Development purposes.
- Met with Suzette Cameron, Daytona State College, to review 'commercial cluster map', discuss Economic Development in the City, and do site visits to commercial areas of Deltona.
- Participated in incentive discussions with the Project DIAL team toward an initial incentive proposal to the prospect.
- Attended the 3rd Quarter Volusia County Economic Update, sponsored by the Volusia County Department of Economic Development.

BUILDING & ENFORCEMENT SERVICES thru 10/26/2012

Building Services Division:

Building Permits issued for the week 53
Valuation of work permitted for the week $284,772
Inspections completed for the week 154
Total Permits issued for Fiscal Year 12/13 219
Valuation of work permitted for the year 12/13 ..... $1,100,165
Permits Issued:

- A/C Change Out 8
- Demolition 1
- Door Replacement 2
- Electrical 3
- Fence 3
- Glass Room 2
- Interior Repair 1
- Other 1
- Patio Cover 2
- Reroof 13
- Right of Way 4
- Shed 1
- Siding 1
- Sign 1
- Solar Panel Install 3

Water Heater Replacement	3
Window Replacement	4
Total	53

Enforcement Services Division:

Requests for services this week	231	
Animals impounded at the humane societies	35	
Citation warnings issued	11	
Courtesy notices	94	
Abatement notices	26	
Citations issued	4	
Code Enforcement telephone calls	102	
Animal Control calls	122	
Solid Waste calls	98	
Citizen walk in requests for Code Enforcement assistance	5	
Citizen walk in requests for Animal Control assistance	6	
Citizen walk in requests for Solid Waste assistance	7	
Properties requiring grass to be cut by contractors	20	*(at a cost of $700.00)*
Certified mailings sent out	40	*(at a cost of $240.00)*
Money collected for Animal tags, liens and return to owners	$1,351	

Foreclosures for this week: Deltona 17
County 36
Total 53

CITY CLERK'S OFFICE thru 10/26/12

- Please join the City Clerk's Office in welcoming Shalee Obaugh, an intern who will be working in the Clerk's office for the next six (6) weeks.
- The City Clerk Department, along with several other City Departments, hosted the 11th Annual Halloween Spooktacular, and despite Hurricane Sandy the event was a success with approximately 8,000 to 10,000 in attendance on Saturday night.

2nd Floor HR/CC Walk-In Customers	70	
2nd Floor Calls Answered	76	
Packages Picked Up	2	
Packages Received	60	
A/P Invoices Opened	77	
Newspapers	18	*(9 hours)*
Public Records Requests Received	1	
Public Record Request Amount Received	0	
Documents imaged, pages	2,921	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT thru 10/31/2012

- Attended meetings to discuss utility rate change implementation.
- Met with Grants Coordinator to prepare for year-end of SHIP program as it relates to audit.
- Met with Wells Fargo Account Representative.

- Closed PO's from 2011/2012 to prepare for year-end closing.
- Put out bid for Fertilizers and Chemicals for Parks.
- Put out bid for Medical Supplies for Fire Department.
- Bid for Dumping and Landfill Service due November 6, 2012.

FIRE/RESCUE DEPARTMENT thru 10/31/2012

Fire Chief Staples:

- Met with Human Resources Director and Labor Attorney Jeff Mandel regarding the upcoming Arbitration Hearing on Health Insurance.
- Conducted Standard Operating Procedure training with crews.
- Attended a 50th Anniversary committee meeting.
- Was selected to be part of a Workplace Violence Task Force by the Florida Department of Health, Bureau of EMS.

Deputy Chief Rogers:

- Alarm summary 10/24/2012 thru 10/30/2012

Structure fire	1
Vehicle Fire	2
Wild land, grass	2
Misc. Fire	4
ALS Medicals	52
BLS & Misc. Medicals	49
Hazardous Condition	5
Service Calls	8
Good Intent	14
False Alarms	7
TOTAL	144

- Apparatus Update:

E61 FD-1233	In Service at Station 61.
E62 FD-0655	Out of Service at Fleet.
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 due to an oil leak; also needs new radio control cable.
Resv C FD-0214	In Service at Station 62.
Ladder FD-0300	Available at Station 65.
R61 FD-0910	In Service at Staiton 61.
R62 FD-0754	Available at Station 62.
Brush 61, 62, 63, 64	In Service.

Deputy Chief Rafferty:

- Attended Daytona State College Panel for EMS Candidates (Daytona).
- Completed four Standard Operating Procedure Training classes.
- Replaced Controlled Substances on EMS units.
- Conducted four EKG Training Classes.

HUMAN RESOURCES DEPARTMENT thru 10/31/2012

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
  - 2nd Floor lobby – (0) added
  - Total # of Deltona JOBS Program folders taken – (1300)
- Applications received:
  - (04) Water Operator
  - (02) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Added Minnesota Life and Assurant age band changes previously missed. Notified employees that were affected by the missed deduction.
- New hire orientations (1): Public Works Technician.
- Updating Munis-Job Classification codes to reflect new pay grade bands – still in process.
- Schedule drug screenings for Enforcement Service Officer.
- Processed (1) FMLA action.
- Continuing to coordinate with the 50th Anniversary committee for the November 17th celebration.
- Preparing for final class in the Supervisor Training Class series of 6 classes with 9 employees.
- Conducted Wellness meeting in preparation of Employee Wellness Fair on November 14th.
- HR Manager attended United HealthCare Customer Advisory Committee meeting. Discussion included Wellness program through UHC and upcoming pharmacy carrier changes.
- Met with the City's labor attorney and the Fire Chief to prepare for the November 13th arbitration hearing with Local 2913 over health insurance.

Risk Management:

- Submitted a claim with PGCS for a house damaged by a lift station failure.
- Provided PRIA with information needed to insure the recently acquired property at 1236 Saxon Blvd.
- Forwarded a list of NSP properties to PRIA to be insured.

PARKS AND RECREATION DEPARTMENT thru 10/27/2012

Administration:

- Met with Electrical Solutions to discuss installing the new lighting at Wes Crile Gym.
- Met with Regency Lighting representative to discuss interior main hall lighting at the Deltona Community Center.
- Met with Cameron Robinson, West Volusia Wolves/Pop Warner representative, to discuss lining the football field at Dewey Boster.
- Assisted with Spooktacular, providing volunteers for the games and the trail at Dewey Boster.
- Met with Deltona Youth Soccer Association representative to discussing upcoming turf maintenance schedule.
- Processed 6 permits for pavilion rentals.

Facility Use Permits (10/21- 10/27/12):

• Deltona Community Center	2 permits issued	Weekly attendance – 975
• Harris M. Saxon Community Center	2 permits issued	Weekly attendance – 271
• Wes Crile Park	1 permit issued	Weekly attendance – 2,017
• Skate Park	2 new passes	Weekly attendance – 358

Special Events/Programs:

- Amphitheater:
  - 2012 Concert series: AP60 on Friday, November 16th at 7:00pm to celebrate Deltona's 50th Birthday.
- City Hall:
  - Sock Hop on Saturday, November 17th from 10:00am – 2:00pm with free hot dogs, chips, ice cream, cupcakes and drinks. Contests will include hula hoop, bubble gum blowing, best dancer, best period dress and more.
- Harris M. Saxon Community Center:
  - Boys and Girls Club after school program continues.
  - Movie Night, November 9th at 7:15pm features "Madagascar".

City Leagues Currently Underway:

- Men's league fall season continues.
- Senior league fall season continues.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball fall ball continues.
- Deltona Little League fall ball continues.
- 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: Thornby Park.
- Dewey Boster – Prepared the trail for Spooktacular.
- Lake Gleason – Replaced silt fence.
- Thornby Park – Picked up trash; sprayed planters; covered plaques for ribbon cutting; cleaned restrooms; cleaned gazebo for ribbon cutting.
- Miscellaneous:
  - Picked up Public Information Office equipment from the Town Hall meeting on Friday, and material from the library.
  - Delivered tables, chairs, tents to Dewey Boster.
  - Picked up donated water for Spooktacular and delivered to Dewey Boster (for City Clerk).
  - Delivered costumes to Dewey Boster.
  - Inventoried chairs at the Depot.

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 Air Mechanical to check on air handler unit (2nd floor) and noise in City Manager's office.
- Escorted Schindler Elevator to check on elevator after power outage.
- Escorted Electrical Solutions for light repairs.

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.
  - Repaired electrical line to clock at Wes Crile.
  - Over-seeded Wes Crile, Campbell Park and Vann Park.
- Sports Complex:
  - Cleaned the complex after Spooktacular.
  - Assisted in the removal of Halloween scenes and trash from the trail.
  - Mowed Pony League and fields 1-3.
  - Set up new spreader for over-seeding.
  - Over-seeded fields 3-9 and Pony League.
  - Repaired drinking fountain.

PLANNING & DEVELOPMENT SERVICES thru 010/31/2012

Executive Summary:

The Planning and Development Services Department brought the Land Development Code to the Commission at the October 25th Commission Workshop. From that meeting, staff is posting a questionnaire on the City's website and providing the survey at the Deltona Regional Library and within the lobby of City Hall. The questionnaire includes an open-ended question within the survey that allows an individual the opportunity to comment on any issue associated with the Land Development Code. This question also achieves the direction from the Commission to provide the public with an open-ended opportunity to comment on land-use related matters.

Planning:

The Planning Section is processing the Leslie Pools application to open at 2135 Howland Boulevard within the Shops of DuPont Lakes. The opening of that suite removes vacant retail space within the community. Staff is working with the attorney for the Bella Vista project along Howland Boulevard across from WalMart to bring a revised Development Agreement back to the Commission for their review. The change is considered a major amendment to the previously approved plan.

There was a groundbreaking ceremony for the Dollar General at Stratford Commons and the developer is anticipating opening the store at the beginning of 2013. The Dollar General along Howland Boulevard is also

underway and both projects will provide needed commercial retail space within the City. Also, staff is assisting the Grants Coordinator in the writing of the Brownfields Area-wide Planning Project Grant Application, which has to be submitted to the EPA at the end of November 2012.

Housing & Community Development:
The Housing and Community Development Section sold the 46th home within the NSP 1 original program, which represents an 87% completion ratio. Three houses are anticipated to be sold by the end of the year and there is a push to get contracts on the remaining four homes to close out that portion of the project. The NSP 3 program is roughly 1/3 the size of the NSP 1 program and has been very manageable and measureable to-date.

PUBLIC WORKS thru 10/26/2012

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

- **Signs:**
  - Completed 6 sign repair work tickets in the City.
  - Fabricated and installed 1 new street name sign.
  - Fabricated and install at each location (1) 30"x 30" W1-3R "Right Curve then Straight" sign and (1) 24'x 24" "20 mph Advisory" sign: 3089 Riverhead Dr; 3117 Riverhead Dr.
  - Fabricated and installed (1) 12"x 18" R7-2 "No Parking <>" sign across from 3065 Riverhead Dr.
  - Fabricated and installed (1) 30"x 30" W3-1 "Stop sign Ahead" sign at 3181 Hoover Dr S.
  - Fabricated and installed (1) 24"x 30" R2-1 "25 mph" sign at 706 Lacy Cir E.
  - Fabricated and installed (1) 12"x 18" "No Parking <>" sign on Penton Ct.
  - Fabricated and installed (1) 30"x 30" R1-1 "Stop" sign at India & Lovington; Butterfield & Hoover; Jewel & Wainwright; Slater Dr E & Covington Dr N.
  - Fabricated and installed (1) 30"x 30" R2-1 "30 mph" sign at 3141 Dorchester Dr S and (1) across from 2597 Dorchester Dr S.
  - Fabricated and installed (1) 30"x 30" W1-1aL "Left Sharp Curve w/ 15 mph" sign at 3218 Tulsa Dr N and (1) at 2783 Slater Dr S.
  - Fabricated and installed (1) 30"x 30" W1-1aR "Right Sharp Curve w/ 15 mph" sign at 3170 Tulsa Dr N and (1) at 2831 Slater Dr S.
  - Fabricated and installed (1) 30"x 30" W1-4R "Slight Right Curve then Straight" sign at 2853 Jewel Dr.
  - Fabricated and installed (1) 30"x 30" "Deaf Child" sign at 2808 Elston Dr W and (1) at 2849 Elston Dr W.
- **Speed Trailer:**
  - Installed trailer at 754 Lacy Cir E and at 519 Lacy Cir E.
- **Asphalt:**
  - Completed 9 asphalt repair work tickets – 3 tons.
  - Repaired 6'x 11' section of road for Deltona Water at 164 Perimeter – 1 ton.
  - Installed asphalt berm at 685 Hartley Dr E for Stormwater Department – ¾ ton.
  - Repaired 21'x 9' section of road at Oxford & Randolph for Stormwater Department – 2 ¼ ton.
- **Message Boards:**
  - Installed board at Maximillian & Saxon, and at Maximillian & Renton, for Spooktacular.
- **Miscellaneous:** Delivered 2 tables & 5 chairs to Dewey Boster Park for Spooktacular.

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

- **Beautification**:
  - Medians:
    - Routine maintenance, checked and repaired irrigation as needed, picked up litter along Howland Blvd, Providence Blvd, Elkcam Blvd, Normandy Blvd.
  - Miscellaneous:
    - Public Works Depot – mowed; weed whacked; edged; pulled weeds from fencing.
    - Edged/weed whacked sidewalks – 1108 Bancroft; 1105 Madura; Belfour; Norwood; Lydia.
- **Concrete:**
  - Sidewalk Repairs – Elkcam & Florida – 62'x 4'.
- **Clam Truck:**
  - Debris – 13
  - Trimming – 3
- **Drop Offs**:
  - Repaired Drop off – 3079 Snow; Rookery.
  - Repaired Drop off; installed ¼ pallet of sod – Huntington; Lehigh E & Normandy; 3200 Sawyer.
  - Installed ½ pallet of sod where sidewalk was repaired – Elkcam & Florida.
  - Installed ¾ pallet of sod where sidewalk was repaired – Rookery.
- **Miscellaneous:**
  - City Wide – emptied all trash containers.
  - Wavecrest & Villa – picked up trash from Right of Way.
  - Bristol – assisted Water Department with hauling debris away.

Fleet Maintenance Division:

• Vehicles	PM – 6	Repairs – 13
• Equipment	PM – 3	Repairs – 14
• Fire Department Station Checks	5	
• Road Calls	5	
• 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:**
  - Oxford/Randolph – dug out recycle and patched the road.
  - 1933 Monterey – weed whaced and cleaned out ditch.
  - 774 Cloverleaf – installed 40' of 15" solid pipe; 160' of 15" sock pipe; 5 nyloplast basins; formed 2 driveways and 5 basins; poured with concrete; reshaped swales; placed sod.
  - 1524 Zinnia – reshaped swales; placed sod.
  - Lackland retention area – cleaned pipe; cut a hole in the pipe; built a box; filled in washout and placed sod.
  - 3371 St James – prepped area for pipe project.
  - Beckwith/Courtland – cut out the grass on the road edge and placed sod.
- **Drainage Area Maintenance (Aebi Mowing):**
  - 4.6 Drainage areas maintained (Acres).

  - Ditches mowed – 756 Red Coach; 2443 Fitzpatrick; 1018 Mayflower; 1701 Amboy; 1041 Eastbrook; 2200 Enterprise/Osteen Rd.
  - Ponds mowed – 3045 Courtland; 201 Howland; 1049 Sylvia.
- **Right of Way Mowing Crew:**
  - 6 Miles of Right-Of-Way mowed.
  - Main Roads mowed – Elkcam; Courtland; Montecito.
  - Sectors mowed – 21; 22.
- **Right of Way Litter Crew:**
  - 495 gallons of litter removed.
  - Main road trash pickup – Courtland; India; Humphrey; Newmark; Haulover; Captain; Catalina; Tivoli; Anderson; Cloverleaf; Deltona Blvd; Elkcam Blvd.
- **Miscellaneous:**
  - 3135 Telford Ln – reinstalled grate on box.
  - 1335 Telford Ln – removed grate from box and reinstalled.
  - Cheryl Dr – mowed the approach to the control structure.
  - St James – repaired the box at the intersection.

UTILITIES thru 10/28/2012

Customer Service

October 2012	Total week ending 10/28/12
DW – Lockbox	1462
Ebox	896
Call Center Calls	1668
Walk-ins/Drop Box	986
On-line Payments	990
IVR	231

Customers Disconnected for Non-Pay

October 2012	Total week ending 10/28/12
Total on Disconnect List	136
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

October 2012	Total week ending 10/28/12
Water Service	
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	8
Locates Received	62
Locates Completed	66
Main Leaks	2
Service Leaks	6
Sewer Repairs	2
Sewer Blockage	3
KV2 Valves	3
Service Replacements	2
Meter Change Outs	12
Service Orders	509
Disconnects	136
Drainfield Leaks	1
Meter Retirements	64