



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: October 12, 2012

CITY MANAGER'S OFFICE thru 10/12/2012

Communication:

- Working on a flyer for the 50th Anniversary Celebration and sock hop and other items to go in a promotional folder.
- Shot video at the 28th Annual Safety Day and Fire Department Open House.
- Met with Economic Development Manager on proposed 5K run to take place in Deltona in February 2013.
- Completed posters for the District 1 Town Hall Forum with Commissioner Denizac, and bus shelters for Spooktacular.
- Sent our Web site email groups information on the District 1 Town Hall Forum and the Concert in the Amphitheater.
- Assisted Economic Development Manager to arrange, and photographed a ribbon cutting ceremony for the Cocky Rooster Café.
- Updated the DeltonaTV schedule for the Week of October 14th.
- Updated DeltonaTV programming—UCF (Global Perspective, MetroCenter Outlook, On the Issues), White House Chronicle, VA Weekly News, and The American Veteran.
- Videotaped the October 8th Commission Workshop—Urban Chickens, Spay/Neuter ordinance—for later broadcast.
- Completed production on Advancer PSAs for the District 1 Town Hall Forum and Spooktacular, for DeltonaTV.
- Working on script and graphics for National Night Out 2012 Recap.
- Attended training session for Illustrator CS5 software, for preparing City posters and pamphlets.
- Live broadcast October 10th Commission Workshop on Water Rates.
- Updated DeltonaTV slides for Neighborhood Stabilization Program.

Media Relations:

- Provided photos and information regarding the 28th Deltona Fire Department Open House, to *Central Florida News 13*.
- Provided the location of the City's existing waste water treatment plant, to *Saul Saenz of Central Florida News 13*.

Business Development:

- Met to discuss new state environmental regulations to determine whether there will be any impact on economic development.
- Met with Bethune-Cookman University regarding participation in "Operation Bootstrap" and potential expansion. "Operation Bootstrap" is a Deltona Economic Development Advisory Board Sub-committee's project to enhance the 'quality of life' for City residents and utilize an educated workforce to attract relocating businesses).
- Attended Commission Workshop regarding home raised chickens and the spay/neuter ordinance.

- Updated the Business Incentive Programs sheet to reflect the resolution and adoption of the “Deltona Boulevard Economic Development Zone”. Revised sheet is under senior management review.
- Met with staff to explore the idea of holding a 5K run on the new River-2-Sea Trail. Possible timeframe would be February 2013, and it could begin a series of activities in this area, bringing recognition and increased usage to the trail, and potentially enhancing economic development in commercial areas.
- Met with staff regarding “Brownfield Grant Application” and how best to apply grant benefits. There is a stringent deadline for the grant but staff agreed that, since there is a ‘matching of funds requirement’, we would proceed with the grant application.
- Met with Chris Bowley and six adjoining homeowners who have indicated a strong willingness to group together to sell their property. Their property adjoins a City commercial cluster that has been fully developed. This is an example of citizens utilizing their property to benefit the City’s commercial development and to maximize the value of their residential property via commercial use.
- As City Liaison, attended the quarterly meeting of the Deltona Economic Development Advisory Board (DEDAB). The 3rd Quarter report will go to the Commission on November 5th. Elections of officers for the upcoming year (2013) were held with DEDAB member Joe Cerrato elected as Chairperson and DEDAB member Rick Demeter elected as Vice Chairperson.
- Attended the ribbon cutting ceremony for “The Cocky Rooster Café” at 1382 Howland Boulevard.
- Met with Rob Field, Candidate for District 2 Commissioner, to discuss economic development in Deltona.
- Worked on the economic development portion of the presentation to be used at the District 1 “Town Hall Forum”, October 19th.
- As City Liaison for DEDAB, attended the DEDAB Ed/Med Sub-committee Monthly Meeting. This meeting is held at Deltona each second Friday of the month (starting at 10:00 A.M.) and is open to the public. The Sub-committee meeting was centered around medical facilities, educational expansion, upcoming DEDAB Sub-committee elections, and the upcoming 3rd Quarter DEDAB report.
- Attended the Pre-Development Meeting for the new Dollar General Store, to be built at 3016 Howland Boulevard.
- As City Liaison for DEDAB, attended the DEDAB Micro-incubator and Lakeshore Eco-Economic Sub-committee monthly meeting. This meeting is held at Deltona each second Friday of the month (starting at 3:30 PM) and is open to the public. The Sub-committee meeting was centered around the prospective location of a four unit Micro-incubator; updates on meetings regarding the newly assigned Lakeshore Eco-Economic project, upcoming DEDAB Sub-committee elections, and the upcoming 3rd Quarter DEDAB report.

BUILDING & ENFORCEMENT SERVICES thru 10/06/2012

Building Services Division:

Building Permits issued for the week.....	60
Valuation of work permitted for the week.....	\$250,888.58
Inspections completed for the week	140
Total Permits issued for Fiscal Year 11/12	60
Valuation of work permitted for the year 11/12	\$250,888.58
Permits Issued:	
A/C Change Out	9
Concrete Flat Work.....	2
Door Replacement	1
Electrical	3
Exterior Renovations	2

FINANCE DEPARTMENT thru 10/10/2012

- Meet with Code Enforcement/Building Services to discuss implementation of Munis Misc. Billings module.
- Meet with Project Accountant to discuss multi-year budgeting and/or project budgeting as well as implementing Munis Inventory.
- Preparing for Oct. 10th workshop on Utility Rates.
- Distributed FY 12/13 final budgets.
- Posted quote for tree trimming, tree removal and stump grinding services.
- Posted bid for dumping and landfill services.
- Processed 234 purchase orders for the new fiscal year.
- Working with departments on Capital purchases.
- Agreements are in place for bond and disclosure counsel services.
- Issued Notice to Proceed for Tivoli/Wheeling project to begin November 1st.
- Prepared agreement for 11th Avenue and Access Road Project.
- Sold over \$63,000 worth of items on GovDeals.
- Prepared front end documents for Courtland Filter System Project.

<u>SEPT 1-30, 2012</u>	
<u>Local Business Tax</u>	
RENEWALS	347
RESIDENTIAL RENTAL RENEWALS	820
NEW RESIDENTIAL BUSINESS	16
NEW RESIDENTIAL RENTALS	36
NEW COMMERCIAL	1
NON-PROFITS	0
EXEMPT/ISSUED	0
WALK-INS	126
BUSINESS TAX REVENUE COLLECTED	\$ 41,409.59

FIRE/RESCUE DEPARTMENT thru 10/10/2012

Fire Chief Staples:

- Attended a VCSO Fire-EMS Users Group meeting.
- Attended a 50th Anniversary Committee meeting.
- Responded to 3 grievances submitted by the Union (Seniority, Extra Engineer and Working Out of Classification).
- Participated in the Fire Department's 28th Annual Open House (included a dedication of the new Engine 61).
- Provided a presentation on the Deltona Fire Department and "How to Become a Firefighter" to the Daytona State College Upward Bound program.
- Met with Robert Boggus with Ten-8 Fire Equipment regarding options for replacing our Aerial Ladder truck.

- Met with staff from Deltona Healthcare about changes in management, renovation plans and other response related issues.
- Met with the Union and City Manager regarding possible termination of the Car Safety Seat Installation program.

Deputy Chief Rogers:

- Alarm summary 10/3/2012 thru 10/9/2012

Structure fire	1
Vehicle Fire	0
Wild land, grass	0
Misc. Fire	0
ALS Medicals	62
BLS & Misc. Medicals	64
Hazardous Condition	2
Service Calls	10
Good Intent	14
False Alarms	4
TOTAL	157

- Apparatus Update:

E61 FD-1233	In Service at Station 61. This is the new engine and it was placed in service during the Open House Sunday.
E62 FD-0655	In Service at Station 62.
E63 FD-1021	In Service at Station 63.
E64 FD-0654	Out of Service at Fleet. Injector problem repaired, new radiator replaced, still has A/C issues and suspension problems.
E65 FD-0900	In Service at Station 65.
Resv A FD-9925	In Service at Station 64. However it does not have a mobile radio. Needs new radio control cable.
Resv C FD-0214	Available at Station 65.
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:

- Attended Emergency Unit Committee.
- Met with Deltona Water staff regarding hydrant flowing.
- Attended Fire Department Open House (Sunday).
- Completed Target Safety Training class.
- Replaced Controlled Substances on EMS Units.
- American Heart Association Application preparation.
- Conducted four Contingency Transport Classes.
- Administered Flu Shots to Fire Department personnel.

HUMAN RESOURCES DEPARTMENT thru 10/10/2012

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (15) added
 - Total # of Deltona JOBS Program folders taken – (1280)
- Applications received:
 - (05) Utility Systems Tech
 - (05) Water Operator
 - (52) Enforcement Services
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Completed Open Enrollment changes and Munis entries for: United Healthcare, Minnesota Life, Assurant, and Aflac.
- New hire orientations (2): Utility Systems Tech. & Network Analyst.
- Set-up and prepared interview questionnaires for the Public Works Tech interviews.
- Processed (2) FMLA actions.
- Continuing to coordinate with the 50th Anniversary committee for the November 17th event.
- Conducted 4th class in the Supervisor Training Class series of 6 classes with 9 employees.
- Conducted Wellness Committee meeting with United HealthCare Account Rep and Gene Gizzi.
- Coordinated with the Fire Chief and the City's labor attorney regarding several Local 2913 grievances and upcoming arbitration hearings.

PARKS AND RECREATION DEPARTMENT thru 10/06/2012

Administration:

- Hosted Parks & Recreation Advisory Board Meeting.
- Hosted Youth Advisory Sub Committee Meeting.
- Met with Watertronics technician to evaluate the pump/motor at Dewey Boster.
- Met with Empire Roofing to evaluate City facility roof.
- Met with Volusia County Supervisor of Election staff to determine set-up of the Commission Chambers for their annual training.
- Supervisor training with Human Resources.
- Processed 11 permits for pavilion rentals.

Facility Use Permits (9/30- 10/06/12):

- | | | |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center | 3 permits issued | Weekly attendance – 787 |
| • Harris M. Saxon Community Center | no permits issued | Weekly attendance – 265 |
| • Wes Crile Park | 1 permit issued | Weekly attendance – 1,344 |
| • Skate Park | 4 new passes | Weekly attendance – 578 |

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series: Caribbean Crew (reggae/calypso) is scheduled for Saturday, October 13th at 7:00 p.m.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.
- Wes Crile Park:
 - Tennis and basketball courts are completed.

City Leagues Currently Underway:

- Men's league fall season continues
- Senior league fall season continues.
- Flag football has been postponed, scheduled to return in September.

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: CVS Park, Dewey O. Boster, Firefighters Memorial, Harris Saxon, Keysville Dog Park, Lake Butler Skate Park, Sheriff's Office; Tom Hoffman and Veterans Memorial.
- Firefighters Memorial – Installed slide.
- Vann Park – Painted wall, removed debris and installed benches.
- Wes Crile – Repaired gym pads; repaired entrance gate to tennis courts to prevent scraping on new surface.
- Miscellaneous:
 - Delivered tables and chairs to Station 65 for Open House.
 - Worked on the 50th Birthday Celebration cake.

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.

- Pressure washed City Hall courtyard, walkway and benches in preparation for November celebration.

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 True and Shea fields every day.
- Repaired irrigation at Campbell Park.
- Repaired gate at Dupont Lakes.
- Sports Complex:
 - Mowed, weed-whacked and edged the complex.
 - Mowed Pony League.
 - Repaired irrigation leak at Pony League.
 - Continued working on the trail for Halloween.
 - Removed pump from the lake.
 - Replaced broken sprinkler heads.

PLANNING & DEVELOPMENT SERVICES thru 010/11/2012

Executive Summary:

The Planning and Development Services Department has shifted focus of its efforts to the processing of the Land Development Code (LDC) amendments, following the processing of items on the October 1st Commission Agenda. With the LDC being reviewed by the Commission this month, staff will process numerous amendments to the Code under one application. Staff has also worked with other City departments this week in the preparation of ordinances being processed separately outside of the overall LDC amendments. The ordinances include the following:

1. Pine Ridge Fellowship United Methodist Church Rezoning (2nd/final reading of the ordinance).
2. Types of Non-Conformity (2nd/final reading of the ordinance).
3. Accessory Uses and Structures (2nd/final reading of the ordinance).
4. Thoroughfare Map Amendment (Planning & Zoning Board to review the ordinance).
5. Small Scale Comp Plan Amendments (2) along Providence Blvd (P&Z to review the ordinance).
6. Drafted an ordinance for Community Residential Homes.
7. Review of draft ordinance for proposed allowance of chicken coops within Deltona.

Planning:

The Planning Section is processing four development review applications – a McDonalds Final Site Plan, the parking lot adjacent to and serving Deltona Water, a site upgrade for Bank of America located near Howland and Elkcam, and a Leslie Pools application to occupy the remaining suites within the Shops of DuPont Lakes located next to the Dollar Tree store along Howland Blvd.

Housing & Community Development:

The Housing and Community Development Section is tracking a new round of SHIP grant funding for FY 2013. The Florida Legislature has an allocated amount set-aside for community housing and will decide on that appropriation. Deltona is being considered along with several counties and municipalities statewide. More information will be provided as we learn and track the process.

In NSP, five homes are nearing construction completion for the placement of a backlog of applicants that have filed applications. Also, there are two pending closings for the remaining six (6) homes within the NSP 1 program – 1629 Elkcam Bv. and 1052 Wakefield. We are qualifying a very low income applicant and they are likely to purchase one of three remaining homes without contract offers located at 882 Vercelli, 1285 Fieldstone, and 1450 Tune. The home at 3230 Tallwood is under construction.

PUBLIC WORKS thru 10/05/2012

Traffic Operations:

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

- **Signs:**
 - Completed 31 sign repair work tickets in the City.
 - Fabricated & installed 7 new street name signs.
 - Fabricated and installed (1) R1-1 “Stop” signs at Millwood & Glenlock.
 - Fabricated and installed (1) 12”x 18” Adopt a Street sign and (1) 12”x 6” “Zettlemoyer Family” sign at 2937 Ruskin.
- **Asphalt:**
 - Completed 3 asphalt repair work tickets – 500 pounds of asphalt used.
 - E Normandy & Providence Blvd and 2828 Forest Edge – repaired pot hole with half a bag of cold patch each.
 - Florida & Elkcarn – repaired section of road with asphalt for stormwater – 2.75 tons of asphalt used.
- **Speed Trailer:** Removed from Arbour Trail.
- **Message Boards:** Installed message board for Station 65 Open House at Howland & Wolfpack and Howland & Catalina.
- **Miscellaneous:**
 - Wheeling – checked status of pump.
 - Mayflower and Fowler – replaced concrete lids after pipe-lining contractors were done.
 - Florida, Briarwood, Diamond, Lorraine; Norwood, Montecito & Haulover – watered new sod.
 - 1312 Catalina – repaired drop off with fill dirt.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Normandy Blvd – routine maintenance; watered all trees; placed mulch and fill dirt around trees.
 - Howland Blvd – routine maintenance; mulched around trees.
 - Miscellaneous: Station 65 – mowed area.
- **Concrete:**
 - Sidewalk Repairs – 1084 W Seagate – 2’x 5’; 690 Rookery – 9’x 5’ & 2’x 5’.
- **Clam Truck:**
 - Debris – 8
 - Trimming – 10
- **Drop Offs and Sod:**
 - 1109 W Seagate – repaired drop off with fill dirt.
- **Slope Mowing:** 1830 Pennington – 80’; 1035 Cobblestone – 80’; 925 Millenbeck; - 80’; 962 Millenbeck – 160’; 967 9th – 80’; 1640 Oxford – 230’; 781 W Ludlum – 240’; 799 Westline – 80’; 780 9th – 60’; 733 W Ludlum – 80’.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 2 | Repairs – 1 |
| • Equipment | PM – 3 | Repairs – 15 |
| • 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:**
 - Elkcarn/Florida Dr – installed 100’ of 15” pipe; 1 basin; mudded in box; reshaped swales.
 - Oxford & Randolph – prepped road crossing replacement project; replaced 15” metal with 15” hdpe; took out 2 headwalls; built 2 mitered ends; reshaped swales.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Ditches mowed – 3110 Dow; 2801 Belkton; 3271 Utah; 3280 Utah; 2579 Beckwith; 3281 Lackland; 3221 Elkcarn; 3202 Tulsa; 2664 Hoover; 3089 Riverhead; 2657, 2617 Courtland; 2972 Windsor heights; 2848 Jewel; 2800 Elston; 2765, 2897 Huron; 1770, 1885 Montecito; 1750 Johnson; 1561, 2370 Alton; 1817 Ulster; 1947 Quintillis; 2491 Candlewick; 221 Kent; 2553 Delaware; 2241 Florida; 1183 Banner; 3143 Telford; 1180 Courtland; 3152 Clewiston; 990 Eleanor; 1412 Linden; 2540 Rusk; 625 Leland; 1302 Portillo 1381 Gainesville.
 - Ponds mowed – 2067 Atmore; 3045 Courtland; 2727 Sedgefield; 2601 Haulover; 1027 Seagate; 1068 Seagate; 1447 Summit Hill; 1780 Whipple; 2660 Eustace; 3178 Mapleshade; 1458 Gainesville; 2590 Collingswood; 900 Blaney; 652 Anderson; 932 Fairbairn; 2085 Courtland; Ft Smith/Normandy; 1049 Sylvia; 201 Howland; 675 Goodrich; 1777 Normandy; 1810 Morven; 2543 Omaha; 2510 Crowley; 1802 Clyburn; 489 Tradewinds; 2883 Arbour Trail; 3148 Loblolly; 2755 Roseapple; 3249 Tallwood.
- **Right of Way Mowing Crew:**
 - Main Roads mowed – Courtland; India.
 - Sectors mowed – 4; 5; 6; 7; 8; 9; 10; 11.
 - Alleys mowed – 977; 1023; 1184; 1185; 1578; 1590; 1898; 1915.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Catalina; Tivoli; Haulover; Captain; Ft Smith; Elkcarn; Newmark; Courtland.
- **Miscellaneous:**
 - Harrow Av – repaired fence.
 - 635 Malaga Av – filled in holes with dirt.
 - 1825 Morven Ct – filled in hole next to basin with dirt.
 - Wheeling Av – checked status of pump.
 - 679 Hartley; 1104 Norwood Dr; 1458 Gainesville Dr – mowed pump station.
 - Normandy; Leeward – removed lids for the lining contractor and reinstalled them when done.
 - 1072 Lyric – repaired and retrofitted box.

UTILITIES thru 10/07/2012

Customer Service

October 2012	Total week ending 10/7/12
DW – Lockbox	2762
Ebox	1672
Call Center Calls	2150
Walk-ins/Drop Box	1643
On-line Payments	1229

Customers Disconnected for Non-Pay

October 2012	Total week ending 10/7/12
Total on Disconnect List	239
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

October 2012	Total week ending 10/7/12
Water Service	
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	18
Locates Received	71
Locates Completed	74
Main Leaks	4
Service Leaks	2
Sewer Repairs	
Sewer Blockage	2
KV2 Valves	3
Service Replacements	2
Meter Change Outs	6
Service Orders	559
Disconnects	239
Drainfield Leaks	
Meter Retirements	34