CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: October 26, 2012

CITY MANAGER'S OFFICE thru 10/26/2012

Communication:

- Working with the Office of Economic Development on preliminary plans for a 5K run/walk to highlight a business coming into Deltona.
- Created a poster and DeltonaTV slide for the next Friday Night Flix & Fun.
- Posted a reminder about new construction hours and road closing/stormwater project, on Facebook and Twitter. The road closure was also posted as an emergency bulletin to the Web site.
- Working with the Purchasing Manager to find a cost-effective method of printing a historical brochure for the 50th Anniversary.
- Broadcast the Commission Workshop/Special Meeting of October 23rd and the Special Commission meeting of October 24th.
- Worked with Information Technology Department on the setup and videotaping of Commissioner Denizac's Town Hall Forum. The forum, which was on Economic Development, will be rebroadcast on DeltonaTV.
- Completed a banner of sponsors and posters displaying the Schedule for the stage at Spooktacular 2012.
- Updated DeltonaTV schedules for the week of October 28th.
- Updated DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook, On the Issues), VA Weekly News, the American Veteran, White House Chronicle, nature programming, for the week of October 28th.
- Reviewing videotapes of District 1 Town Hall Meeting, for post-production for broadcast on DeltonaTV.
- Attended FEMA seminar: Utilizing Social Media in Crisis Management and Emergencies.
- Working on November issue of The Pride.
- Post production on National Night Out Recap PSA.
- Reviewing programming—military programming/Pentagon Channel, UF environmental programming, FSU educational programming—to be presented to City Manager for possible broadcast schedule expansion, to increase viewership of DeltonaTV.
- Working with the Economic Development Office for ribbon cutting for "Rising Above Fitness" exercise studio.

Media Relations:

- Provided information regarding the water and sewer rate changes, after the Monday October 15th Commission Meeting to *Mark Harper/Daytona News Journal* and *Al Everson/West Volusia Beacon*.
- Provided information regarding the City Manager's Annual Performance Evaluations to *Mark Harper/Daytona News Journal*.

Business Development:

- Attended meeting with John Booker of US Representative John Mica's staff. Discussed SunRail and VOTRAN utilization for the City.

- Met with Lee Lopez, and Max Morgan of Daytona State College, to promote the college's advancement of a Bachelor of Advanced Sciences degree now being offered at the DSC Deltona Campus.
- Met with the development team of a large medical facilities group regarding the potential of their expansion into Deltona.
- Met with staff in a public advisory capacity to help plan route selection for a 5K run in the area of the new River-2-Sea Trail.
- Met with Steve Moore to discuss and initiate a letter, as requested by Daytona State College, which would give a broad outline of the ideas for the development of a joint use athletic stadium.
- Met with the Events Team to review and discuss scheduling of upcoming economic development events.
- Met with Steve Narvaez, and Joann Harris of Bright House, to discuss the timing and availability of Bright House' supplying the needed "communication capabilities" for the Project DIAL incentive package.
- Met with Chris Bowley and developer Jerry Evans (Evans Properties, New Smyrna Beach) to discuss possible locations for the building of "single unit retail" stores in Deltona.
- Attended the Commission Workshop & Special Meeting held on October 23rd.
- Attended, as a member of the Florida Redevelopment Association, the Florida State Conference held in Daytona Beach October 24th thru 26th. I helped man the Team Volusia EDC booth to gain exposure to economic developments for both Deltona and Volusia County.
- Attended the Commission Workshop held on October 25th. Requested direction from the Commission regarding a directive (from a previous workshop of July 9th) to bring a "first restaurant" to Deltona's Activity Center.

BUILDING & ENFORCEMENT SERVICES thru 10/19/2012

Building Services Division:

Building Permits issued for the week	44
Valuation of work permitted for the week	$162,971
Inspections completed for the week	143
Total Permits issued for Fiscal Year 12/13	166
Valuation of work permitted for the year 12/13	$815,392
Permits Issued:	
A/C Change Out	11
Concrete Flat Work	1
Driveway	1
Electrical	2
Fence	5
Garage Door Replacement	4
Gas Installation	2
Patio Cover	1
Reroof	7
Screen Enclosure	1
Shed	1
Solar Panel Install	2
Water Heater Replacement	4
Window Replacement	2
Total	44

Enforcement Services Division:

Requests for services this week	256	
Animals impounded at the humane societies	35	
Citation warnings issued	28	
Courtesy notices	98	
Abatement notices	45	
Citations issued	9	
Code Enforcement telephone calls	88	
Animal Control calls	143	
Solid Waste calls	165	
Citizen walk in requests for Code Enforcement assistance	5	
Citizen walk in requests for Animal Control assistance	11	
Citizen walk in requests for Solid Waste assistance	8	
Properties requiring grass to be cut by contractors	25	*(at a cost of $875.00)*
Certified mailings sent out	64	*(at a cost of $368.00)*
Money collected for Animal tags, liens and return to owners	$1,070	

Foreclosures for this week: Deltona 21
County 64
Total 85

CITY CLERK'S OFFICE thru 10/19/12

- City Clerk Joyce Kent is pursuing her MMC certification and attended the 2012 FACC Fall Academy from Wednesday – Friday which was held in Lake Buena Vista.
- The City Clerk's Department has been busy organizing and preparing for Deltona's 11th Annual Halloween Event, "Spooktacular," on Friday, October 26th from dusk – 10:00 p.m., and Saturday, October 27th from 6:00-10:00 p.m.

2nd Floor HR/CC Walk-In Customers	76	
2nd Floor calls Answered	60	
Packages Picked Up	1	
Packages Received	48	
A/P Invoices Opened	89	
Newspapers	18	*(10 hours)*
Public Records Requests Received	2	
Public Record Request Amount Received	$.15	
Documents imaged, pages	988	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT thru 10/24/2012

- Preparation for October 23rd workshop on utility rates.
- Preparing bid for Fertilizers and Chemicals for Parks.
- Preparing bid for Medical Supplies for Fire Department.
- Prepared agenda memo for modular building for sign shop.
- Bid for Dumping and Landfill Service due November 6th.
- Posted bid for North Courtland Water Plant Filtration System Upgrade.

- Posted bid for Deltona Lakes Water Reclamation Sludge Handling Facility.
- The City received the prestigious "Certificate of Achievement for Excellence in Financial Reporting" awarded by the Government Finance Officers Association, for the preparation and publication of the Comprehensive Annual Financial Report, (CAFR), for the fiscal year ended September 30, 2011.

FIRE/RESCUE DEPARTMENT thru 10/25/2012

Fire Chief Staples:

- Met with Union representatives John Viccaro and Kurt Vroman and the City Manager on the Division Chief Promotional Process and Working Out of Classification SOP since the latest promotional list for Engineer expired in June. Agreements were made on adding an employee to the process and removing an employee from the WOC list.
- Attended a TeleStaff Webinar on system / program improvements and changes.
- Participated in the Division Chief Promotional Exam process.
- Attended the Volusia County Fire Chiefs Association (VCFCA) 5-Bugle meeting. Items discussed included Closest-Unit Response (CUR) for fire events; Run Card assignment changes; implementation of utilizing the United States National Grid (USNG) map coordinates; and the review of 5 Model operating Guidelines (MOGs) for consideration of adoption by the association.
- Continued coordinating the Fire-EMS response and Incident Command for Spooktacular.

Deputy Chief Rogers:

- Alarm summary 10/10/2012 thru 10/16/2012

Structure fire	0
Vehicle Fire	0
Wild land, grass	3
Misc. Fire	0
ALS Medicals	65
BLS & Misc. Medicals	92
Hazardous Condition	4
Service Calls	3
Good Intent	11
False Alarms	5
TOTAL	183

- Apparatus Update:

E61 FD-1233	In Service at Station 61.
E62 FD-0655	Out of Service at Fleet due to valves leaking and prep for annual pump test.
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	Out of Service at Fleet due to an Air Tank problem.
R62 FD-0754	In Service at Station 61.
Brush 61, 62, 63, 64	In Service.

Assistant Chief DeBose:

- Facilitated the Division Chief assessment center with 6 candidates. The assessment was a two day process that consisted of a written exam on day one and multiple practical exercises on day two.
- Participated in the mentoring program at Discovery Elementary School. In this program I mentor one student for 45 minutes once per week.

HUMAN RESOURCES DEPARTMENT thru 10/24/2012

- Performance Evaluations processed: 0
- Deltona JOBS Program Folders
  - 2nd Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (1300)
- Applications received:
  - (04) Water Operator
- 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 (3): Project Administrator – Construction, Purchasing Agent, and Mechanic.
- Updating Munis-Job Classification codes to reflect new pay grade bands – still in process.
- Background checks for (2) Enforcement Service Officers.
- Processed (1) FMLA action.
- Participated in 6 interviews for Enforcement Services Officer.
- Continuing to coordinate with the 50th Anniversary committee for the November 17th event.
- Conducted 5th class in the Supervisor Training Class series of 6 classes with 9 employees.
- Coordinated with CBE to start one youth working through the Youth Work Program— placed with the City Clerk's office.
- Coordinating the Employee Holiday Potluck Luncheon.
- Coordinating with the City's labor attorney regarding upcoming arbitration hearings (11/13/12 and 12/5/12)

PARKS AND RECREATION DEPARTMENT thru 10/20/2012

Administration:

- Set up Harris Saxon facility for Commissioner Denizac's District 1 Town Hall Meeting.
- Met with Daytona State College representatives to discuss future planning initiatives.
- Set up Thornby Park for unveiling of dedication plaques at the new gazebo.
- Hosted Senior Advisory Sub Committee Meeting.
- Set up and provided logistical support for Spooktacular.
- Met with Deltona Youth Soccer Club Vice President to discuss practice times and dates.
- Assisted with set up of the Open House at the Library and Amphitheater.
- Met with Charlie Cross, President of Deltona Tennis Association, to discuss next year's summer camp.
- Processed 8 permits for pavilion rentals.

Facility Use Permits (10/14- 10/20/12):

- Deltona Community Center 2 permits issued Weekly attendance – 740

• Harris M. Saxon Community Center	2 permits issued	Weekly attendance – 258
• Wes Crile Park	3 permits issued	Weekly attendance – 1,913
• Skate Park	3 new passes	Weekly attendance – 694

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 from 10:00am – 2:00pm with free hot dogs, chips, ice cream, cupcakes and drinks. Contests including 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 – 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: City Hall, Harris Saxon and Wes Crile.
- Dewey Boster – Mulched front entrance of adult trail; cleared scene areas.
- Harris Saxon – Repaired toilet in outside restroom; replaced broken boards on bench next to basketball court; leveled dirt around new playground.
- Keysville Dog Park – Replenished dog supplies in both dog areas.
- Skate Park – Removed tree limbs from park and dumped at the Depot.
- Timber Ridge – Prepped and painted restroom floors.
- Thornby Park – Re-mulched planter by small retention pond at entrance.
- Veterans Memorial – Replaced wax ring on toilet.
- Wes Crile – Installed section of padding on wall underneath basket.
- Miscellaneous
  - Prepped trail for upcoming Spooktacular event; mulched trail entrance.
  - Picked up supplies at Ace Hardware for Finance Department.
  - Worked on Spooktacular scenes.

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 break area on side of building.
- Escorted Air Mechanical and Wiginton Fire.

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.
  - Diagnosed and repaired irrigation at Wes Crile.
  - Moved irrigation at Vann Park.
- Sports Complex:
  - Mowed, weed-whacked and edged the complex.
  - Mowed retention areas for Spooktacular.
  - Mowed Pony League.
  - Set up fencing on back of field 7 for Spooktacular.
  - Fertilized with 46-0-0.

PLANNING & DEVELOPMENT SERVICES thru 010/24/2012

Executive Summary:

The Planning and Development Services Department brought the Land Development Code (Code) Phase IIA to the Commission at a Workshop on October 25th to get their direction whether to move forward with amendments to the Code. Phase IIA represents the highest priority of amendments that staff has collected that makes the Code more internally consistent and user-friendly. This first large-scale amendment effort follows the reorganization of the Code as Phase I that sets up the amendments.

Planning:

The Planning Section is processing development review applications and is beginning work on individual amendments brought forward to address Community Residential Homes and an amendment to the Sign Ordinance. Staff is also preparing for three (3) Comprehensive Plan Amendments that were reviewed at the October 17th Planning and Zoning Board. The ordinances for Future Land Use Map changes along Providence Boulevard and to the Thoroughfare Map will be heard for first reading at the November 5th Commission public hearing.

Housing & Community Development:

Two longstanding homes within the NSP 1 program, purchased under NSP 1 Program Funds, sold this week. This is positive news in that the homes located at 1629 Elkcam and 1052 Wakefield are applicable for the initial deadline in 2013 and the 1052 Wakefield home is credited towards meeting our very low income requirement. The remaining finished homes located at 882 Vercelli, 1285 Fieldstone, and 1450 Tune remain for sale and 3230 Tallwood is under construction. The City is meeting its goals for the NSP 3 program with continued acquisitions and rehabilitation of the units. An inventory of homes will be available for a list of qualified applicants within the month.

PUBLIC WORKS thru 10/19/2012

Traffic Operations:

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

- **Signs:**
  - Completed 1 sign repair work ticket in the City.
  - Fabricated and installed 2 new street name signs.
  - Fabricated and installed a 12"x 18" "Adopt a Street" sign and a 12"x 6" "Hollenback" sub plaque at Kangaroo & Greenbrier.
  - Fabricated and installed a 30"x 30" W1-2R "Right Curve" sign at 2924 Gimlet Dr; 2840 Gimlet Dr; 3173 Riverhead Dr.
  - Fabricated and installed a 30"x 30" W14-1 "Dead End" sign at 3244 Covington Dr N.
  - Fabricated and installed a 30"x 20" W1-4R "Curve" sign at 2781 Jewel Av.
  - Fabricated and installed a 18"x 24" "Neighborhood Watch" sign at 2757 Slater Dr S.
  - Fabricated and installed a 30"x 30" W1-1aR "Sharp Right Curve" with "15 mph Advisory" sign at 2909 Huron Dr W; 3209 Riverhead Dr.
  - Fabricated and installed a 30"x 30" R1-1 "Stop" sign at India & Lovington; Butterfield & Hoover; Jewel & Wainwright; Slater Dr E & Covington Dr N.
  - Fabricated and installed a 24"x 30" R2-1 "25 mph" sign at 3117 Riverhead Dr; 3089 Riverhead Dr; 2948 Huron Dr N; 2550 Groveland Av.
  - Fabricated and installed a 24"x 30" R2-1 "30 mph" sign at 2769 Dorchester Dr E; 2625 Dorchester Dr E; 3073 Mandeville St.
  - Fabricated and installed a 24"x 30" R201 "25 mph" sign at 2685 Groveland Av.
  - Fabricated and installed a 30"x 30" W2-2L "Left Intersection" sign at 3037 Courtland Blvd; 3081 Courtland Blvd.
  - Fabricated and installed a 30"x 9" W13-1p "3 mph Advisory Speed" sign at 2728 Courtland Blvd.
  - Fabricated and installed a 30"x 30" W15-1 "Park" sign at 2728 Courtland Blvd; 309 Riverhead Dr.
  - Fabricated and installed a 30"x 9" W16-8 "Haulover Advisory" sign at 3037 Courtland Blvd.
  - Fabricated and installed a 30"x 9" W16-8 "Captain Advisory" sign at 2081 Courtland Blvd.
  - Fabricated and installed a 24"x 24" W13-1P '20 mph" sub plaque.
  - Installed a 24"x 30" R2-1 "25 mph" sign at 2900 Huron Dr; 3065 Riverhead Dr.
  - Installed a 24"x 30" R2-1 "30 mph" sign at 3274 Cranston St; 3250 Tulsa Dr; 3304 Littlefield St; 2808 Huron Dr W; 3288 Butterfield St; Jewel Av & Mandeville St; 2916 Covington Blvd N; Courtland Blvd & Gimlet Dr.
- **Speed Trailer:** Installed and removed trailer at 2642 Groveland Av for Sheriff's Dept.
- **Asphalt:**
  - Wolf Pack Run – repaired pot hole with ¼ bag of cold patch.

- **Message Boards:**
  - Removed boards at Saxon & Normandy Blvd N, and Eustace & Providence Blvd.

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

- **Beautification**:
  - Medians:
    - Howland Blvd – routine maintenance; watered newly planted trees and plants; trimmed all ligustrum trees.
    - Providence Blvd – routine maintenance; mowed & edged peanut grass; trimmed African Iris, shilling; pull weeds from mulch beds.
- **Concrete:**
  - Sidewalk Repairs – Rookery – 12'x 5' & 57'x 5'; Austin – 22'x 4'.
  - Grinding – 2720 Austin – 1 trip hazard.
- **Clam Truck:**
  - Debris – 8
  - Trimming – 3
- **Drop Offs**:
  - Wolf Pack Run – installed sod next to sidewalk repair.
- **Slope Mowing:** 2118 Normandy Blvd N – 80'; Normandy Blvd & Troy Dr – 250'.
- **Miscellaneous:**
  - City Wide – emptied all trash containers.
  - Howland medians – weed whacked grass that is coming up through the cracks.
  - 679 4th St – cleared lot line with chainsaws.

Fleet Maintenance Division:

• Vehicles	PM – 5	Repairs – 9
• Equipment	PM – 2	Repairs – 24
• Fire Dept Station Checks	5	
• Road Calls	7	
• Parts Run/Vehicle Delivery	3	

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:**
  - 2527 Tansboro – reshaped swale and placed sod.
  - Courtland/Beckwith – completed shaping swale and placed sod.
  - 1933 Monterey – weed whacked ditch.
  - 1235 Fountainhead – used Aqua Tec to clear pipe; wrapped joint; took out sidewalk; repaired box; formed up sidewalk; poured with concrete.
  - 1524 Zinnia – installed 210' of 6" sock pipe; 5 yard drains; formed up 3 driveways; poured back; began shaping swales.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Ditches mowed – 738 Hancock; 1310 Portillo; 888 Cloverleaf; 2355 Weldon; 1041 Eastbrook; 570 Ft Smith; 2521 Tansboro; 1177 Winterville; 810 Alex Ln; 1299 Briarwood; 3205 Shallowford.
  - Ponds mowed – 320 Diamond; 1810 Elwood; 675 Goodrich; Ft Smith/Normandy Blvd; 635 Malaga; 2030 Galahad.

- **System Cleaning (Vac Truck):**
  - Storm systems jetted – 3609 Treehaven; Captain/St James; 1465 Drysdale; 1481 Drysdale.
- **Right of Way Mowing Crew:**
  - Main Roads mowed – Deltona Blvd; Cloverleaf; Anderson; Alexander; Ft Smith; Normandy.
  - Sectors mowed – 18; 19; 20.
  - Alleys mowed – 171; 172; 485; 498; 566; 1159.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Catalina; Captain; Haulover; Newmark; Humphrey; India; Elkcam; Courtland.
- **Miscellaneous:**
  - Seagate Dr W – cut down dead pine tree.
  - 3241 Elkcam Blvd – weed whacked along fence.
  - Aaron Dr; 1051 Abeline Dr – reinstalled grate on box.
  - City Wide – watered newly laid sod.
  - 51 Ft Smith; 1071 Eva Ct – mowed pump station.
  - 788 Chippendale – mowed the Right of Way.
  - Riverhead Dr – picked up trash around the Windsor pump station.
  - Ledford – filled water bags around trees.

UTILITIES thru 10/21/2012

Customer Service

October 2012	Total week ending 10/21/12
DW – Lockbox	1548
Ebox	1107
Call Center Calls	1670
Walk-ins/Drop Box	1126
On-line Payments	958
IVR	195

Customers Disconnected for Non-Pay

October 2012	Total week ending 10/21/12
Total on Disconnect List	46
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

October 2012	Total week ending 10/21/12
Water Service	2
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	19
Locates Received	57
Locates Completed	60
Main Leaks	1
Service Leaks	2
Sewer Repairs	1
Sewer Blockage	
KV2 Valves	2
Service Replacements	1
Meter Change Outs	7
Service Orders	492
Disconnects	168
Drainfield Leaks	1
Meter Retirements	83