



To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: April 5, 2013

CITY MANAGER'S OFFICE thru 04/05/2013

Communication (Lee Lopez, Public Information Officer):

- Posted an Eggstravaganza reminder on Facebook & Twitter.
- Posted information about Relay for Life on DeltonaTV, Facebook and Twitter and submitted it to the Clerk's Office for inclusion on the Events Calendar.
- Posted information about the Music in the Amphitheater Concert featuring Mark Hodgson, on DeltonaTV, Facebook and Twitter.
- Posted information about Spruce Up 2013 on DeltonaTV, Facebook and Twitter.
- Working with the Office of Economic Development on the invitation and program for the Dedication of Audubon Park.
- Broadcast the April 1st Commission meeting, and posted information about the broadcast on Facebook and Twitter.
- Working on Superstar cards for March Superstars.
- Posted information about two dogs on Cavern Terrace on the City's Facebook page.
- Updated DeltonaTV schedules and programming for the week of April 7th.
- Working on the April issue of the Pride.
- Updated City welcome sign messages.
- Worked with the Mayor's office and Jerry Mayes, to develop the News Journal Opinion-Editorial on Community Redevelopment Areas (CRAs).
- Updated the NSP "Carousel of Homes" on DeltonaTV.
- Updated the Deltona Jobs Project slides on DeltonaTV.
- Prepared audio/video for Risk Manager training sessions in the Commission Chambers.
- Prepared audio for Special Magistrate session in the Commission Chambers.
- Teleconference for TV Eyes news monitoring service.
- Worked with Sound Stage Inc, to repair issues with the Chamber's projector and plasma screens.
- Met with Jerry Mayes regarding possible partnership with Audubon Society.

Press Release/s:

- Music in the Amphitheater-Mark Hodgson
- Relay for Life
- Harvey Scholarship Committee Recruitment

Media Relations:

- Provided information regarding location and size of Lake Dupont Park to Erika Webb/Hometown News.
- Provided information regarding the Halifax interlocal agreement to Mark Harper/Daytona News-Journal.
- Provided information regarding the letter from the City of DeBary concerning Deltona Water rates, to Mark Harper/Daytona News-Journal.
- Provided information regarding brush fires in south Deltona to Patricio Balona/Daytona News-Journal.

- Provided numerous updates and information regarding the issues of the pit bulls at 692 Cavern Terrace to the following media:
 - Patricio Balona/Daytona News-Journal
 - Saul Saenz/Central Florida News 13
 - Pat Andrews/West Volusia Beacon
 - Kristin Giannas/WKMG Ch. 6
 - Lisa Bell/WKMG Ch. 6
 - Claire Metz/WESH Ch. 2
- Crafted Statement of Public Record, regarding the issues of the pit bulls at 692 Cavern Terrace to syndicated radio personality Christine Craft, in San Francisco.

Business Development (Jerry Mayes, Economic Development Manager):

- On April 1st, the Commission approved execution of the “interlocal agreement” between Halifax Health and the City, wherein each agrees to work together toward meeting the medical needs of the City of Deltona in an “East-to-West Expansion”.
- Ongoing discussions with Bethune-Cookman University regarding the new Deltona Campus and their plans for that “East-to-West Expansion”.
- Met with a local financial concern regarding the potential for expansion with a new location in Deltona. *Confidentiality Statement in place.*
- Met with the Project M.L. King/Lakeshore team to prepare a presentation to the Commission Workshop in April on the use of the City owned property at Howland Crossings.
- Met with staff to continue planning and discussions on the Eco-Tourism Project.
- Met with Bob Turk, Director of DeLand’s Office of Economic Development, to discuss a joint regional project, the “UCF Westside Incubator Study”, which has been awarded to Greenwood Consulting Group.
- At the Team Volusia Economic Developer Practitioners Council meeting, a representative from Florida Power & Light discussed the recently-formulated FP&L economic incentives.
- Met with the CRA Practitioners Council to discuss Volusia County’s proposed CRA resolution, and draft a compromise version to present to the City Managers at an upcoming City Manager’s meeting.
- Met with Lee Lopez, Public Information Officer, to discuss best practices and preparation for a nature-based economic push on the south side of the City of Deltona.
- Continued to contact new businesses within Deltona to confirm location, ownership, number of employees, and discuss their interest in a welcoming ceremony.
- Met with Dave Denny and Nick Conte, Executive Director, Deland Area Chamber of Commerce, to discuss “business retention”.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 03/31/2013

Building Services Division:

Building Permits issued for the week.....	68
Valuation of work permitted for the week	\$555,824
Inspections completed for the week	142
Total Permits issued for Fiscal Year 12/13	1461
Valuation of work permitted for the year 12/13.....	\$18,912,118
Permits Issued:	
A/C Change Out	16

Addition.....	1
Commercial Build-out.....	3
Concrete Flat Work.....	1
Deck.....	1
Door Replacement.....	1
Electrical.....	4
Exterior Renovation.....	1
Fence.....	9
Garage Door Replacement.....	3
Gas Installation.....	1
Mechanical.....	1
Plumbing.....	3
Pool Above Ground.....	1
Reroof.....	9
Right of Way.....	2
Shed.....	1
Sign.....	1
Water Heater Replacement.....	3
<u>Window Replacement</u>	<u>4</u>
Total	68

Enforcement Services Division:

Requests for services this week.....	331	
Animals impounded at the humane societies.....	27	
Citation warnings issued.....	24	
Courtesy notices.....	181	
Abatement notices.....	19	
Citations issued.....	6	
Code Enforcement telephone calls.....	116	
Animal Control calls.....	115	
Solid Waste calls.....	84	
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.....	4	
Properties requiring grass to be cut by contractors.....	1	(at a cost of \$35)
Certified mailings sent out.....	20	(at a cost of \$132)
Money collected for Animal tags, liens and return to owners.....	\$495	
Foreclosures for this week: Deltona	33	
County	<u>91</u>	
Total	124	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 03/29/2013

- Staff collected \$1,020 in donations for local fund raising events supporting the following three charities: Relay for Life, City Wide Food Drive, and the Halifax Humane Society.
 - Staff is in the preparation stage of planning for Deltona's 9th Annual Fireworks Extravaganza to be held at Dewey O. Boster Sports Complex on Thursday, July 4th.
- | | |
|--|----|
| 2nd Floor HR/CC Walk-In Customers..... | 66 |
| 2nd Floor calls Answered..... | 5 |

Packages Received	70	
Packages Picked Up	2	
A/P Invoices Opened	82	
Newspapers	16	(8 hours)
Public Records Requests Received	1	
Public Record Request Amount Received	\$2.02	
Documents imaged, pages	4,877	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 03/27/2013

- Participating in Employee of the Quarter selection committee.
- Working on development of Fire Inspection form/invoice.
- Staff met to discuss ECHO grant technical requirements.
- Conducting inventory for Deltona Water – Water and Wastewater plants.
- Awarded Department. of Children and Families Emergency Solutions Grant in the amount of \$104,500. Preparing presentation to Commission for acceptance and approval.
- Submitted four Volusia County ECHO grants which have been reviewed by the County; preparing final applications to be submitted by May 1st.
- Prepared presentation for April 8th Commission Workshop.
- Submitted application to the Government Finance Officers Association (GFOA) Comprehensive Annual Financial Report (CAFR) Award Program.
- Published “Notice of Public Disclosure for the City of Deltona Full Cost Accounting for Solid Waste Management” advertisement.

March 2013 - Local Business Tax	Count/Amt
RENEWALS	85
RESIDENTIAL RENTAL RENEWALS	391
NEW RESIDENTIAL BUSINESS	28
NEW RESIDENTIAL RENTALS	43
NEW COMMERCIAL	0
NON-PROFITS	0
EXEMPT/ISSUED	0
WALK-INS	121
BUSINESS TAX REVENUE COLLECTED	\$ 10,995.00
FIRE INSPECTIONS REVENUE COLLECTED	\$ 885.00

Accounts Payable Section		
Check Run Date:	3/1/2013	
Checks Processed	266	\$ 1,159,803.71
Invoices Processed:		
Carol	226	275,711.21
Julia/Jacque	262	876,966.63
UB Refunds	160	7,125.87
	648	\$ 1,159,803.71
Check Run Date:	3/15/2013	
Checks Processed	263	1,607,801.55
Invoices Processed:		
Carol	182	679,426.79
Julia/Jacque	225	919,894.06
UB Refunds	130	8,480.70
	537	\$ 1,607,801.55

Payroll Section	
Check Run Date:	3/14/2013
Total Employees	302
Time Sheets Processed	604
Checks Processed	23
Direct Deposits Processed	290
Total Payroll including benefits	\$ 685,920.61
Miscellaneous:	
Flexible Spending Reimbursements	30
Check Run Date:	3/28/2013
Total Employees	302
Time Sheets Processed	604
Checks Processed	23
Direct Deposits Processed	290
Total Payroll including benefits	\$ 682,596.90
Miscellaneous:	
Flexible Spending Reimbursements	21

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 04/05/2013

Fire Chief Staples:

- Attended the Volusia County Fire Chiefs' Association monthly meeting. Topics included revising several Model Operating Guidelines (MOGs) including: Swift Water Rescue, MAYDAY Operations, Clandestine Drug Labs and Lost/Trapped Firefighters.
- Attended a SunRail Fire & Life Safety committee meeting with the Florida Department of Transportation and SunRail project coordinators.
- The City Commission approved an Automatic Aid agreement between the Cities of DeLand, Orange City and Deltona for Fire, Rescue, EMS and Emergency Management services.

Deputy Chief Rafferty:

- Alarm summary 3/26/2013 to 4/1/2013

Structure fire	2
Vehicle Fire	0
Wild land, grass, trash	10
Misc. Fire	9
ALS Medicals	66
BLS & Misc. Medicals	68
Hazardous Condition	2
Service Calls	12
Good Intent	19
False Alarms	8
<u>TOTAL</u>	196

- Apparatus Update:

E61 FD-1233	In Service at Station 61
E62 FD-0655	Out of Service at Fleet – Brakes
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	Available at Fleet
Resv C FD-0214	In Service at Station 62
Ladder FD-0300	Out of Service at Fleet – Annual Aerial Testing
Batt 61	Out of Service at Fleet – Frame damage
R61 FD-0910	Out of Service at Fleet – Belt & Preventive Maintenance
R62 FD-0754	In service at Station 61
Brush 61	In Service at Station 61
Brush 62	In Service at Station 62
Brush 63	In Service at Station 63
Brush 64	In Service at Station 64

Deputy Chief Rafferty:

- Met with Chief Swisher (Training and Standard Operating Procedures).
- Met with Chief Snyder (Special Operations).
- Battalion Chief quarterly meeting (session #1).
- Attended Pre-Determination Hearing.
- Instructed Trauma Classes for Department Personnel.
- Instructed City Water Department CPR class.

Asst. Chief Debose:

- Met with D/C Swisher about PARS (Personal Accounting Resource System) tags.
- Continued work on Probationary Packet.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 04/03/2013

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (10 this week; 1,445 to date)
- Applications received:
 - (02) Water Operator
 - (04) Utility Systems Tech
 - (01) Firefighter
 - (06) Public Works Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) ICMA-RC loan application.
- Posted new job for Public Works Tech.
- Prepared Office Assistant position application and sent to the City Clerk's Office.
- Coordinating with Center for Business Excellence to obtain 2013 Job Fair statistical data.
- Processing letter and memos for employees for the Well Days Program.
- Met with "Employee of the Quarter" committee to select a winner for the 2012/2013 2nd quarter.
- HR Manager attended the Quarterly Volusia County Human Resources meeting in Deland. Discussion included hiring senior management, health insurance cost and NeoGov.
- Facilitated and participated in two Reclassification Committee reviews (Solid Waste Customer Service Rep and the Utility Systems Tech Classification series).
- Prepared revisions/updates to several job descriptions.
- Coordinating with the City's Insurance Broker, Gene Gizzi, regarding FY 2013/14 insurance renewal.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 03/30/2013

Administration:

- Met with staff to discuss the ribbon cutting ceremony at Audubon Park on April 19th.
- Prepared for the Parks Maintenance Tech position second interview process.
- Prepared a cost analysis for replacing the softball fields at Dupont Lakes.
- Met with staff to discuss the MLK/Lakeshore Project.
- Prepared a cost analysis for constructing 2 soccer fields at the Outrigger Property.
- Prepared materials for the upcoming Volunteer Luncheon.
- Prepared materials for Parks & Recreation Board meeting.
- Prepared materials for the upcoming Arbor Day event.
- Processed 10 permits for pavilion and field rentals.

Facility Use Permits (03/24/13—03/30/13):

- Deltona Community Center no permits issued Weekly attendance – 1,201
- Harris M. Saxon Community Center no permits issued Weekly attendance – 100

- Wes Crile Park 1 permit issued Weekly attendance – 2,485
- Skate Park 16 new passes Weekly attendance – 542

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 continues.
- Senior spring league continues.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season continues.
- Deltona Youth Soccer spring season continues.
- Florida Basketball & Volleyball Association (FBVA) winter season 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, Deltona Community Center, Festival, Harris Saxon, Manny Rodriguez, Skate Park and Timber Ridge.
- Dwight Hawkins – Painted restroom due to vandalism.
- Manny Rodriguez – Repaired restroom door and faucet due to vandalism.
- Skate Park – Removed glass window due to vandalism; had Premier Glass replace the glass.
- Vann Park – Replaced section of fence on Little League field.
- Miscellaneous:
 - Picked up tables, tents and miscellaneous items at Dewey Boster and returned them to storage.
 - Delivered soil samples from Dewey baseball fields for analysis.
 - Made a wall for the Boys-n-Girls Club plaque.

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, spills, etc.); unclogging various toilets in restrooms on both floors and replacing urinals; 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/notice boards (as requested) throughout City Hall; cleaning several refrigerators; 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 sidewalks, main entrance 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; filling vehicles at gas station.

- Escorted Wiginton.
- Escorted Schindler.

- Assisted moving the Grants Coordinator's office to the Finance Department area.

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.
- Sprayed Vann Park clay for weeds.

Sports Complex:

- Mowed fields and outer edges.
- Mowed Pony League.
- Sprayed complex with Triplex Micro and Rx Supreme.
- Repaired irrigation heads around playground.
- Mulched large and small playground; painted benches at playgrounds.

PLANNING & DEVELOPMENT SERVICES (Chris Bowley, Director) thru 04/04/2013

Executive Summary:

The Planning and Development Services Department spent the week preparing for a busy Planning and Zoning Board (P&Z) meeting on April 17th. Their April agenda will include amendments to Chapter 86 of the Code of Ordinances, which updates the City's Concurrency Management System to current State law. The agenda also includes an amendment to the Bella Vista Business Planned Unit Development and the City's Eastern Wastewater Treatment Plant rezoning.

Planning:

The Planning Section is preparing for a presentation to the April 8th Commission Workshop to revisit the Phase II A Land Development Code Amendments. The presentation reviews the list previously provided to the Commission at the joint workshop with the P&Z Board on February 11th and provides an update to additional items brought up at the February 11th meeting (i.e., site plan review process, building heights, minimum square footage of residences, and minimum separation distances between alcohol serving establishments and churches/schools). Finally, staff brought the Changeable Copy Sign ordinance to the Commission at the April 1st public hearing and it was approved at first reading. The ordinance will be brought to the Commission at the April 15th hearing for second and final reading.

Housing & Community Development:

The Housing and Community Development Section completed several homes with one of their general contractors this week and was able to apply applicants on the NSP waiting list to those units. If the applicants qualify to purchase the houses, these homes will be sold within the next 30-60 days. Staff is acquiring one additional home within the NSP 3 area to be considered as a redevelopment project (i.e., demolished and a new home built). The new home will provide an immediate positive area impact and will improve the building stock of the City as a whole. The new home will also replace an obsolete two bedroom/one bathroom home, which are difficult to resell, with a three bedroom/two bathroom home.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 03/29/2013

Traffic Operations:

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

- **Signs:**
 - Completed 4 sign repair work tickets in the City.
 - Fabricated and installed (1) R2-1 “25 mph” sign at 3121 Box Elder.
- **Asphalt:**
 - Completed 3 asphalt repair work tickets – 1 ton.
 - India Blvd & Courtland Blvd – repaired large section of road – 6 ½ tons.
 - Darnell Ct – repaired cul-de-sac – 7 tons.
- **Speed Trailer:**
 - Blackburn – removed speed trailer.
- **Miscellaneous:**
 - India & Courtland Blvd – set up Maintenance of Traffic devices and detours; installed (4) white delineators along road edge.
 - Public Works Depot – set out 100 cones for traffic control at a church.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Howland Blvd – routine maintenance; filled water bags.
 - Elkcam & Providence Blvds – routine maintenance.
 - City Homes: 1797 Ft Smith; 1177 Hastings; 3280 Dellbrook.
 - City Signs: Howland Blvd; Saxon Blvd.
 - Miscellaneous: Public Works Depot – mowed; weed whacked; edged; picked up trash.
- **Concrete:**
 - Sidewalk repair – 1036 W Hancock – (3) 4’x 5’ sections; 1104 Pilgrim – 4’x 4’; 848 E Normandy – 6’x 5’; 3’x 5’; 3’x 5’.
 - New Sidewalk Installation – Tanner – 1897’.
- **Clam Truck:**
 - Debris – 21
 - Trimming – 2
- **Drop offs:**
 - 2780 S Huron; India & Courtland – repaired drop off with fill dirt.
- **Miscellaneous:** India Blvd and Darnell Ct – assisted Traffic Division with large patches.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|-------------|
| • Vehicles | PM – 4 | Repairs – 8 |
| • Equipment | PM – 0 | Repairs – 5 |
| • Fire Dept Station Checks | 4 | |
| • 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:**
 - Ireland Dr/Urbana Av – installed two precast drainage structures; 40’ of 18” HDPE pipe.
 - Evard retention pond – installed two flexmats coming from the mitered end down to the bottom of the pond to stop the erosion; raked out area; sodded with Bahia.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 1.3 drainage acres maintained.
 - Drainage ditches mowed – 625 Leland Dr; 1568 Zinnia Dr; 2158 Vance Rd; 1068 Mayflower Ave.
 - Ponds mowed – Ft Smith & Normandy Blvd; 2868 Slater Dr; 201 Howland Blvd; 932 Whitewood Dr.
- **System Cleaning – Vac truck:**
 - Number of Basins cleaned – 8.
 - Feet of Stormwater Systems cleaned – 155’.
 - Yards of Debris removed – 8.
 - Drainage pipes jetted and cleaned – 1261 Azora Dr; 3180 Utah Dr; 2288 Rabenton Rd; 1669 Barrow Dr.
- **Right of Way Mowing Crew:**
 - Miles of Right of Way mowed – 14.
 - Main roads mowed – Tivoli Dr; Haulover Blvd; Captain Dr; Catalina Blvd; India Blvd; Humphrey Blvd; Newmark Dr; Courtland Blvd.
- **Right of Way Litter Crew:**
 - Gallons of Litter removed – 495.
 - Main road trash pickup – Deltona Blvd; Captain Dr; Courtland Blvd; Catalina Blvd; Elkcam Blvd.
- **Miscellaneous:**
 - City Wide – watered newly laid grass at the stormwater projects.
 - 185 Sheryl Dr – mowed the approach to the water control structures.
 - 1104 Norwood Dr – mowed around the pump station.
 - Alley 570 – mowed the alley way and picked up trash.
 - 756 Red Coach Av – mowed the right of way.

UTILITIES (Glenn Whitcomb, Director) thru 03/31/2013

Customer Service

March 2013	Total week ending 3/31/13
DW – Lockbox	1584
Ebox	1038
Call Center Calls	1070
Walk-ins/Drop Box	760
On-line Payments	899
IVR	453

Customers Disconnected for Non-Pay

March 2013	Total week ending 3/31/13
Total on Disconnect List	92
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

March 2013	Total week ending 3/31/13
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	1
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	8
Locates Received	64
Locates Completed	67
Main Leaks	1
Service Leaks	3
Sewer Repairs	
Sewer Blockage	2
KV2 Valves	5
Service Replacements	2
Meter Change Outs	6
Service Orders	398
Disconnects	92
Drainfield Leaks	
Meter Retirements	30