



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, Acting City Manager  
Subject: Weekly Courtesy Report  
Date: July 12, 2013

## CITY MANAGER'S OFFICE thru 07/12/2013

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

- Shot video and took photos at Fireworks Extravaganza.
- Recorded the Commission budget workshop for future broadcast on DeltonaTV.
- Submitted the flyer and information on the upcoming blood drive to the City Clerk's Office for the online Event Calendar; sent information about the blood drive to our online e-mail subscribers.
- Completed the National Night Out Deltona flyer/poster and printed them for distribution and posting; printed five bus shelter posters for pickup by 20/20 Media.
- Submitted a list of August events to Volusia Parent Magazine.
- Assisted Jerry Mayes, Office of Economic Development (OED) Manager, with a list of businesses and licensed businesses located on Deltona Boulevard.
- Updated DeltonaTV schedules and programming—Deltona Code Enforcement Notebook, Deltona Parks & Recreation Update, Grill Sergeants, Armed Forces Boxing, Battleground, Fit for Duty, White House Chronicle, VA Weekly News, MetroCenter Outlook, Global Perspective, On the Issues, nature programming, "Ready for Disaster", "Cyclone: 2nd Wave" for the week of July 14<sup>th</sup>.
- Videotaped the August episode of Parks & Recreation Update for DeltonaTV.
- Post-production for the July episodes of Deltona Code Enforcement Notebook and Deltona Parks & Recreation Update.
- Working on the July issue of the Pride.
- Updated messages on the City Welcome signs.
- Prepped Chambers for COPS meeting.
- Working with technician vendor on wiring schematics for the A/V equipment in the Chambers and TV Room.
- Met with Jerry Mayes and Eco-tourism staff, to set initial goals and objectives for the project.

### Press Release/s:

- Senior Breakfast

### Media Relations:

- Spoke with *Al Everson of the DeLand-Deltona Beacon* regarding a law suit mentioned by the City attorney and Mayor during the Commission Budget Workshop.
- Provided information regarding revenue and fees for Deltona Water for *Al Everson/West Volusia Beacon*.
- Working with the City Attorney's office to provide information regarding the Jablonski lawsuit for *Mark Harper/Daytona News Journal*.
- Provided July 4<sup>th</sup> Fireworks Extravaganza information to the *Hometown News* and the *West Volusia Beacon*.

### Office of Economic Development (OED) (Jerry Mayes, OED Manager)

- Met with Public Information Officer Lee Lopez and Wanda Van Dam, a citizen representative for the Community of Osteen, to discuss the Commission-assigned Eco-Tourism project.

- Completed the "Open for Business" presentation, which will be made at the Deltona Regional Library on July 15<sup>th</sup>. Topics include important local business regulations, types of start-up services available from both the City and the County, and local organizations such as the Business Assistance Center and the Small Business Development Center, both of which host workshop events.
- Attended several sessions of the budget review held by the Commission and City staff.
- As Staff Liaison, attended the Deltona Economic Development Advisory Board (DEDAB) meeting. The primary business of this meeting was to approve the reports of the sub-committees for submittal to the City Clerk and presentation to the Commission on August 5<sup>th</sup>.
- Met with Deltona resident Donald Mair to discuss his ideas for economic development in the City.
- Attended the Team Volusia Practitioners Council meeting in Daytona Beach. This meeting updates the practitioners on research data, current commercial inquiries, provides a guest speaker viewpoint, and provides an opportunity to exchange economic development ideas.
- Met with Lee Lopez, Bob Turk, Sanford Director of Economic Development and Lisa Mosca, Sanford's Public Information Officer, to discuss potential dual projects and Deltona's Eco-tourism initiatives.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 07/04/2013

**Building Services Division:**

Building Permits issued for the week.....	56
Valuation of work permitted for the week.....	\$303,244
Inspections completed for the week .....	127
Total Permits issued for Fiscal Year 12/13 .....	2393
Valuation of work permitted for the year 12/13 .....	\$29,088,610
Permits Issued:	
A/C Change Out .....	18
Concrete Flatwork.....	2
Electrical .....	3
Fence.....	3
Fire Special Event.....	1
Generator .....	1
Mechanical.....	1
Other .....	1
Pool In-ground .....	3
Reroof .....	9
Right of Way.....	6
Shed .....	1
Siding.....	1
Solar Panel .....	2
Water Heater Replacement .....	3
Window Replacement .....	1
Total	56

**Enforcement Services Division:**

Requests for services this week .....	304
Animals impounded at the humane societies .....	34
Citation warnings issued .....	24
Courtesy notices .....	135
Abatement notices .....	6

Citations issued .....	7	
Code Enforcement telephone calls .....	141	
Animal Control calls .....	105	
Solid Waste calls .....	2	
Citizen walk in requests for Code Enforcement assistance .....	11	
Citizen walk in requests for Animal Control assistance .....	17	
Citizen walk in requests for Solid Waste assistance .....	0	
Properties requiring grass to be cut by contractors .....	24	(at a cost of \$840)
Certified mailings sent out .....	112	(at a cost of \$685)
Money collected for Animal tags, liens and return to owners .....	\$911	
Foreclosures for this week: Deltona	32	
County	89	
Total	121	

**CITY CLERK'S OFFICE** (Joyce Kent, City Clerk) thru 07/05/2013

2nd Floor HR/CC Walk-In Customers .....	17	
2nd Floor calls Answered .....	14	
Packages Received .....	24	
Packages Picked Up .....	0	
A/P Invoices Opened .....	118	
Newspapers .....	16	(6 hours)
Public Records Requests Received .....	0	
Public Record Request Amount Received .....	\$0	
Documents imaged, pages .....	4,001	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 07/12/2013

- Attended Commission Budget Workshop on July 8<sup>th</sup>.
- Participated in webinar, Review of the 2013 Legislative Session: "What Legislation Passed that Impacts Cities".
- Met with Grants Steering Committee to discuss impacts of E-Verify.
- Met with staff to prepare for Interim Audit next week – auditors on site.
- Met to discuss Local Mitigation Strategy Project Nomination Form.
- Continuing Local Business Tax conversion to Munis platform.
- Working with Housing to finalize Storm Water and Parks projects to be funded.
- Attended Acadian Sidewalk Pre-Bid meeting at Deltona Water.
- Attended Mapleshade Drainage project pre-construction meeting at Deltona Water.
- Attended meeting to discuss the implementation of Project Tracking in Munis.

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 07/08/2013

**Chief Rogers:**

- Alarm summary 7/2/2013 to 7/8/2013

Structure fire	1
Vehicle Fire	2
Wild land, grass, trash	4
Misc. Fire	0
ALS Medicals	53
BLS & Misc. Medicals	74
Hazardous Condition	2
Service Calls	3
Good Intent	17
<u>False Alarms</u>	<u>7</u>
TOTAL	163

**Assistant Chief Debose:**

- Worked at the 4<sup>th</sup> of July event at Dewey O. Boster.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 07/10/2013

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (5) added
  - Total # of Deltona JOBS Program folders taken – (0 this week; 1,510 to date)
- Applications received:
  - (04) Water Operator
  - (05) Parks Attendant
  - (02) Business Applications Analyst
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Sent Water Operator applications to department for review.
- New hire orientations (2): Water Operator Trainee, Public Works Tech.
- Processed 1 FMLA request.
- Coordinated information session with Daytona State college for employees.
- Continuing to coordinate/revise HR budget with Finance Department.
- Planning/coordinating health insurance renewal information meeting.
- Prepared draft of Tobacco Free Workplace policy for review.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 07/06/2013

**Administration:**

- Prepared budget on stadium concept for consideration by the City Commission.
- Met with Volusia County Basketball League representatives to discuss the possibility for future programming.
- Parks Update: Video-taped session with Boys and Girls Club representatives, and with Deltona Tennis Association.

- Met with Finance to review and update the Parks and Recreation Department budget.
- Processed 8 permits for pavilion and field rentals.

**Facility Use Permits (06/30/13—07/06/13):**

• Deltona Community Center	2 permits issued	Weekly attendance -- 696
• Harris M. Saxon Community Center	no permit issued	Weekly attendance -- 287
• Wes Crile Park	2 permits issued	Weekly attendance -- 2,045
• Skate Park	5 new passes	Weekly attendance -- 410

**Special Events/Programs:**

- Deltona Amphitheater:
  - Simulcast on Saturday, August 10<sup>th</sup> from 7:00-9:00 p.m.
  - AP60 on Saturday, August 24<sup>th</sup> from 7:00-9:00 p.m.
- Deltona Community Center: Senior Breakfast, Sat. July 27<sup>th</sup> from 8:30 a.m. to 11:30 a.m.
- Harris Saxon Community Center: Boys and Girls Club Summer Camp continues.
- Wes Crile Park: DTA Summer Camp 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: Campbell, Deltona Community Center, Dewey Boster, Harris Saxon, Keysville Dog Park, Lake Gleason, Manny Rodriguez, Skate Park, Thornby Park and Wes Crile.
- Dwight Hawkins – Repaired damaged sky light in restroom.
- Tom Hoffman – Replaced paper towel dispenser.
- Took trailer to Fleet for repairs; picked up lift at Dewey and took to Public Works for repairs.
- Took tables and tents to Dewey Boster for 4<sup>th</sup> of July event, returned them after the event. .

**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 ceiling tiles throughout the building; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures/notice boards (as requested) throughout City Hall; moving and replacing cubicle panels, 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.*

**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 Dupont Lakes.
- Sprayed Campbell, Wes Crile and Vann Park with Echelon.
- Sprayed trail at Audubon Park and outer areas at Dupont Lakes with Roundup .
- Prepped area to put in shell at the Depot.
- Sports Complex:
  - Mowed fields and outer perimeter, weed-whacked and edged.
  - Edged concrete areas of complex and sliced weak areas around complex.
  - Mowed Pony League.

## **PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 07/10/2013

### **Executive Summary:**

The Planning and Development Services Department completed the revised draft of the Phase II-B Land Development Code Amendment package. The goal is to create a simple and uniform process that assists development and also facilitates economic growth. This will be the second such effort within the past three years to streamline the development review process and is anticipated to make the City more competitive in the development market.

### **Planning:**

The Planning Section is focused on completing the Community Rating System (CRS) through FEMA. Per FEMA, "The CRS is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum National Flood Insurance Program (NFIP) requirements." The primary goals of achieving a CRS for the City are to ensure that the City's existing comprehensive approach to floodplain management is established with FEMA and is able to assist residents with reduced floodplain insurance rates. Currently, the coastal cities within Volusia County, as well as the County, have this designation. Deltona would be the first community on this side of the County to achieve that rating, if approved by FEMA.

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

The Housing and Community Development Section is engaged in increased real estate activity within the NSP program. To-date, the City has acquired 74 homes, sold 59 homes, has 14 homes for sale, is completing construction on one home, and is attempting to acquire two homes. Currently, the City is on-track to complete program milestones that include NSP 3 acquisition, Very Low Income sales, and NSP 1 Program Fund close-out. The Analysis of Impediments for the CDBG Five-Year Consolidated Action Plan (Consolidated Plan) was completed and the consultant will send the final draft this week. The City will seek to complete the next Consolidated Plan with HUD. Finally, the Commission-approved LHAP was sent to the State for their copy that keeps the City in compliance to receive and operate SHIP funding.

## **PUBLIC WORKS** (Glenn Whitcomb, Director) thru 07/05/2013

### **Traffic Operations:**

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

- **Signs:**
  - Completed 9 sign repair work tickets in the City.
  - Fabricated and installed 6 new street name signs.

- Fabricated one R1-1 30"x 30" "Stop" sign at each of the following intersections – Newmark & Brewton; Courtland & Holt; Dudley & Harper; Lockwood & Croton.
- Fabricated one 18"x 24" "Adopt a Park" sign for Deltona Fire Explorer Post 2460.
- **Asphalt:**
  - Completed 9 asphalt repair work tickets – 2 tons.
  - 120 Deltona Blvd – repaired 18'x 2' section of parking lot for Deltona Water – 2 tons.
- **Speed Trailer:**
  - 1852 N Akron and 1073 Abigail – removed speed trailers used for survey.
- **Message Boards:**
  - Saxon & Normandy N and Howland & Graves – installed message board for July 4<sup>th</sup> event.
  - Saxon & N Normandy – removed message board and installed at Saxon & Renton for July 4<sup>th</sup> event.
  - Howland & Graves – removed message board and installed at Saxon & Maximillian for July 4<sup>th</sup> event.
- **Thermoplastic Striping:**
  - 24" white stop bar – 12'.
- **Miscellaneous:**
  - Huntington & Oak Grove – raked out ruts in Right of Way.
  - Public Works Depot – load all cones, barricades, and signs for July 4<sup>th</sup> event.
  - Tivoli & Baton – reinstalled school crossing light.
  - Deltona Lakes Baptist Church – picked up 50 cones.
  - Tallwood & Harrow – installed and removed lighted barricades where there had been a vehicle fire.

**Field Operations:**

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

- **Beautification:**
  - Medians: Elcam Blvd, Howland Blvd, Normandy Blvd – routine maintenance.
  - City Signs: Howland Blvd welcome sign; Saxon Blvd welcome sign.
- **Clam Truck:**
  - Debris – 15
  - Trimming – 25
- **Drop Offs and Sod Installation:**
  - Cloverleaf – repair drop off and add 1 pallet of sod.
- **Miscellaneous:** Public Works Depot – washed and dropped off John Deere gator to Dewey Boster Park to use during July 4<sup>th</sup> event, and then returned it.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| ● Vehicles                   | PM – 6 | Repairs – 4  |
| ● Equipment                  | PM – 2 | Repairs – 13 |
| ● Fire Dept Station Checks   | 9      |              |
| ● Road Calls                 | 3      |              |
| ● Parts Run/Vehicle Delivery | 2      |              |
| ● 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:**
  - Capital Project: 223 Rosedale Dr – installed 240’ of 24” HDPE pipe; one nyloplast basin; built one box; took out 3 driveways and hauled off.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Draining Right of Way mowed – 1003 De Carlo.
  - Ponds mowed – 1820 Elwood Dr; 720 Apache Cir; 1921 Wellington Dr; Ft Smith Blvd; 1048 Ft Smith Blvd; 1289 Ft Smith Blvd; 1911 Ft Smith Blvd; 1200 Saxon Blvd.
- **Right of Way Mowing Crew:**
  - Main roads mowed – Catalina; Elkcam.
  - Sectors mowed – 8; 9; 10; 11; 12; 13.
  - Alleys mowed – 1021; 1023; 1898.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Elkcam Blvd; Normandy Blvd.
- **Miscellaneous:**
  - 3275 Tallwood Dr – cut down leaning tree and hauled off.
  - 1401 La Casita St – spoke with resident about the tree that fell on her fence and told her it came for private property.
  - 1091 Rosetta Dr – menzi mowed some brush in the corner of the pond.
  - 1240 Indian Rock Ct – put mosquito pellets in the drainage box.
  - 846 Ludlum Dr N – filled in hole next to the driveway and the road.
  - City Wide – laid sod at various locations where stormwater projects where completed.
  - 1602 Akron Dr – weed whacked around the drainage box.

**UTILITIES** (Gerald Chancellor, Acting Director) thru 07/07/2013

**Customer Service**

July 2013	Total week ending 07/07/13
DW – Lockbox	1288
Ebox	1174
Call Center Calls	343
Walk-ins/Drop Box	1335
On-line Payments	1290
IVR	698

**Customers Disconnected for Non-Pay**

July 2013	Total week ending 07/07/13
Total on Disconnect List	0
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

<b>July 2013</b>	<b>Total week ending 07/07/13</b>
Water Service	
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	12
Locates Received	74
Locates Completed	79
Main Leaks	2
Service Leaks	5
Sewer Repairs	0
Sewer Blockage	1
KV2 Valves	5
Service Replacements	4
Meter Change Outs	6
Service Orders	361
Disconnects	0
Drainfield Leaks	0
Meter Retirements	22