



# CITY OF DELTONA

CITY MANAGER'S OFFICE

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

**CITY MANAGER'S OFFICE** thru 07/05/2013

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

- Posted the following to Facebook and Twitter: a link to the City Commission Agenda, information about parking at the Fireworks Extravaganza, information about the upcoming Author's Book Fair, the City Newsletter coming out, "42" showing at the Library, business seminars being offered at the library and the fruit and vegetable give-away at Deltona Lakes Baptist Church.
- Met with the VCSO planning committee for National Night Out.
- Broadcast the July 1<sup>st</sup> Commission meeting.
- Updated DeltonaTV schedule and programming—Deltona Economic Development Report, Deltona Audubon Report, Deltona Fire Bulletin, 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 7.
- Videotaped the July episodes for "Parks & Recreation Update" and "Code Enforcement Notebook" for DeltonaTV.
- Working on the July issue of The Pride, our City employee newsletter.
- Made preparations for publishing the Fireworks Extravaganza event.
- Updated messages on the City entryway signs (troubleshooting the Howland sign as well).
- Created "Celebrate July 4<sup>th</sup>" and "Holiday Closing" community information slides for DeltonaTV.
- Prepped Commission Chambers for the Special Magistrate hearings.
- Working with a technician on documenting wiring schematics for the audio/visual equipment in the Commission Chambers and the TV room.
- Met with Jerry Mayes and representatives from the Florida Department of Transportation and ReThink regarding Park & Ride lots and SunRail.

**Press Release/s:**

- Blood Drive

**Media Relations:**

- Provided information regarding Halifax Health to Mark Harper of the *Daytona Beach News-Journal*.
- Provided information regarding the City's micro-incubators to Clayton Park of the *Daytona Beach News-Journal*.
- Collecting information regarding Deltona Water revenues, fees and service cut-offs for Al Everson of the *DeLand-Deltona Beacon*.
- Provided information regarding government LEED certified building to Erika Webb of the *Hometown News*.

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

- Met with developer Paul Scarpello to discuss his new projects at SR 415 and Howland Boulevard to discuss potential clients that could be solicited.
- Met with Al Pell to review prospects and movements in commercial property in the Osteen/Deltona area.
- Met with staff regarding the Bethune-Cookman University move to Deltona, the Halifax Health move to Deltona, and the Volusia County (UCF) Incubator Study/Survey.
- Prepared an “Open for Business” PowerPoint presentation to be used in the small business seminar at the Deltona Regional Library on July 15<sup>th</sup>. This included a meeting with Van Canada, Director of Small Business Development, and John Kizer, Volusia County Economic Development.
- Met with staff regarding Deltona’s application process for an Enterprise Zone; followed-up with e-mails and telephone calls with Rob Ehrhardt, Volusia County Economic Development Director.
- Lee Lopez and I, as co-team leaders, met with Frank Whittock (a volunteer, doing architectural modeling for the City) to work on Phase 1 of the Commission-assigned Eco-Tourism project.
- Met with staff regarding a Florida City & County Management Association (FCCMA) invitation to participate in their Annual Conference by submitting a case study presentation on “Building Trust and Confidence in Local Government.”
- Attended meeting between City staff and FDOT’s “reThink Your Ride” program, to discuss VOTRAN, SunRail, Park-n-Ride facilities, etc.
- Attended the Team Volusia Practitioners Council meeting in Daytona Beach.
- Attended a staff site visit at Thornby Park (new trails) and Big Lake (Snook Drive) to view the area’s potential for an eco-park.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 06/28/2013

**Building Services Division:**

Building Permits issued for the week.....	59
Valuation of work permitted for the week .....	\$648,233
Inspections completed for the week .....	199
Total Permits issued for Fiscal Year 12/13 .....	2337
Valuation of work permitted for the year 12/13.....	\$28,785,366
Permits Issued:	
A/C Change Out .....	10
Building Commercial .....	1
Building Residential .....	1
Commercial Build-out .....	1
Concrete Flatwork .....	1
Dock .....	1
Door Replacement.....	1
Electrical.....	4
Fence.....	13
Garage Door Replacement.....	2
Glass Room .....	1
Mechanical .....	1
Reroof.....	6
Right of Way .....	4
Screen Enclosure .....	1
Shed .....	1
Siding.....	1
Sign.....	1

Solar Panel.....	1
Water Heater Replacement.....	2
Window Replacement.....	5
<b>Total</b>	<b>59</b>

**Enforcement Services Division:**

Requests for services this week .....	477	
Animals impounded at the humane societies .....	38	
Citation warnings issued .....	29	
Courtesy notices .....	221	
Abatement notices .....	84	
Citations issued .....	5	
Code Enforcement telephone calls .....	203	
Animal Control calls .....	126	
Solid Waste calls .....	82	
Citizen walk in requests for Code Enforcement assistance .....	11	
Citizen walk in requests for Animal Control assistance .....	11	
Citizen walk in requests for Solid Waste assistance .....	10	
Properties requiring grass to be cut by contractors .....	32	(at a cost of \$1,120)
Certified mailings sent out .....	50	(at a cost of \$306)
Money collected for Animal tags, liens and return to owners .....	\$1,072	
Foreclosures for this week: Deltona	0	
County	3	
Total	3	

**CITY CLERK’S OFFICE** (Joyce Kent, City Clerk) thru 06/28/2013

- With local fund raising events to date, Staff has collected \$575 in donations to support the Deltona City Wide Food Drive.
- Staff conducted the final planning meeting for Deltona’s 9<sup>th</sup> Annual Fireworks Extravaganza that will be held at Dewey O. Boster Sports Complex on Thursday, July 4<sup>th</sup>.

2nd Floor HR/CC Walk-In Customers .....	24	
2nd Floor calls Answered .....	10	
Packages Received .....	43	
Packages Picked Up .....	1	
A/P Invoices Opened .....	122	
Newspapers .....	12	(4.75 hours)
Public Records Requests Received .....	4	
Public Record Request Amount Received .....	\$15.45	
Documents imaged, pages .....	3,317	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 07/03/2013

- Preparing rough draft of General Fund budget for Commission Workshop on July 8<sup>th</sup>.
- Final phase of Business License conversion from CRW to Munis begins—includes processing, printing, and mailing of FY 13/14 business license renewal notices.
- Participating in conference call with City’s Swaption team for update.

- Meeting with Finance and Assistant Finance Director to discuss Davis Bacon and reporting requirements.
- Site visit to Thornby Park and Snook Lakes with Eco-Tourism Committee to see what types of projects we can do quickly and affordably.
- Continued planning strategy discussions for eco-tourism projects.
- Upcoming Homelessness Committee (Statewide) telephone conference calls July 11<sup>th</sup>, 15<sup>th</sup> and 23<sup>rd</sup>.
- Participating in festivities at Dewey Boster on the July 4th from 5-9:30.
- Working on IT inventory.
- Attending online class on Improving Quality in the Supply Chain.

<b>Accounts Payable Section</b>		
<b>Check Run Date:</b>	<b>6/7/2013</b>	
Checks Processed	259	\$ 1,386,791.85
Invoices Processed:		
Carol	231	592,876.86
Julia/Jacque	175	786,015.69
UB Refunds	143	7,899.30
	549	\$ 1,386,791.85
<b>Check Run Date:</b>	<b>6/21/2013</b>	
Checks Processed	411	940,612.68
Invoices Processed:		
Carol	289	399,205.36
Julia/Jacque	325	528,720.74
UB Refunds	231	12,686.58
	845	\$ 940,612.68

<b>Payroll Section</b>	
<b>Check Run Date:</b>	<b>6/6/2013</b>
Total Employees	303
Time Sheets Processed	606
Checks Processed	20
Direct Deposits Processed	294
Total Payroll including benefits	\$ 703,573.77
<b>Miscellaneous:</b>	
Flexible Spending Reimbursements	18
<b>Check Run Date:</b>	<b>6/20/2013</b>
Total Employees	302
Time Sheets Processed	604
Checks Processed	20
Direct Deposits Processed	293
Total Payroll including benefits	\$ 707,260.86
<b>Miscellaneous:</b>	
Flexible Spending Reimbursements	33

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 07/02/2013

**Chief Rogers:**

- Alarm summary 6/25/2013 to 7/1/2013
 

Structure fire	2
Vehicle Fire	2
Wild land, grass, trash	1
Misc. Fire	2
ALS Medicals	61
BLS & Misc. Medicals	75
Hazardous Condition	2
Service Calls	13
Good Intent	17
False Alarms	3
<b>TOTAL</b>	<b>178</b>

**Assistant Chief Debose:**

- Finalized the new hire packet for incoming recruits.
- Attended RIT (Rapid Intervention Team)/breaching training in DeLand at the Sanborn Center.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 07/03/2013

- Performance Evaluations processed: 3
- 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:
  - (02) Water Operator
  - (12) Public Works Tech
  - (02) 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.
- Sent Public Works Tech applications to the department for review.
- New job posting—Business Applications Analyst.
- Two new hire orientations: Executive Assistant / Building & Enforcement Services, and Utility Customer Service Representative / Deltona Water.
- Processed one separation including exit interview: G. Whitcomb, Public Works Director.
- Processed 1 FMLA request.
- Reviewed/updated several job descriptions.
- Working with City’s insurance broker of record, Gene Gizzi, and United Health Care regarding health insurance renewal.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 06/29/2013

**Administration:**

- Met with Larry DeMatteo at Thornby Park.
- Met with Electrical Solutions at Dewey Boster Little League fields.
- Met with All Rite Fencing to get a quote for fencing in field at Dewey Boster.
- Video-taped Parks & Recreation update for DeltonaTV Channel 199.
- Met with ProChem representative to discuss future business opportunities.
- Processed 7 permits for pavilion and field rentals.

**Facility Use Permits (06/22/13—06/29/13):**

• Deltona Community Center	1 permit issued	Weekly attendance – 667
• Harris M. Saxon Community Center	3 permits issued	Weekly attendance – 555
• Wes Crile Park	no permit issued	Weekly attendance – 2,963
• Skate Park	5 new passes	Weekly attendance – 408

**Special Events/Programs:**

- 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, weed-whacked and picked up trash: Campbell, Deltona Community Center, Dupont Lakes, Dwight Hawkins, Firefighters Memorial, Harris Saxon, Lake Gleason, Manny Rodriguez, Sheriff's Office, Skate Park, Timber Ridge, Tom Hoffman, Vann and Veterans Memorial.
- Sprayed planters for weeds – all parks.
- Dwight Hawkins – Repaired water fountain.
- Keysville – Took picnic tables to the Depot to sand, repair and paint; returned them to the park.
- Timber Ridge – Repaired water fountain.
- Vann Park – Removed broken gate.
- Veterans Memorial – Took picnic table to park and secured in mess hall.
- Wes Crile – Re-attached pads to walls in gym and secured the rim on side court; repaired water fountain next to Splash Pad.

**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.*

- Escorted Electrical Solutions.
- Hung domed mirrors in 2<sup>nd</sup> floor hallway and by elevator.

**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 DuPont Lakes.
- Sports Complex:
  - Mowed fields and outer perimeter; weed-whacked and edged entire complex.
  - Edged concrete on soccer fields.
  - Mowed Pony League.
  - Painted overflow parking for 4<sup>th</sup> of July and other final preparations.
  - Arranged the shop for the arrival of the 12 club cars for 4<sup>th</sup> of July.
  - Set up sack race for 4<sup>th</sup> of July.
  - Sprayed with 15-0-0 with Chelated Iron, MedinaCal and Multiplex.

## **PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 07/03/2013

### **Executive Summary:**

The Planning and Development Services Department brought two items to the City Commission this week--a variance application for a fence located at 1686 Hanover Avenue (VR13-002), and the Local Housing Assistance Plan (LHAP). Both items were approved by the Commission. The fence variance allows the residents at 1686 Hanover Avenue to have a 6-ft. high fence along the street side yard and approval of the LHAP by the Commission allows staff to send the adopting resolution certification page to the State of Florida for compliance and continued operation of the SHIP program.

### **Planning:**

The Planning Section conducted a landscape inspection on the Dunkin Donuts site, and signed-off on it. There is an interior finish-out for the building. Staff also continued work on the Phase II-B cycle of Land Development Code amendments with the anticipation that the amendment package can be brought to the Commission in an August workshop. Staff addressed questions on commercial property associated with land closings. Two questions were on vacant tracts and represent potential new commercial development, and one was on an existing shopping center. The recent commercial real estate sales, coupled with the increase in due diligence on sites, represent a better development potential for Deltona over the next 2-5 years. Staff is also beginning a review of the Comprehensive Plan in anticipation of the State-mandated Evaluation and Appraisal Report (EAR) process.

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

The Housing and Community Development Section purchased a home within the NSP 3 program located at 973 Shorecrest Avenue that represents one of the last homes to purchase with NSP Program Funds. The City needs one additional home within NSP 3 to purchase. The remaining homes will be purchased with Program Income, which is the perpetual portion of the grant and not tied to the home acquisition deadline. Staff also prepared the transmittal package for the LHAP to be sent to the State following Commission approval, worked with the consultant on the final draft of the Analysis of Impediments for the Community Development Block Grants (CDBG) Five-Year Consolidated Action Plan, and prepared a projected budget for CDBG for the remainder of the five year period of that plan.

## **PUBLIC WORKS** (Glenn Whitcomb, Director) thru 06/28/2013

### **Traffic Operations:**

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

- Signs:
  - Completed 3 sign repair work tickets in the City.
  - Fabricated and installed 1 new street name sign.
  - Fabricated one R1-1 30"x 30" "Stop" sign at each of the following – Ft Smith Blvd & SR 415; Croton & N Covington; Belkton & Dow; Dudley & Belkton; Croon & Belkton; Canby & Markham; Croton & Dudley;
  - Fabricated and installed one W1-7 48"x 24" multidirectional "Arrow" and one OM1-3 18"x 18" "Warning Diamond" at 3090 Dudley.
  - Fabricated and installed one 36"x 12" W14-1a "Dead end" sign at Belkton & Dow.
  - Fabricated and installed one 30"x 30" W1-2al "Left Curve w/15mph" signs at 3257 Dudley.
  - Fabricated and installed one 30"x 30" W1-2ar "Right Curve w/15mph" signs at 3200 Dudley.

- Fabricated and installed one 48”x 24” W1-6l “Right Arrow” sign; one 18”x 18” OM1-3 “Warning Diamond” sign; one 48”x 24” W1-6r “Left Arrow” sign at 3232 Dudley.
- Fabricated ten 24”x 24” “No Littering” signs.
- Asphalt:
  - Completed 5 asphalt repair work tickets – 2 tons.
  - Baldock & Newmark – repaired pot hole with cold patch – ½ bag.
- Speed Trailer:
  - Newmark & Montecito – removed both speed trailers on each side of Montecito.
- Installed speed trailer for survey at 1852 N Akron and 1073 Abigail
- Message Boards removed from Providence Blvd & Eustace, Providence Blvd & City Hall, Saxon & Normandy N., Howland & Graves.
- Thermoplastic Striping:
  - 24” white stop bar – 15’; 18’; 17’.
  - 12” white crosswalk – 100’; 100’.
- Miscellaneous:
  - 2886 Elkcarn – dropped off 50 cones to Deltona Lakes Baptist Church.
  - Sector 1 – continued checking reflectivity.

### **Field Operations:**

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

- **Beautification:**
  - Medians:
    - Providence Blvd – routine maintenance; sprayed for weeds.
    - Howland Blvd (North) – routine maintenance; sprayed for weeds; trimmed all ligustrum.
    - Howland Blvd (South) – routine maintenance; sprayed for weeds.
    - Elkcarn Blvd – routine maintenance; sprayed for weeds.
    - Normandy Blvd – routine maintenance; sprayed for weeds.
  - City Land: 3274 Dellbrook.
  - City Signs: Howland Blvd welcome sign.
  - Miscellaneous – Public Works Depot – mowed; weedeat & picked up litter.
- **Concrete:**
  - Sidewalk repair – 1307 E Normandy – 3’x 5’; 1509 E Normandy 8’x 5’; 1317 E Normandy – 2’x 5’; 137 E Normandy – 3’x 5’; 1459 E Normandy – 3’x 5’; Courtland Blvd & Skate Park – 64’x 8’ and 118’x 8’.
- **Clam Truck:**
  - Debris – 5
  - Trimming – 40
- **Drop Offs and Sod Installation:**
  - 2840 Elkcarn Blvd – across from this address repaired washout.
  - Courtland Blvd – installed sod at sidewalk repair – 1.75 pallets.
  - 502 Dade – repaired drop off and installed sod - .25 pallets.
  - Rosedale & Courtland Blvd – repaired washout.
- **Miscellaneous:**
  - Brady & Page – installed four lit barricades around washout.
  - Champlain & Herndon – installed orange fencing around storm lid knocked off.

**Fleet Maintenance Division:**

• Vehicles	PM – 8	Repairs – 12
• Equipment	PM – 6	Repairs – 17
• Fire Dept Station Checks	8	
• Road Calls	3	
• Parts Run/Vehicle Delivery	4	
• 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:**

- 732 9<sup>th</sup> St – filled in washout next to headwall; built a berm behind headwall to stop water from washing out the dirt.
- 2140 Parkton Dr E – reshaped the swale at the empty lot next to 2140 with check dams and placed a berm at the property line to route the water from the swale down the ditch and trimmed up the brush in the ditch.
- 1568 Zinnia Dr; 622 Blackstone – filled in the washout next to the drainage box.
- Dewey Boster Park – formed up a spillway and poured with concrete.
- 2711 Elkcarn Blvd – poured 2.5 yards of concrete in the mitered ends.
- Capital Project: 223 Rosedale Dr – installed 200’ of 24” HDPE pipe; one U wall; one nyloplast basin and built 2 boxes.

• **Drainage Area Maintenance (Aebi Mowing):**

- Right of Ways mowed – 1736;1724 Whipple Dr; 1383 Rural hall St; 783 Hancock; 2472 Lackland Dr; 1379 Gainesville Dr; 1489 Drysdale Dr; 2684 Vaughn Av; 756 Red Coach; 1568 Zinnia Dr; 1124 Page Dr; 185 Sheryl Dr; 2554 Sheffield Dr; 3529 Roland Dr.
- Ponds mowed – 201 Howland Blvd; 783; 2078 Atmore Cir; 932 Whitewood Dr; 3205 Shallowford Dr; 675 Goodrich Dr; 1049 Sylvia Dr; 608 Tradewinds.

• **Right of Way Mowing Crew:**

- Main roads mowed – India Blvd; Humphrey Blvd; Ft Smith Blvd; Newmark Dr; Haulover Blvd; Captain Dr.
- Sectors mowed – 1;2;3;4;5;6;7.
- Alleys mowed – 933; 977; 1184; 1185; 1578; 1599.

• **Right of Way Litter Crew:**

- Main road trash pickup – Humphrey Blvd; Newmark Dr; Captain Dr; Haulover Blvd; Courtland Blvd; India Blvd; Catalina Blvd; Tivoli Dr; Deltona Blvd; Cloverleaf Blvd; Anderson St; Alexander Dr; Ft Smith Blvd; Elkcarn Blvd.

• **Miscellaneous:**

- 260 Fairbairn Dr S – cut up fallen tree in backyard and hauled off.
- 1993 Eustace Av – put 2 new posts in and reinstalled the fence.
- 3240 Sky St; 1639 Bloomfield Av – mowed and trimmed around the pump station.
- Champlain Dr – reinstalled the drainage lid back on the box.

**UTILITIES** (Glenn Whitcomb, Director) thru 06/30/2013

**Customer Service**

<b>June 2013</b>	<b>Total week ending 06/30/13</b>
DW – Lockbox	1774
Ebox	1050
Call Center Calls	0
Walk-ins/Drop Box	907
On-line Payments	1168
IVR	554

**Customers Disconnected for Non-Pay**

<b>June 2013</b>	<b>Total week ending 06/30/13</b>
Total on Disconnect List	169
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

<b>June 2013</b>	<b>Total week ending 06/30/13</b>
Water Service	0
Meter Sets	3
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	13
Locates Received	93
Locates Completed	82
Main Leaks	6
Service Leaks	7
Sewer Repairs	0
Sewer Blockage	0
KV2 Valves	5
Service Replacements	2
Meter Change Outs	13
Service Orders	466
Disconnects	169
Drainfield Leaks	0
Meter Retirements	20