



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: June 7, 2013

CITY MANAGER'S OFFICE thru 06/07/2013

Acting City Manager Comments:

It is my pleasure to announce that Dale Baker has been named Acting Deputy City Manager. In addition to continuing his duties as Director of Building & Enforcement Services, Dale will stand in for me when necessary and be ready to assist the Commissioners with any questions or support they might need.

Communication (Lee Lopez, Public Information Officer):

- Updated DeltonaTV schedules and programming—White House Chronicle, VA Weekly News, American Veteran, nature programming, local programming (Economic Development Report, Code Enforcement Notebook, Deltona Fire Bulletin, Parks & Rec Update, Deltona Audubon Report), UCF programming (MetroCenter Outlook, Global Perspectives, On the Issues), Pentagon Channel programming (Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing) for the weeks of June 9th and June 16th.
- Videotaped “2013 Hurricane Preparedness Seminar” on May 31st for later broadcast on DeltonaTV.
- Live broadcast of the June 3rd Commission meeting and recorded for later broadcast on DeltonaTV.
- Worked with Economic Development Office (OED) on the muni-agenda item Eco-Tourism presentation for the June 10th Commission Workshop.
- Worked with the OED for the Howland Blvd. McDonald’s Ribbon-Cutting.
- Completed and submitted the June issue of The Pride.
- Completed and submitted the 3rd Quarter issue of the City Newsletter.
- Created posters for the Amphitheater concerts, American Pop 60 and the Brian Petras Group, and the 2013 Budget Round Table meeting.
- Produced July 4th Fireworks Extravaganza Preview PSA for broadcast on DeltonaTV.
- Worked with OED on the Eco-Tourism/DEDAB project:
 - Met with Volusia County Councilwoman Pat Northey;
 - Attended the meeting of the Enterprise Preservation Society to present the Eco-Tourism project;
 - Attended the St Johns Trail-River to Sea Loop summit.
- Met with representatives from Florida Hospital to prepare the Commission Chambers for their “Talk with the Docs” event on June 11th.
- Videotaped the July episode of the local program Deltona Economic Development Report.
- Prepared material for a week-long FEMA-mandated emergency training in Emmitsburg MD.

Press Release/s:

- 2013 Budget Round Table Report
- July 4th Fireworks Extravaganza
- Music In the Amphitheater

Media Relations:

- Provided information regarding the status of Deltona Plaza to Al Everson/West Volusia Beacon.

- Provided information regarding the agenda from the May 28th Commission Workshop to Mark Harper/Daytona News Journal.
- Provided information regarding the memo from Volusia County to the City for Fire Department coverage to Mark Harper/Daytona News Journal.
- Sent request for information from Mark Harper/Daytona News Journal regarding the City's Splash Pad to Steve Moore, Parks & Recreation Director.
- Provided information regarding the Local Option Fuel Tax to Mark Harper/Daytona News Journal.
- Forwarded a request for information regarding Summer programs to the Parks & Recreation Department, on behalf of Kathleen Rasche/Daytona News-Journal.

Economic Development (Jerry Mayes, Economic Development Manager):

- Public Information Officer Lee Lopez and I (co-team leaders) attended the Volusia TPO "St. Johns River to the Sea Loop Trail Summit" in St. Johns County.
- Eli Schaperow and I visited Deltona Eco-friendly areas to collect data and photographs for the Eco-tourism effort to be proposed to the City Commission by Deltona Economic Development Advisory Board (DEDAB) Sub-committee.
- Prepared a "Status of Economic Development Report in Deltona" to be utilized as part of a financial presentation by Finance Director Bob Clinger, as well as the upcoming City Newsletter.
- Lee Lopez and I (co-team leaders) met with Christine Peacock, DEDAB Sub-committee member, regarding Eco-tourism art for brochures, wayfinding signs, and maps.
- Prepared the agendas for both of the DEDAB Sub-committees.
- Continued working on the discussion and scheduling of the utilities providers--Bright House, Duke Energy, Florida Public Utilities, and Volusia County Utilities (Del-North)--regarding the Deltona Commerce Park (a working name).
- City Planner Scott McGrath and I met with the Edgewater Condo manager regarding the Lakeshore Eco-Economic Research Project.
- Met with OED intern Ryan Rinaldo to discuss projects that he may work on while doing volunteer work for the City.
- Attended the ECHO grants public meeting held at the Volusia County Regional Library, Deltona. This is a public discussion on how ECHO grants should be used.
- Met with Jim Greenwood of Greenwood Consulting Group, and Rob Ehrhardt, Volusia County's Economic Development Director. Mr. Greenwood is the contracted consultant who will make a recommendation to the County regarding the potential UCF/Volusia County Westside Incubator.
- Attended the Team Volusia Economic Practitioners Council meeting in Daytona Beach.
- Attended a National Business Incubator Association webinar, "Helping Client Companies Make Decisions and Take Action".

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 05/31/2013

Building Services Division:

Building Permits issued for the week.....	64
Valuation of work permitted for the week.....	\$212,207
Inspections completed for the week	141
Total Permits issued for Fiscal Year 12/13	2086
Valuation of work permitted for the year 12/13	\$23,185,046

Permits Issued:

A/C Change Out	18
Commercial Build Out.....	1
Door Replacement	5
Driveway.....	2
Electrical	3
Fence.....	4
Fire Alarm.....	1
Generator	1
Other	1
Patio Cover	1
Plumbing.....	1
Reroof	5
Right of Way.....	3
Screen Enclosure.....	2
Shed	2
Siding.....	1
Sign	1
Solar Panel	2
Tent	1
Water Heater Replacement	3
Window Replacement	3
<u>Total</u>	<u>64</u>

Enforcement Services Division:

Requests for services this week	360	
Animals impounded at the humane societies	28	
Citation warnings issued	20	
Courtesy notices	164	
Abatement notices	39	
Citations issued	1	
Code Enforcement telephone calls	194	
Animal Control calls	107	
Solid Waste calls	56	
Citizen walk in requests for Code Enforcement assistance	5	
Citizen walk in requests for Animal Control assistance	13	
Citizen walk in requests for Solid Waste assistance	8	
Properties requiring grass to be cut by contractors	10	(at a cost of \$350)
Certified mailings sent out	19	(at a cost of \$108)
Money collected for Animal tags, liens and return to owners	\$613	
Foreclosures for this week: Deltona	22	
County	<u>67</u>	
Total	89	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 05/31/2013

2nd Floor HR/CC Walk-In Customers	29
2nd Floor calls Answered	16
Packages Received	6

Packages Picked Up	1	
A/P Invoices Opened	84	
Newspapers	16	(4.5 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	\$18.75	
Documents imaged, pages	2,894	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 06/05/2013

- Departmental budget meetings with City Clerk, IT, City Attorney, Building & Zoning, Code Enforcement, Parks, Fire, Law Enforcement, General Government, Public Works/Deltona Water/Stormwater, and Finance.
- TCM/Workflow meeting with HR and Finance.
- Attended Volusia Flagler Florida Government Finance Officers Association Quarterly meeting.
- Met with City Attorney and Planning & Development Services Director regarding boilerplate forms for federally funded construction projects.
- Met with Lee Lopez and Jerry Mayes regarding Eco-Tourism workshop on the 20th.
- Participated in the Alliance for Innovation webinar on “Getting the Most out of your Alliance for Innovation Membership”.
- Attended ECHO Workshops at Lyonia Preserve.
- Processing agreement with Saboungi Construction, which is the firm obtaining a permit so that the Notice to Proceed on the addition to Fire Station 64 can be issued.
- Preparing to do inventory for Construction Services, Enforcement Services and IT departments.

Accounts Payable Section		
Check Run Date:	5/10/2013	
Checks Processed	394	\$ 1,717,861.33
Invoices Processed:		
Carol	310	670,731.82
Julia/Jacque	260	1,032,064.71
UB Refunds	235	15,064.80
	805	\$ 1,717,861.33
Check Run Date:	5/24/2013	
Checks Processed	321	596,520.68
Invoices Processed:		
Carol	237	383,654.40
Julia/Jacque	257	201,935.58
UB Refunds	202	10,930.70
	696	\$ 596,520.68

Payroll Section	
Check Run Date:	5/9/2013
Total Employees	301
Time Sheets Processed	602
Checks Processed	21
Direct Deposits Processed	291
Total Payroll including benefits	\$ 698,047.51
Miscellaneous:	
Flexible Spending Reimbursements	21
Check Run Date:	5/23/2013
Total Employees	302
Time Sheets Processed	604
Checks Processed	24
Direct Deposits Processed	292
Total Payroll including benefits	\$ 711,463.19
Miscellaneous:	
Flexible Spending Reimbursements	24

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 06/04/2013

Fire Chief Staples:

- Participated in a City Government Tour for students from Pride Elementary School.

- Met with Chiefs Johnson (Orange City) and McDaniel (DeLand) to discuss possible Run Card changes, joint training possibilities and other inter-agency operational expansions of service since all 3 municipalities have executed the Auto Aid / Closest Unit Response agreement.
- Attended a Florida Fire Chiefs' Association (FFCA) ALS/BLS Competition planning meeting for Fire-Rescue East 2014.
- Met with Mr. John Enyart to discuss volunteer possibilities for various open positions within the department that have occurred with reductions in staff personnel over the last few years. Mr. Enyart is interested in Emergency Operations Center and Public Education type activities.

Chief Rogers:

- Alarm summary 5/28/2013 to 6/3/2013

Structure fire	1
Vehicle Fire	1
Wild land, grass, trash	0
Misc. Fire	11
ALS Medicals	55
BLS & Misc. Medicals	91
Hazardous Condition	5
Service Calls	3
Good Intent	18
False Alarms	10
<u>TOTAL</u>	195

- Presented at the City Hurricane Expo held Friday, May 31st in the Commission Chambers.

Deputy Chief Rafferty:

- Met with Vitas Hospice Care regarding patient referrals.
- Met with Physio-Control Company regarding Heart Monitors.
- Met with Laerdal Medical regarding Human Patient Simulator purchase.
- Attended meeting of FL Fire Chief Association regarding EMS Conference.
- Completed on-line EMS & Fire training classes.
- Delivered and picked up rapid EMS unit in Deland.

Assistant Chief Debose:

- Met with mentee at Discover Elementary for the final session of the school year.
- Assisted Melbourne Fire Department with a Battalion Chief assessment.
- Made final preparation for the Compressed Air Foam System (CAFS) class with the CAFS institute.
- Continued coordination of Rapid Intervention Team training.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 06/05/2013

- Performance Evaluations processed: 9
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,490 to date)
- Applications received:
 - (10) Wastewater Trainee
 - (03) Parks Attendant

- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) ICMA-RC loan application.
- Processed letters to the Firefighter applicants.
- Background & reference checks for a Public Works Tech.
- Set up interviews & prepared questionnaires for Stormwater Tech.
- Set up interviews & prepared questionnaires for the Executive Assistant, Bldg & Enf Svcs Dept position.
- Processed 1 separation including exit interview: J. Harris, medical separation.
- Continuing to prepare HR budget.
- Processed 1 FMLA request.
- HR Manager attended PRIMA (Public Risk) Conference.
- Participated in several department budget review sessions.
- Reviewing with senior management and with PGIT the cost, and need for, Law Enforcement Liability Insurance.
- Finalizing job descriptions for recent reclassified positions.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 06/01/2013

Administration:

- Met with Scott McAlpin, General Manager, Airport Jeep Chrysler Dodge to discuss permitting for a car display at 110 Howland Blvd. (Wal Mart) on June 4th – 9th.
- Met with Landscape Structures to discuss replacing the splash pad surface at Wes Crile.
- Met with AMSCO to inspect air conditioning units at Parks facilities.
- Met with staff to discuss department budget.
- Continued planning for Community Expo and for Senior Breakfast.
- Processed 11 permits for pavilion and field rentals.

Facility Use Permits (05/24/13—06/01/13):

• Deltona Community Center	4 permits issued	Weekly attendance – 713
• Harris M. Saxon Community Center	4 permits issued	Weekly attendance – 387
• Wes Crile Park	2 permits issued	Weekly attendance – 2,737
• Skate Park	6 new passes	Weekly attendance – 456

Special Events/Programs:

- Amphitheater:
 - AP60 Concert is scheduled for June 8th from 7:00-9:00pm.
 - Brian Petras Trio is re-scheduled for June 15th from 7:00-9:00pm.
- City Hall Commission Chambers: Community Expo, Saturday, June 22nd from 10:00 a.m. to 2:00 p.m.
- Deltona Community Center: Senior Breakfast, Saturday, July 27th from 8:30 a.m. to 11:30 a.m.
- Harris Saxon Community Center: Boys and Girls Club after school care continues.
- City Leagues currently underway: Senior Spring League is completed.
- Partner Leagues currently underway:
 - West Volusia Youth Baseball and Deltona Little League spring seasons continue.
 - Deltona Youth Soccer spring season has ended.
 - Florida Basketball & Volleyball Association (FBVA) has ended.

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-eated: City Hall, CVS Park, Firefighters, Harris Saxon and Lake Gleason.
- Replaced paper towel/toilet paper dispensers in restrooms at: Dupont Lakes, Keysville and Tom Hoffman.
- Harris Saxon – Replaced water fountain in hall.
- Manny Rodriguez – Removed old playground and cleaned up area.
- Sheriff's Office – Cleaned gutters.
- Miscellaneous:
 - Picked up supplies at Ace Hardware
 - Picked up new water fountain at Wes Crile.
 - Took debris from Manny Rodriguez Park to the dump.

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 Massey Pest Control Services.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Wes Crile Park.
- Mowed and sprayed TB3000 at Campbell, DuPont Lakes, Vann and Wes Crile Parks.
- Raked and lined fields at Dupont every day.
- Sliced, and seeded Campbell Park with Bermuda.
- Sports Complex:
 - Mowed fields, weed-whacked, edged, sliced complex.
 - Mowed Pony League.
 - Sprayed Complex and Pony League with TB3000.
 - Repaired irrigation heads on fields 1 and 2 due to vandalism.
 - Repaired irrigation system on the playground and by flagpole due to vandalism.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 06/05/2013

Executive Summary:

The Planning and Development Services Department brought the Land Development Code Phase II-A to the City Commission for first reading of Ordinance No. 06-2013. The Commission approved the ordinance and the second and final reading of the ordinance is scheduled for June 17th. This is an important step for the City to adopt its own Land Development Code (rather than utilize a version from the former Volusia County Code). The first bundle of amendments approved will ultimately be reflected when developments are constructed and become visible to the character and quality of development within the City.

Planning:

The Planning Section is receiving increased interest in development of former projects within the City. Prior to the market downturn, many projects going through the entitlement process were either completed to a point that they could be held, or were dropped. Some of those projects have changed hands and were purchased by new groups going forward. Staff anticipates that a few projects will make it through the due diligence process and come forward through construction. Planning work also continued for the variance application to be located at 1686 Hanover Avenue that is scheduled to appear as an item before the Planning and Zoning Board on June 19th. Finally, staff processed the final version of the Eastern Water Reclamation Facility Final Site Plan.

Housing & Community Development:

The Housing and Community Development Section is processing a contract for the NSP home located at 1285 Fieldstone for a Very Low Income applicant and the home at 3230 Tallwood has a contract to purchase for a Very Low Income applicant, as well. Staff completed the Local Housing Assistance Plan (LHAP) in concert with the State of Florida and sent the final draft to the State for their final review. The approval of the LHAP is in keeping with compliance measures for SHIP funding. Upon tacit approval from the State for the LHAP draft, staff will bring the document to the City Commission for their review and authorization, formally making the LHAP official.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 05/31/2013

Traffic Operations:

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

- **Signs:**
 - Completed 8 sign repair work tickets in the City.
 - Installed 1 "Do Not Enter" sign.
 - Fabricated and installed 1 "Stop Light Ahead" sign.
 - Fabricated and installed 2 "Children at Play" signs.
- **Asphalt:** Completed 6 asphalt repair tickets – 6 tons.
- **Miscellaneous:** Removed graffiti from sidewalk at 705 Jena Dr.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Providence Blvd – routine maintenance.
 - City Homes: Hastings Dr; Clearfield St.
- **Concrete:** Sidewalk repair – 2124 Brewster Dr – 15'x 4'.

- **Clam Truck:**
 - Debris – 11
 - Trimming – 2
- **Slope Mowing:** 621 Tradewinds Dr – 80'; 2431 Tipton Dr S – 80'; 2369 Greenbrier St – 240'; 2401 Greenbrier St – 160'; Brimhall Ct & Sagamore Dr – 420'; 695 Sagamore Dr – 240'; 690 Cavern Ter – 80'; 493 Tradewinds Dr – 1200'; 692 Cavern Ter – 140'; 2474 Tipton Dr S – 80'; 2482 Tipton Dr S – 224'; Prairie Cir W & Old Mill Dr – 60'; 1978 Eustace Av – 280'; 2100 Old Mill Dr – 120'.
- **Sod Installation:** Placed sod at 749 3rd Av; Courtland Blvd & Newmark Dr; Antoinette St & Galveston Av; 1973 Brewster Dr; 3302 Buckland St; 2124 Brewster Dr; Lombardy Dr E & Henderson St; Ft Smith Blvd & Belmar Ter using 6 pallets of bahia.
- **Miscellaneous:**
 - Assisted Deltona Water with repairs to back flow in the Elkcam Medians.
 - Removed sand from sidewalk at Deltona Blvd & Gaynor Ct.
 - Removed sand from road at Springwood Ln.

Fleet Maintenance Division:

• Vehicles	PM – 2	Repairs – 7
• Equipment	PM – 4	Repairs – 6
• Fire Dept Station Checks	5	
• Road Calls	4	
• 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:**
 - 933 Union Cir – installed 60' of 18" HDPE sock pipe; 40' of 18" HDPE solid pipe; 1 nyloplast basin; took out 1 driveway and hauled off dirt.
 - 1788 Acadian Dr W – reshaped the swales from 1784 to 1794 Acadian and from 1785 to 1797 Acadian to stop the flooding at 1788 Acadian and took out the driveway at 1788.
 - Goodrich Retention Pond – filled in washout in pond.
 - 1029 Top Ct – filled in washout next to the fence with dirt.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Ponds mowed – 1748 Normandy Blvd; 926 Whitewood Dr; 675 Goodrich Dr; 783 Atmore Cir; 1083 Ft Smith Blvd; 1641 Houston Dr; 1911 Marlow St; 201 Howland Blvd; 1902 Ft Smith Blvd; 2876 Slater Dr; 1298 Ft Smith Blvd; 2307 Greenwood Dr.
 - Drainage Right Of Way mowed – 577 Cloudcroft Dr; 1787 Ft Smith Blvd
- **Right of Way Mowing Crew:** Main road mowed – Courtland Blvd.
- **Right of Way Litter Crew:** Main road trash pickup – Elkcam Blvd; Courtland Blvd; India Blvd; Humphrey Blvd; Newmark Blvd; Haulover Blvd; Captain Dr.
- **Miscellaneous:**
 - 845 Lehigh Dr E – replaced broken rail on the fence.
 - 3353 Partridge St – removed debris and a tent out of the ditch.
 - 1830 Springwood Ln – filled in the washouts in the Right Of Way with dirt.
 - 752 Fairbairn Dr E – retrofitted a drainage structure to a ring and grate.

UTILITIES (Glenn Whitcomb, Director) thru 06/02/2013

Customer Service

May/ June 2013	Total week ending 06/02/13
DW – Lockbox	1508
Ebox	947
Call Center Calls	1158
Walk-ins/Drop Box	878
On-line Payments	1174
IVR	522

Customers Disconnected for Non-Pay

May/ June 2013	Total week ending 06/02/13
Total on Disconnect List	88
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

May/ June 2013	Total week ending 06/02/13
Water Service	2
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	11
Locates Received	120
Locates Completed	116
Main Leaks	1
Service Leaks	9
Sewer Repairs	0
Sewer Blockage	1
KV2 Valves	5
Service Replacements	2
Meter Change Outs	4
Service Orders	358
Disconnects	88
Drainfield Leaks	0
Meter Retirements	12