



To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: March 28, 2013

CITY MANAGER'S OFFICE thru 03/28/2013

Communication (Lee Lopez, Public Information Officer):

- Updated DeltonaTV schedules for the week of March 31st.
- Updated DeltonaTV programming—UCF (MetroCenter Outlook, Global Perspectives, On the Issues), White House Chronicle, VA Weekly News, American Veteran—for the week of March 31st.
- Completed the April-June City Newsletter for distribution.
- Attended City Commission Workshop on Monday March 25th.
- Updated messages on the City Welcome Signs.
- Updated NSP house listings for the “Carousel of Homes” on DeltonaTV.
- Created Harvey Scholarship Committee Recruiting slide for DeltonaTV.
- Videotaped and photographed the City’s Eggstravaganza event on Saturday March 23rd and posted photos to the City’s Facebook page.
- Working on the April issue of the employee newsletter, the Pride.
- Chambers audio test/prep for March Public & Zoning meeting.
- Audio/video testing and preparation for the March Planning & Zoning Board meeting, the Risk Manager’s Safety trainings on March 27 & 28, and the Special Magistrate Hearings in the Chambers.
- Created Task List/Timeline for “Deltona Eco-Tourist” project.
- Working on Product Schedule for local programming for DeltonaTV—Economic Development, Fire and Safety, Parks & Recreation events, and Code Enforcement.
- Contacting vendors for information regarding new broadcast playback systems.
- Working with service vendor, Sound Stage, to repair the AMX system’s Chamber functionality.
- Working with Jerry Mayes, for April 18th agenda item, “Check Presentation to the American Heart Association.”

Press Release/s:

- Amphitheater Concert Series
- Harvey Scholarship Recruitment

Media Relations:

- Provided information regarding Deltona’s efforts to create an intermodal transportation center for Sunrail, to Mark Harper/Daytona News Journal.
- Provided information regarding the accessibility of the City Manager’s emails, to Mark Harper/Daytona News Journal.
- Gathering information regarding the interlocal agreement for Halifax Health for Mark Harper/Daytona News Journal.
- Gathering information regarding a letter from the City of DeBary to Deltona concerning Deltona Water rates, for Mark Harper/Daytona News Journal.
- Gathering information regarding the City’s pet food/supply drive for Jen Horton/West Volusia Beacon.

Business Development (Jerry Mayes, Economic Development Manager):

- Met with Finance for discussions on allowable food purchases by City Employees.
- Met with Kenny Bonnett, the Marketing & Business Development Director for DBK Inc. on Deltona Boulevard, to discuss the growth potential of his company, the various types of support he can expect from the City, and ways his Company can participate in City events, such as the Christmas parade.
- Met with City staff members of the Unity Team (City of Deltona and Daytona State College).
- Made a presentation to the Commission Workshop on “Incentives”; presentations were also made by Coldwell Banker A-1 Commercial Realty on “site selection” and by Cheryl Atkins, Grants Coordinator, on the Enterprise Grants Program.
- Continuing to contact new businesses to confirm location, ownership, and number of employees and to assess their interest in a welcoming ribbon cutting ceremony.
- Continued the quarterly review of Deltona’s website for updates of Economic Development pages.
- Participated in the monthly Florida Brownfields Association ‘Outreach and Education Committee’ teleconference.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 03/24/2013

Building Services Division:

Building Permits issued for the week.....	59
Valuation of work permitted for the week	\$361,306
Inspections completed for the week	153
Total Permits issued for Fiscal Year 12/13	1393
Valuation of work permitted for the year 12/13.....	\$18,356,294
Permits Issued:	
A/C Change Out	14
Addition	1
Building Commercial	1
Commercial Build-out	1
Door Replacement	5
Driveway	1
Electrical.....	1
Fence.....	6
Garage Door Replacement.....	3
Interior Repair/Renovation	2
Mechanical	1
Reroof	8
Retaining Wall.....	1
Right of Way	1
Screen Enclosure	2
Shed	1
Sign.....	1
Solar Panel.....	3
Water Heater Replacement.....	4
Window Replacement	2
Total	59

- Submitted the following reports to State agencies along with the CAFR:
 - Local Governmental Entity Audit Report Submittal Checklist to State Auditor General.
 - Certification of Applicability to Single Audit Act Reporting.

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 03/28/2013

Fire Chief Staples:

- Met with Charlie Chapman for the Florida State Fire Marshal's Office – Division of Firefighter Safety and Health to review Deltona's compliance with firefighter safety and health standards as required in F.S. 633.800 and F.A.C. 69A-62. This was an unofficial visit and review to discuss safety and health issues.
- Participated in a teleconference on Workplace Violence as part of an EMS Bureau Task Force on the subject to develop a survey of EMS providers in Florida.
- Attended Fixed Assets training conducted by the Finance Department.

Deputy Chief Rafferty:

- Uniform Committee Meeting.
- Instructed Trauma Class for Department Personnel.
- Instructed Deltona Water Department CPR class.
- Picked up AutoPulse batteries from Port Orange Fire Rescue.
- Met with Dr. Warren at Daytona State College (EMS testing).
- Department of Health Vehicle Permit change received and filed.
- Worked on AutoPulse Standard Operating Procedure.

Asst. Chief Debose:

- Revised the probation packet for new hires.
- Met with mentee at Discovery Elementary.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 03/20/2013

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (05) added
 - Total # of Deltona JOBS Program folders taken – (05 this week; 1,435 to date)
- Applications received:
 - (01) Water Operator
 - (01) Utility Systems Tech
 - (16) Firefighter
 - (01) Office Assistant
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) ICMA-RC loan application.
- Posted an internal posting – Office Assistant.
- Background check on a new Public Works Tech.
- Processed 2 FMLA requests.
- Coordinating with CBE to provide City with 2013 Job Fair statistical data.
- Prepared two job reclassification actions for review: Solid Waste Customer Service Rep; Utility Systems Tech job classification group.

Risk Management:

- Working with Florida Power & Light and Deltona Water to resolve cable in sewer line conflict.
- Responded and investigating three complaints from residents.
- Coordinating First Aid/CPR classes with Fire Department.
- Filed demand for payment to third-party insurance for restitution of incurred costs.
- Working with insurance consultant for solicitation of property & casualty insurance RFP.
- Job Fair parking and security logistics coordination.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 03/23/2013

Administration:

- Attended Fixed Asset training.
- Hosted Eggstravaganza at Dewey Boster.
- Processed 10 permits for pavilion and field rentals.

Facility Use Permits (03/17/13—03/23/13):

• Deltona Community Center	2 permits issued	Weekly attendance – 1,021
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 280
• Wes Crile Park	5 permits issued	Weekly attendance – 1,937
• Skate Park	4 new passes	Weekly attendance – 564

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 has begun.

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: Campbell Park, Thornby Park and Veterans Memorial.
- Audubon Park – Installed walk-thru area at park where gate to Volusia County trail is located; removed sign boxes from park.
- Campbell Park – Repaired section of entrance fence that was run through by a vehicle that had been locked in the previous night.

- Harris Saxon – Checked all ceiling tiles in main hall, replaced where necessary; removed damaged light covers in main hall; replaced lights on the side of building; repaired refrigerator door; set form for original Boys & Girls Club sign next to planter.
- Veterans Memorial – Sprayed planters, picked up trash.
- Wes Crile – Removed 3 park benches to be sanded, primed and repainted.
- Miscellaneous: Took supplies, tables and tents to Dewey Boster for Eggstravaganza.

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 ABC Systems to rest VAV box in City Manager's Office.

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 Campbell, Dupont, Vann Park and Wes Crile with Echelon herbicide.

Sports Complex:

- Mowed fields and Pony League.
- Trimmed trees around trail.
- Replaced motor in pump at lake; ran system check.
- Repaired, sanded and painted benches at complex.
- Sprayed complex with Penecal wetting agent.

PLANNING & DEVELOPMENT SERVICES (Chris Bowley, Director) thru 03/28/2013

Executive Summary:

The Planning and Development Services Department is in the process of assisting the applicant in updating the Bella Vista BPUD development agreement. The intent is to expand the uses to facilitate a project that is viable in the long term. The Planning and Development Services Department is also working with other staff members with regard to the City's Community Redevelopment Area (CRA) initiatives and other economic development incentives.

Planning:

The Planning Section is processing a major amendment to the Bella Vista BPUD and intends to bring the amendment application to the PUD to the Planning & Zoning (P&Z) Board on April 17th and to the City Commission on May 6th and May 20th. The Bella Vista development agreement is being updated to reflect the present real estate market. Also on April 17th, the P&Z Board will be presented with changes to Chapter 98, Concurrency Management, of the City Land Development Code. On March 20th the P&Z Board forwarded the changeable copy sign changes to the Commission with a recommendation that they adopt those changes. The Land Development Code package is ready for the April 8th Commission workshop. Items for discussion include the Commission's role in the review and approval of site plans. Finally, staff continues to monitor and review developments with regard to the CRA initiative.

Housing & Community Development:

There are currently three applications for the Affordable Housing Advisory Committee (AHAC). Housing & Community Development is in the process of reviewing several Very Low Income applications for the NSP program. Very Low Income applicants are needed to achieve HUD-mandated income set-asides. This week, the City has six NSP houses for sale. Three of those six dwellings are under contract. There is anticipation that the City will have one more house available for sale by the end of this week. Currently the State Legislature is debating what will happen to SHIP funds. The fate of SHIP is unknown until the State Legislature finishes the budget. Information on SHIP will be provided as it becomes available. The announcement of availability of Community Development Block Grant (CDBG) funds will be published next week. The City will be accepting applications for public service funding during the April-May timeframe.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 03/22/2013

Traffic Operations:

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

- **Signs:**
 - Completed 12 sign repair work tickets in the City.
 - Fabricated and installed 6 new street name signs.
 - Fabricated and installed (1) R1-1 Stop sign at Eustace & Catalina (on call).
 - Fabricated and installed (1) W1-6 Left Arrow sign at Dumas & Deck (on call).
 - Fabricated 6 No Trespassing signs for Stormwater Department.
 - Fabricated (1) 24"x 30" R3-5r Right Turn Only for stock.
 - Fabricated and installed (1) R1-1 Stop sign at Windsor Heights & Tower.
- **Asphalt:**
 - Completed 3 asphalt repair work tickets – 1 ton.
 - 577 Deltona Blvd – repaired 10' x 10' & 10' x 30' section of road – 4 tons.
 - 1257 Azora – repaired road edge for Stormwater Department – ¼ ton.
- **Speed Trailer:**
 - 2545 Derby – removed speed trailer.
 - Blackburn – installed speed trailer.
- **Miscellaneous:**
 - City Wide – completed trash route.
 - Courtland & Noah – removed debris from sidewalk.
 - 2521 Derby – removed delineators from property.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Howland Blvd – routine maintenance; installed 2 broken valve boxes on first island by Fire Station.
 - Elkcam & Providence Blvds – routine maintenance.
- **Concrete:**
 - Sidewalk repair – 577 Deltona Blvd – 60' x 5'; 2344 California – 4' x 4'; 2583 Delaware – 10' x 4' & 4' x 4'; 2526 Delaware – 6' x 4'; Delaware & Austin – 5' x 4'.
- **Clam Truck:**
 - Debris – 4
 - Trimming – 3
- **Drop offs:**
 - 577 Deltona Blvd – installed ½ pallet of sod at sidewalk repair.
 - 1137 Elkcam Blvd – installed ½ pallet of sod next to driveway repair.
 - Public Works Depot – installed 3 pallets of sod on back end of pad built for new sign shop.
- **Slopes mowed:** 636 Wayside – 240'; 562 Tradewinds – 80'; Alley 570 – 450'.
- **Miscellaneous:**
 - Magdalena Water Plant – installed 7 evergreen trees.
 - Deltona Blvd – assisted traffic division with two patches.

Fleet Maintenance Division:

• Vehicles	PM – 2	Repairs – 5
• Equipment	PM – 4	Repairs – 11
• Fire Dept Station Checks	12	
• Road Calls	3	
• Parts Run/Vehicle Delivery	4	

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:**
 - 2113 S Old Mill Dr – installed 150' of 156" HDPE sock pipe; 1 nyloplast basin; cut and took out 3 driveways; hauled off debris.
 - 1112 W Embassy Dr – formed up and poured concrete collars around 2 drainage structures.
 - Evard retention pond – prepped area in front of headwall to install some flex mat to stop erosion.
- **Drainage Rehabilitation Crew:**
 - Drainage ditches dredged out with the menzi – Van Allen; Tallwood; Gatewood; Newhope.
 - Drainage ditches mowed with the menzi – Fayson Cir; 1081 Todd Ct; Newmark from Whipple to Courtland; Van Allen area.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Normandy Blvd.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Elkcam Blvd; Normandy Blvd; India Blvd; Humphrey Blvd; Newmark Dr.

• **Miscellaneous:**

- Galveston – picked up trash from Sullivan St to Gloria.
- 1811 Cooper Dr E – reinstalled the drainage lid that was hit by a car.
- Berkshire Woods Ter – reinstalled a manhole cover back on the drainage box.
- 2760 Corrigan Dr – removed tree from roadway and hauled off.
- 720 Jena Dr – retrofitted the drainage box to a grate and ring.
- Ledford – filled up water bags around all the trees.
- Dumas & Alameda – laid 3 pallets of bahia where the washout was repaired.

UTILITIES (Glenn Whitcomb, Director) thru 03/24/2013

Customer Service

March 2013	Total week ending 3/24/13
DW – Lockbox	1822
Ebox	1209
Call Center Calls	1350
Walk-ins/Drop Box	1049
On-line Payments	1367
IVR	665

Customers Disconnected for Non-Pay

March 2013	Total week ending 3/24/13
Total on Disconnect List	83
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

March 2013	Total week ending 3/24/13
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	14
Locates Received	64
Locates Completed	48
Main Leaks	
Service Leaks	5
Sewer Repairs	
Sewer Blockage	1
KV2 Valves	3
Service Replacements	2

Meter Change Outs	5
Service Orders	337
Disconnects	83
Drainfield Leaks	
Meter Retirements	12