



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: May 10, 2013

CITY MANAGER'S OFFICE thru 05/10/2013

Spruce Up Deltona!

Attached as Exhibit A is a memo from Dale Baker, Director of Building & Enforcement Services, with statistics about the Spruce Up Deltona event in April. It was our largest, most successful event ever—over twenty tons were collected. Additionally, Waste Pro hauled off fourteen containers, and only charged the City for five of them, saving the City \$1,800.

Communication (Lee Lopez, Public Information Officer):

- Updated DeltonaTV schedule and programming—Economic Development Report, Code Enforcement Notebook, Deltona Fire Bulletin, Parks & Recreation Update, Grill Sergeants, Armed Forces Boxing, Fit for Duty, Battleground, White House Chronicle, VA Weekly News, American Veteran, UCF programs (Global Perspectives, On the Issues, MetroCenter Outlook) for the week of May 12th.
- Updated messages on the City Welcome signs.
- Videotaped the May episode of Parks & Recreation Update: Deltona Youth Soccer Club (DYSC).
- Photographed members of the Deltona Fire EMT crews, for a PowerPoint presentation to run at the Elkcam Burger King restaurant during EMS Week.
- Finished the May issue of the Pride.
- June episode Video Productions being worked on:
 - Parks & Recreation Update;
 - Economic Development Report;
 - Deltona Audubon Report.
- Prepared the Commission Chambers for Citizens On Patrol (COP's) May meeting.
- Preparations underway for the May 31st Hurricane Seminar.
- Met with Dave Denny, Mayor Masiarczyk and Bob Clinger to discuss "Budget Round Table" meeting scheduled for mid-June.
- Working with Purchasing and IT Departments for Request For Quotation to update/correct wiring schematics for the TV Room.
- Photographed the Department of Motor Vehicles' FLOW mobile, for the June issue of the Pride.
- Live broadcast and videotaped for later broadcast the May 6th City Commission Meeting

Press Release/s:

- Updated NSP/Very Low Income Households

Media Relations:

- Forwarded a request for information regarding Summer programs to the Parks Department, on behalf of *Kathleen Rasche/Daytona News-Journal*.

Business Development (Jerry Mayes, Economic Development Manager):

- Met with George Voll, owner of J&J Security on Howland Boulevard, and discussed his application for the Deltona Economic Development Advisory Board (DEDAB), and his plans to expand his business.
- Attended the Volusia City Manager’s meeting in South Daytona to discuss the City Managers’ reply to Volusia County regarding the rules for new Community Redevelopment Areas.
- Met with Jeff Robbins, Director of Real Estate for Consolidated Tomoka and Stephen Lawrence, Director of Marketing for Team Volusia EDC to garner suggestions for advancing the concept of a Deltona Commerce Park.
- As City Liaison, attended DEDAB’s Sub-committee monthly meetings. The Sub-committees meet on the second Friday of each month in the Second Floor Conference Room, Deltona City Hall, and the public is encouraged to attend.
- Worked on a location search for John Slavens, CEO/President of Capital Development Group, Altamonte Springs, who is looking for a 3,000 square foot building for a group of medical specialists. I put him in touch with the owner of a 4,000 square foot building on Howland Boulevard that’s available but not yet on the market.
- Attended the breakfast to “Welcome Bethune-Cookman University to Deltona,” hosted by Pastor William Bradley’s New Hope Baptist Church. It was at this meeting that Bethune-Cookman University President Edison Jackson stated that B-CU would be bringing collegiate soccer to Deltona as a part of their sports activities.
- Met with Bob Turk, who has resigned as Economic Development Director for the City of Deland in order to perform that same job for the City of Sanford. We discussed regionalism for SW Volusia/NE Seminole and how we share similar demographics, which led to discussion of mutual projects that could be shared by Deltona and Sanford.
- Met with Bernie Senez, of Senez Realty in Orange City, and discussed several parcels of land for a client seeking a new location (client under a Statement of Confidentiality).
- Attended the May 6th Commission meeting for the DEDAB first quarter report given by Roy Braddy, Chairperson for the Micro-Incubator and Lakeshore Eco-Economic Research Projects Sub-committee.
- Met with the ‘Career Connection Cadre’ at the Center for Business Excellence, Daytona Beach. This group works to promote and assist the Volusia County School District’s “Career Universities” at area high schools, promoting career education and college preparation.
- Met with Lee Lopez and individuals from Enterprise and the Enterprise Preservation Society, to discuss items and ideas related to the DEDAB Lakeshore Eco-economic Research Project, as assigned by the Commission.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 05/03/2013

Building Services Division:

Building Permits issued for the week	66
Valuation of work permitted for the week.....	\$273,186
Inspections completed for the week	197
Total Permits issued for Fiscal Year 12/13	1821
Valuation of work permitted for the year 12/13	\$21,319,196
Permits Issued:	
A/C Change Out	12
Door Replacement	3
Driveway.....	1
Electrical	4
Fence.....	13

Garage Door Replacement.....	2
Gas Installation	1
Interior Repair/Renovation	3
Plumbing.....	1
Pool In-ground	2
Reroof	3
Right of Way.....	1
Screen Enclosure.....	5
Shed	4
Siding.....	1
Site Engineering.....	1
Solar Panel Installation	3
Water Heater Replacement	2
Window Replacement	4
<u>Total</u>	<u>66</u>

Enforcement Services Division:

Requests for services this week	345	
Animals impounded at the humane societies	27	
Citation warnings issued	29	
Courtesy notices	156	
Abatement notices	29	
Citations issued	4	
Code Enforcement telephone calls	96	
Animal Control calls	122	
Solid Waste calls	69	
Citizen walk in requests for Code Enforcement assistance	4	
Citizen walk in requests for Animal Control assistance	18	
Citizen walk in requests for Solid Waste assistance	1	
Properties requiring grass to be cut by contractors	0	(at a cost of \$0)
Certified mailings sent out	43	(at a cost of \$263)
Money collected for Animal tags, liens and return to owners	\$90	
Foreclosures for this week: Deltona	34	
County	<u>86</u>	
Total	120	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 05/02/2013

2nd Floor HR/CC Walk-In Customers	54	
2nd Floor calls Answered	20	
Packages Received	44	
Packages Picked Up	3	
A/P Invoices Opened	128	
Newspapers	16	(7 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	\$0.30	
Documents imaged, pages	1,376	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 05/08/2013

- Participated in six selection committee interviews for Underwriting RFP submittals, and prepared agenda memo for Commission approval.
- Met with various departments to go over IT allocations for FY 13/14 budget.
- Attended NSP Roundtable training session in Jacksonville.
- Met with Housing Grants staff to discuss NSP strategy.
- Departmental meeting to prepare Finance Department budget.
- Met with Human Resources staff to facilitate their transition to Munis TCM/Workflow.
- Attended Eco-Tourism meeting to discuss grant programs available to the project.
- Met with PMA investment advisor, a Florida Safe investment partner.
- Received three proposals for Property & Casualty Insurance, and prepared packets for Selection Committee.
- Received two quotes for Documentation of Audio/Visual Equipment for TV Room.

<u>Local Business Tax - April 2013</u>	
RENEWALS	20
RESIDENTIAL RENTAL RENEWALS	311
NEW RESIDENTIAL BUSINESS	25
NEW RESIDENTIAL RENTALS	42
NEW COMMERCIAL	3
NON-PROFITS	2
EXEMPT/ISSUED	0
WALK-INS	120
BUSINESS TAX REVENUE COLLECTED	\$7,674.25
FIRE INSPECTIONS REVENUE COLLECTED	\$535.00

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 05/07/2013

Fire Chief Staples:

- Visited Seminole State College to view their Human Patient Simulation (HPS) lab.
- Met with representatives of the Union and the JTS Association (contract vendor for promotional exams) to discuss the recent Engineers process and take suggestions on making the process run smoother in the future. The list of eligible candidates was released via memorandum and promotions to open positions will occur when slots open.
- Met with IT, Finance and the Acting City Manager to review the Department's IT Allocation for FY13/14.
- Met with Patricia Amburgery of Sterling Court to discuss opportunities for residents to become more active in Deltona and programs available by the Department and Sterling Court that could benefit both entities.
- Hosting 10 students from upstate New York as part of our Citizen Ride-Along Program. These students are part of a Vocational-Technical program where they receive training as First Responders, Emergency Medical Technicians (EMTs) and Firefighters to prepare them for a career in Emergency Services. The students take an annual trip to Disney World, tour Reedy Creek's Fire Department and now ride with Deltona and Orange City Firefighters to see our model of delivering fire and EMS services.

- Alarms (May 1st – 6th):

EMS Alarms	126
Hazardous Condition	14
<u>Good Intent/Fire Alarms/Service Calls</u>	<u>21</u>
Total	161

Deputy Chief Rafferty:

- Budget meeting with Chiefs Staples, Roger and Debose.
- Met with Chief Swisher Rapid Intervention Team (RIT).
- Met with Chief Sievert (Equipment issue).
- Read Across America program, Elm School.
- Picked up parts for new Medical Emergency Response Vehicle from Polaris in New Smyrna Beach.
- Gave CPR/First Aid class at City Hall.
- Met with Laerdal, Seminole State College (new mannequin).

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 05/08/2013

- Performance Evaluations processed: 8
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,470 to date)
- Applications received:
 - (03) Water Operator
 - (03) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) ICMA-RC loan application.
- Scheduled interviews and prepared questionnaires for the new Public Works Technician position, and participated in 13 interviews.
- Continuing to prepare Human Resources budget.
- Conducted Wellness Committee meeting.

Risk Management:

- Met with the City Hall Emergency Plan Committee.
- Investigated HVAC issue.
- Filed for reimbursement of City costs – FPL conflict with sewer.
- Met with insurance attorney regarding a suit for a 2011 liability claim.
- Investigated three claims of loss for City liability.
- Filed claims for: City property loss – Parks & Recreation Department; 3 Worker’s Comp claims – Fire Department, Deltona Water.
- Met with Deltona Water regarding Eastern Water Reclamation Facility bidding/insurance.
- Received responses to property & casualty insurance Requests for Proposal (RFP).

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 05/04/2013

Administration:

- Met with Deltona Youth Soccer Club representatives to discuss future planning.
- Assisted with the production of the Parks & Recreation Update videotaping.
- Met with Charlie Vance, Adult Soccer, to discuss future scheduling.
- Met with Kompan Playground Company to discuss replacing the playground at Manny Rodriguez and Dwight Hawkins.
- Continued working on the FY13/14 Budget.
- Hosted the Youth Advisory Sub Committee Meeting.
- Started planning and advertising for the Teen Center Game Day on May 18th.
- Started planning for the Community Expo in June.
- Processed 7 permits for pavilion and field rentals.

Facility Use Permits (04/28/13—05/04/13):

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 4 permits issued | Weekly attendance – 1,046 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 320 |
| • Wes Crile Park | 1 permit issued | Weekly attendance – 1,887 |
| • Skate Park | 8 new passes | Weekly attendance – 346 |

Special Events/Programs:

- Amphitheater: Brian Petras Trio performs from 7-9 p.m. on Saturday, May 11th.
- 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, Deltona Little League, Deltona Youth Soccer, Florida Basketball & Volleyball Association (FBVA) spring seasons continue.

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, Campbell Park, CVS Park, Deltona Community Center, Dupont Lakes, Dwight Hawkins, Keysville Dog Park, Lake Gleason, Thornby Park, Timber Ridge and Veterans Memorial.
- Dewey Boster – Replaced boards on perimeter fence next to pavilion.
- Manny Rodriguez – Installed “playground closed” signs.
- Veterans Memorial – Mulched areas in preparation for upcoming Memorial Day 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 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.

- Replaced ceiling tiles, escutcheon rings and mounted ID numbers on doors per fire inspection.
- Escorted Signal 21.
- Met with the Risk Manager regarding the air handler unit.
- Set up area for the Florida Motor Vehicles "FLOWmobile" (Florida Licensing on Wheels) at City Hall.

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.
- Fertilized Veterans and Campbell parks with 21-0-0.
- Sprayed Wes Crile and Vann Park with TB3000.
- Sports Complex:
 - Mowed fields, overflow parking and retention ponds.
 - Fertilized complex with 15-0-15.
 - Spot sprayed complex.
 - Mowed and sliced Pony League.
 - Pressure washed small bleachers.
 - Put soccer nets in overflow parking goals.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 05/08/2013

Executive Summary:

The Planning and Development Services Department brought three items to the City Commission this week that included the rezoning for the Eastern Water Reclamation Facility site, the amendment to the Bella Vista BPUD Development Agreement, and the changes to Chapter 86, Concurrency Management. All items were approved at first reading of the respective ordinances and the second reading is scheduled for the May 20th Commission agenda, which will also include Final Site Plan 13-001 for the Eastern Water Reclamation Facility.

Planning:

The Planning Section met with the property owners of the Ballett Dental site at the intersection of Chapel Drive and Providence Boulevard, concerning their request to conduct a lot split, if physically possible. The site had been approved and developed as one unified project with a common master stormwater management system and shared parking. The lot split would have to create two legally conforming lots. Staff updated the previous streamlined development review presentation that the Commission used to approve the current process in 2010. Staff will be making a presentation to the Commission at their May 13th Workshop to discuss the process in more detail.

Housing & Community Development:

The Housing and Community Development Section visited the HUD Jacksonville Office for an open roundtable discussion on the NSP program and ultimate focus on program closeout in the years to come. The meeting was beneficial, as staff asked a myriad of questions and received positive feedback to make adjustments to the program. Also, the homes within the NSP program with the greatest days on the market (DOM) received contract offers for Very Low Income buyers. Pending qualification of the potential homebuyers, the City could sell these units to achieve the Very Low Income goal, which would allow the remaining homes to be sold to buyers at any income level.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 05/02/2013

Traffic Operations:

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

- **Signs:**
 - Completed 32 sign repair work tickets in the City.
 - Fabricated 10 new street name signs.
 - Installed 5 new street name signs.
- **Asphalt:**
 - Completed 10 asphalt repair work tickets – 2 tons.
 - 1240 E Normandy – repair pothole with 2 bags of cold patch.
 - 164 Perimeter – repaired 22'x 15' section of road for Deltona Water – 4 ¾ tons.
 - Fabricated three 18"x 24" Business Assistance Center signs for City Hall.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Routine maintenance on Normandy, E Howland, W Howland, Elkcam Blvds.
 - Providence Blvd – removed jasmine and replaced with sod.
- **Concrete:**
 - Sidewalk repair – 1323 W Wellington – 15'x 4'; 1301 W Wellington – 4'x 4'; Austin – 7'x 10'.
- **Clam Truck:**
 - Debris – 22
 - Trimming – 5
- **Drop offs & sod replacement:**
 - 3184 Quail – repaired drop off and installed ½ pallet of sod.
- **Slope Mowing:**
 - 2594 Valmora – 120'; 2656 Shiprock – 180'; 257 Shiprock – 80'; 1625 Randolph – 240'; 535 Nardello – 160'; 519 Nardello – 80'; 171 N Merrick – 80'; 1362 Belmar – 160'; Gladstone & Belmar – 180'; 1127 S Cooper – 160'; 221 Glencove – 320'; 2889 Staten – 120'; 2887 Staten – 60'; 2737 Brierdale – 80'; 2761 Brierdale – 80'; 2768 Brierdale – 120'; Bluestone & Elkin – 350'; 409 Elkin – 160'; 388 Foxdale – 40'; 2866 Bluestone – 160'; 2857 Bluestone – 80'; 2826 Bluestone – 40'; 2817 Bluestone – 100'; 2793 Bluestone – 80'; 29 Courtland – 160'.
- **Miscellaneous:** Emptied trash containers City-wide.

Fleet Maintenance Division:

- Vehicles PM – 5 Repairs – 8
- Equipment PM – 4 Repairs – 12
- Fire Dept Station Checks 9
- 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:**
 - CDBG Projects:
 - Stillwater Ave/Horizon St – built 2 boxes, ring and grate; poured 4 yards of concrete for a sidewalk and reshaped swales; placed sod.
 - Capital Projects:
 - Taylorville St/Jeffers St – installed 100’ of 15” HDPE pipe; built 2 boxes with a ring and grate; hauled off metal pipe; began reshaping swales.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Ditches mowed – 1071 Santa Clara Dr; 2331, 2318 Matthew Cir; 1091 Joel Ct; 2841 India Blvd; 1073 Prescott Blvd; 2546 Rusk Ct; 2481 Beck Cir; 1974 Montfort Ln; 2598 Travidia Dr; 985 Dean Cir; 945 Watt Cir; 2841 Maldiva Ct; 869 Galt Ter; 2097 Wallingford St; 1081 Todd Ct; 2408 Tipton Dr; 677, 489 Tradewinds Dr; 699 Eldron Ct’ 2554 Sheffield Dr; 810 Kangaroo St; 2331 Greenbrier St; 762 Mentmore Cor’ 2461, 2628 Shiprock Ct; 2462, 2400 Weatherford Dr; 2022 Galahad Dr; 1933 Monterey Dr; 651 Outrigger Dr; 2861 Bardahl Ct; 2912 Clovis; 2850 Gallup Ct; 475 Katherwood Dr; 2784 Kingsdale Dr; 1124 Page; 1568 Zinnia Dr; 1997 Chapel Dr; 1701 Amboy Dr; 760 Redcoach.
 - Ponds mowed – 675 Malaga Av; Normandy/Ft Smith; 675 Goodrich Dr; 926 Whitewood Dr; Dewey Boster Park; 3249 Tallwood Dr; 2307 Greenwood; 2150 Deck Ct; 1652 Houston Dr..
- **Right of Way Mowing Crew:**
 - Main roads mowed – Tivoli; Deltona Blvd; Welcome Center Road; Cloverleaf Blvd; Anderson Dr; Alexander Dr; Ft Smith Blvd; Normandy Blvd; Elkcam Blvd; Courtland Blvd.
 - Sectors mowed – 29; 30; 31.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Tivoli; Deltona Blvd; Cloverleaf Blvd; Anderson Dr; Alexander Dr; Normandy Blvd; Elkcam Blvd; Courtland Blvd; India Blvd; Humphrey Blvd.
- **Miscellaneous:**
 - 1782 Autumn St – weed whacked the ditch bank.
 - Slater Dr E – cleaned weeds and grass off from the storm grates.
 - City Wide – pulled all the weeds out in and around all the pump stations.
 - Austin Av – installed a new fence post.
 - 1486 Renton St; 1615 Falmouth Av – mowed the Right of Way and picked up trash.
 - Alley 570 – mowed the alley and picked up trash.
 - Box Elder St – reinstalled the grates on the storm box.
 - 1489 Elkcam Blvd – cleaned the debris from the grates and hauled it off.
 - 2800 Cottdale Dr – cut and removed a downed tree in the road.

UTILITIES (Glenn Whitcomb, Director) thru 05/05/2013

Customer Service

April / May 2013	Total week ending 05/05/13
DW – Lockbox	2138
Ebox	1374
Call Center Calls	1660
Walk-ins/Drop Box	1363
On-line Payments	1141
IVR	699

Customers Disconnected for Non-Pay

April/ May 2013	Total week ending 05/05/13
Total on Disconnect List	183
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

April/ May 2013	Total week ending 05/05/13
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	15
Locates Received	54
Locates Completed	59
Main Leaks	3
Service Leaks	5
Sewer Repairs	2
Sewer Blockage	3
KV2 Valves	2
Service Replacements	1
Meter Change Outs	10
Service Orders	579
Disconnects	183
Drainfield Leaks	0
Meter Retirements	26

**City Of Deltona
Building & Enforcement
Services Department**

Memo

To: Dave Denny, Acting City Manager
From: Dale Baker, Director
Date: May 7, 2013
Subj: SPRUCE UP DELTONA

Spruce up Deltona was held April 19th through the 21st of this year. It was our largest event so far.

2011 – 14.5 Tons were collected

2012 – 12.77 Tons were collected

2013 – 20.41 Tons were collected

Waste Pro hauled fourteen (14) thirty (30) yard containers and only charged us for five (5) of the containers, for a total cost of \$1,000.00. Waste Pro saved us \$1,800.00 by not charging for all of the containers.

Please let me know if you have any further questions.