



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: September 13, 2013

CITY MANAGER'S OFFICE thru 09/13/2013

Acting City Manager Comments:

This week brought the finalization of the contract between the City and the Deltona Professional Firefighters Union Local 2913. Congratulations and many thanks to the many individuals who worked to successfully negotiate this agreement.

Public Information Office (PIO): (Lee Lopez, Public Information Officer)

- Working with Commission members to make their edits to the October, November, December Edition of the City Newsletter.
- Working with the Office of Economic Development (OED) on a business survey.
- Submitted information about Caribbean Crew concert and Veterans Community Education Partnership (VCEP)'s Air Force Birthday Celebration to the City Clerk's Office for the online Event Calendar; e-blasted Caribbean Crew.
- Created a draft poster for the upcoming Teen Dance Event.
- Continuing to work with Parks & Recreation staff on the poster for the upcoming Deltona Arts & Crafts Festival.
- Assisted the OED with a ribbon cutting ceremony for Insight Credit Union.
- Updated DeltonaTV schedule and programming—Grill Sergeants, Battleground, Fit for Duty, Armed Forces Boxing, American Veteran, Global Perspective, On the Issues, MetroCenter Outlook, Arts Performance, Acoustic Spotlight, nature and environmental programming—for the week of September 15th.
- Met with Jerry Mayes, Steve Narvaez, Larry Kent and representatives from the Volusia County School Board, to discuss a partnership with the School Board and Mr. Kent's restaurant with the goal of providing internships for high school students in Deltona.
- Finished the September issue of the Pride.
- Met with Jerry Mayes and Wendi Jackson to review Economic Development projects.
- Pre-production for the following local DeltonaTV programs: Economic Development Report, Deltona Fire Bulletin, Code Enforcement Notebook, Parks & Rec Update and Deltona Audubon Report.
- Prep Chambers with IT Department, for COPs meeting.
- Working with IT, Don Bell Signs, and Centurylink to resolve non-communication problem with the Howland welcome sign.

Press Release/s:

- Teen Game Night
- Caribbean Crew to play Music in the Amphitheater
- DeltonaTV Local Programming- September

Media Relations:

- Provided photos of the Insight Credit Union ribbon cutting to Bob Koslow of the Daytona Beach News-Journal.
- Provided information regarding Project Dial and the Eastern Water Treatment Plant to Al Everson/West Volusia Beacon.
- Provided information regarding the For Sale listing of Dupont Lakes Park to Blaine Tolison/WFTV-TV Ch.9, Dana Jay/WOFL-TV Ch. 35, and Anthony Defeo and Mark Harper/West Volusia Beacon.
- Provided information regarding Project Dial to Mark Harper/Daytona News Journal.
- Provided information regarding the sports stadium under discussion to Mark Harper/West Volusia Beacon.

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

- Met with Nick Conte, Executive Director for the Deland Area Chamber of Commerce, to discuss regionalism, business outreach, and the potential for an economic development outreach survey to Deltona's businesses by the City.
- Met with City staff, Larry Kent (local business owner), and representatives of the Volusia County School District to discuss Mr. Kent's outreach to the local schools with media filming to enhance the current career education program at Pine Ridge High School.
- Met with John Wanamaker, Coldwell Banker A1 Commercial Realty, representatives of Florida Hospital, and City staff regarding upcoming expansion plans.
- Met with City staff and Daytona State College (DSC) representatives regarding multiple topics of interest.
- As City Liaison, prepared the meeting packet for the upcoming DEDAB Ed/Med Sub-committee meeting to be held on September 13th at 10:00 AM in the Second Floor Conference Room—interested members of the public are encouraged to attend.
- Met with John Wanamaker to review multiple economic development items, discuss solicitation strategies, and initiate site selector studies on commercial locations within Deltona.
- Participated in a conference call with Team Volusia participants and the key participant from Project DIAL to get updates on the status of the project.
- As "Sports Tourism" would be a major source of economic development within the City, I attended the Commission Workshop to hear the discussion regarding ideas on a "stadium" for Deltona.
- Participated in the ribbon cutting for the new Insight Credit Union. It was a dual ribbon cutting ceremony, provided by both the City and the West Volusia Regional Chamber of Commerce, and there was excellent participation from the community.
- Attended an Alliance for Innovation webinar titled "*Economic Sustainability: Creating Reliable Prosperity for Your Community*".
- Met with Ms. Heather Scofield, Executive Director of the Community Life Center, to discuss how they plan to interact with the City.
- Attended an economic development forum hosted by the Deland Area Chamber of Commerce named "Lights, Camera, Economic Development," which focused on the economic development benefits that media can bring to an area.
- Continued working of the Florida Planning and Zoning Association's (FPZA) awards application. The assigned topic for this application is "Open for Business" and it details the City's achievements in streamlining the business development process.

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 09/07/2013

2nd Floor HR/CC Walk-In Customers	16	
2nd Floor calls Answered	19	
Packages Received	43	
Packages Picked Up	1	
A/P Invoices Opened	101	
Newspapers	17	(7.5 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	\$1.63	
Documents imaged, pages	6,184	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 09/13/2013

- Visited the Mapleshade Drainage Project job site to conduct Davis Bacon interviews.
- Attended a webinar on Data Driven Citizen Engagement. Information received will help the City use website and social media to determine citizens' needs and desires.
- Attended the Volusia County Local Mitigation Strategy meeting in Daytona Beach.
- Conducted a Community Development Block Grant (CDBG) grants/accounts payable process meeting.
- Attended a CDBG Webinar on upcoming changes for Grantees receiving more than \$350,000.
- Completed Bond Closing on the new 2013 Utility Bond issue and refunding of the 2003 Utility Bond issue.
- Completed the termination of the Swaption.
- Attended Dade Paper Expo in Orlando.
- Sending out purchase order renewals and preparing for new fiscal year.
- Posted items on GovDeals for auction.

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 08/30/2013

Fire Chief Staples:

- Attended a Florida Fire Chiefs Association (FFCA) Fire Rescue East 2014 planning meeting.
- Continued online training on Fire in the Field to comply with FFCA and Volusia County Fire Chiefs Association (VCFCA) initiative to ensure all personnel are prepared to battle wild land fires.

Deputy Chief Rogers:

- Alarm summary 9/3/2013 to 9/9/2013

Structure fire	2
Vehicle Fire	2
Wild land, grass, trash	0
Misc. Fire	3
ALS Medicals	49
BLS & Misc. Medicals	78
Hazardous Condition	2
Service Calls	4

Good Intent	18
<u>False Alarms</u>	<u>1</u>
TOTAL	159

- As part of our 3-year renewal for the Storm Ready Community with the National Weather Service (NWS), we held a Storm Spotter Class on September 10th. Twenty-eight attendees from Volusia County Sheriffs Office Citizens on Patrol (COPs), our Fire Department Explorers, as well as local citizens attended the class and became certified by the NWS.

Deputy Chief Rafferty:

- Attended Telestaff Committee meeting.
- Completed Target Safety Fire Class.
- Met with Laerdal regarding the new manikins.
- Met with Deltona High School regarding the Ride-Along Program.
- Attended the Fire Rescue East Committee meeting in Pompano Beach.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 09/11/2013

- Performance Evaluations processed: 7
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (05) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,560 to date)
- No applications received—*no positions open*.
- Coordinated with several Department Directors regarding personnel actions.
- Attended Drug & Alcohol Policy meeting.
- Continuing to coordinate with Halifax Health regarding the City’s FY 2013/14 Wellness Program.
- Processing Open Enrollment insurance and AFLAC changes.
- Preparing status change forms for general employee merit increases.
- Processed 1 FMLA application.
- Coordinating with Finance to prepare status change forms related to personnel payroll actions associated with the new IAFF contract.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 09/07/2013

Administration:

- Met with Daytona State College representatives to discuss future planning initiatives.
- Prepared workshop materials for commission comments.
- Hosted the Youth Advisory Sub Committee meeting.
- Attended Dade Paper Company Expo.
- Met with staff to discuss planning for additional recreational facilities.
- Processed 7 permits for pavilion and field rentals.

Facility Use Permits (09/01/13—09/07/13):

Deltona Community Center	5 permits issued	Weekly attendance – 498
Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 345

- Wes Crile Park 2 permits issued Weekly attendance – 1,542
- Skate Park 6 new passes Weekly attendance – 443

Special Events/Programs:

Deltona Amphitheater:

- Caribbean Crew on Saturday, September 14th from 7:00–9:00 p.m.

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway:

- Florida Basketball & Volleyball Association (FBVA) summer program continues.
- Pop Warner football and cheerleading fall season continues.
- Deltona Youth Soccer fall season continues.
- Men's Senior Softball fall season at Dupont has started.
- Men's Fall League Softball will start on Sept. 16th.

Parks Maintenance:

Weekly tasks include opening and closing all the parks; cleaning and stocking restrooms; picking up and emptying trash at parks and facilities; 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.

- Mowed, edged and weed-whacked: Campbell, Dewey, City Hall, CVS Park, Dwight Hawkins, Festival, Firefighters, Harris Saxon, Keysville, Skate Park and Veterans Memorial.
- Checked all playgrounds for vandalism and graffiti.
- Dewey Boster – Worked on Triple A field.
- Parks Depot – Cleaned up yard and sharpened mower blades.
- Wes Crile – Picked up fans to be used at City Hall while air conditioning is being repaired; returned fans.

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 recycle bins; setting up Chambers for various meetings and resetting afterwards; monitoring temperature throughout the building; replenishing restroom and other supplies throughout the entire building; cleaning and maintaining all restrooms, water fountains and refrigerators; replacing light bulbs and ceiling tiles as needed throughout the building, courtyard and walkway; moving or assembling furniture, cubicle panels and other items for various departments as needed; landscape maintenance; sweeping and washing sidewalks, main entrance, lobby, stairwells and elevators; performing other miscellaneous tasks as needed.

- Assembled fans for distribution on first floor because of air conditioning issues.
- Escorted Air Mechanical.

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.
- Sports Complex:
 - Mowed all fields and outer perimeter; weed-whacked and edged.

- Mowed and weed-whacked Pony League.
- Repaired irrigation pipe; repaired irrigation valve at Field 8.
- Fertilized complex with 15-0-0.
- Added Profile to field at Pony League.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 09/11/2013

Executive Summary:

The Planning and Development Services Department staff is completing work on the Annual Report for the State Housing Initiatives Partnership (SHIP). The Annual Report is due on September 13th and includes a comprehensive analysis of data for the program for the last three years. The Annual Report is required by and submitted to the Florida Housing Finance Corporation, the organization that runs the SHIP program for the State of Florida.

Planning:

The Planning Section met with Florida Hospital concerning development within the City. The group is performing a due diligence process and staff provided them with documents to complete their analysis. Staff also worked on major streamlining steps through the proposed elimination of the Overall Development Plan (ODP) within the Planned Unit Development process, as well as the potential for not requiring a Final Site Plan for residential development. The removal of those steps represents great savings of time and money in the project schedule by eliminating redundancy, and the data required for those steps would be included within other submittals (i.e., on the Preliminary Plat). The concepts will be brought to the City Commission during the review of Phase II-B of the Land Development Code amendments.

Housing & Community Development:

The Housing and Community Development Section is updating its NSP consultant team in areas that assist staff to achieve the program. The update to the NSP team will occur in a few of the disciplines and not all areas. Staff is working with the Purchasing Division to solicit proposals for general contractors, housing counselors, and home inspectors. The remaining services of real estate brokers, appraisers, property managers, and legal services are either in place, not renewed, or have been replaced by the City Attorney.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 09/06/2013

Traffic Operations:

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

- **Signs:**
 - Completed 4 sign repair work tickets in the City.
 - Fabricated 6 new street name signs, installed one.
 - Fabricated and installed one 24"x 36" "Acknowledgement" sign at each of the following locations – Deltona Blvd & Doyle Rd; Saxon Blvd & Finland; Howland & Graves; Howland & SR 415.
 - Fabricated and installed one 30"x 30" R1-1 "Stop" sign at Hartley & Merrimac.
 - Fabricated and installed one 24"x 30" R2-1 "30 mph" speed limit sign at Caspian & Maldive.
- **Asphalt:**
 - Completed 13 asphalt repair work tickets –3 ½ tons.
 - 1601 Falmouth – extended asphalt berm for stormwater – 200 lbs.

- **Message Boards:** removed and returned to storage.
- **Miscellaneous:**
 - 2820 Kimberly – replaced battery on #3 school crossing flasher.
 - Howland Blvd near Amscot – replaced lid to newly installed trash can.
 - Public Works Depot – cut out and removed asphalt/dirt from trench; back filled after inspection on 8” lifts; installed new asphalt – 5 tons.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Providence and Elkcarn Blvds – routine maintenance.
 - City Land: 1177 Hastings; Dellbrook.
- **Concrete:** Sidewalks – 960 E Normandy Blvd – 20’x 8’ & 21’x 5’.
- **Clam Truck:**
 - Debris – 10
 - Trimming – 3
- **Slope Mowing:** 3070 Norvell – 80’; 3050 Norvell – 80’; Norvell – 140’; 1333 Nadine – 80’; 1301 Nadine – 80’; 3060 Keyport – 80’; Bladon – 100’; 1344 Bladon – 80’; Norvell – 80’; 3001 Norvell – 80’.
- **Drop Offs & Sod:**
 - 693 Anderson – repaired drop off and installed ¼ pallet of sod.
 - 960 E Normandy Blvd – repaired drop off and installed ½ pallet of sod; installed sod at sidewalk repair.
 - 1751 Catalina, Catalina & Sixma – repaired drop offs.
- **Miscellaneous:**
 - Public Works Depot – assisted traffic division with digging of trench; back fill and asphalt work for fuel tank project.

Fleet Maintenance Division:

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|------------------------------|--------|--------------|
| • Vehicles | PM – 6 | Repairs – 7 |
| • Equipment | PM – 6 | Repairs – 12 |
| • Fire Dept Station Checks | 9 | |
| • Road Calls | 4 | |
| • 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:**
 - 2462 Weatherford Dr – installed 140’ of 24” HDPE pipe in the ditch; one U wall; filled in the ditch with fill dirt; reshaped the swales and hauled off spoils from the swale.
 - 2378 Salem Dr – used the aquatech to repair the drainage box.
 - Catalina/Pinegrove – repaired the washout next to the spillway.
 - 937 Balsam – filled in washout in the Right of Way with fill dirt.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Way mowed – 1770 Amero; 2410 Haulover Blvd; 1781 Belspring Ave; 737 Waterfall Cir; 1521 Ortega Ave; 1952 Merrick; 1965,2023, 2081 Alameda Dr; 2016 Dumas Dr; 1648 Gregory Dr; 1872 Akron; 1529 Ferendina Dr; 1599 Providence Blvd; 1299 Briarwood Ave; 1450, 1408 Ft Smith; 1921 Shaw St.

- **Right of Way Mowing Crew:**
 - Main roads mowed – Haulover Blvd; Captain Dr; Catalina Blvd.
 - Sectors mowed – 1; 2; 3.
 - Alleys mowed – 933; 1898.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Elkcam Blvd; Normandy Blvd; Courtland Blvd.
- **Miscellaneous:**
 - Monterey/Rosetta – filled the bags around the trees with water.
 - 2059 Everest St – cut up tree that was down in the road.
 - 1468 Roseboro – cut up tree that landed on the fence and hauled it off.
 - 1408 Galena Ter – raised up the nyloplast basin with a riser for the sidewalk crew.
 - 3181 Riverhead Dr – cut up a fallen tree that landed in the road and put it in the swale.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 09/08/2013

Customer Service

September 2013	Total week ending 09/08/2013
DW – Lockbox	2319
Ebox	1381
Call Center Calls	1691
Walk-ins/Drop Box	1340
On-line Payments	1224
IVR	800

Customers Disconnected for Non-Pay

September 2013	Total week ending 09/08/2013
Total on Disconnect List	168
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

September 2013	Total week ending 09/08/2013
Water Service	1
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	9
Locates Received	286
Locates Completed	298
Main Leaks	0
Service Leaks	10

Sewer Repairs	0
Sewer Blockage	1
KV2 Valves	10
Service Replacements	3
Meter Change Outs	5
Service Orders	396
Disconnects	168
Drainfield Leaks	0
Meter Retirements	12