



To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: April 12, 2013

CITY MANAGER'S OFFICE thru 04/12/2013

Communication (Lee Lopez, Public Information Officer):

- Submitted information about Spruce Up Deltona 2013 to the City Clerk's Office for posting to the City's Event Calendar web page; working with Public Works Dept. to install over-the-road banners, and E-blasted information on the event.
- Working with the Office of Economic Development on ideas promoting Eco-Tourism as well as marketing needs for the Office in 2013-2014.
- Working with the Public Works Sign Shop to create a movable sign for the Business Assistance Center.
- Distributing new Map Project maps to DeBary and Orange City.
- Working with B&H Video to purchase equipment for video sessions on various topics of interest for DeltonaTV.
- Working on invitation and program for Audubon Park dedication.
- Updated DeltonaTV schedules and programming for the week of April 14th.
- Finished April issue of the Pride.
- Pre-production for Code Enforcement TV program for DeltonaTV.
- Met with Jerry Mayes, Cheryl Atkins and Scott McGrath regarding possible Eco-Park Trail project.
- Working on Request For Proposal for TV Room Playback System Upgrade.
- Pre-production for Economic Development program on Business Development History in Deltona.
- Updated City Welcome sign messages.
- Updated DeltonaTV slides with solid waste and recycling information.
- Met with Stephen Kintner and Jerry Mayes on birding tourism idea.
- Met with Jerry Mayes and Volusia County Councilwoman Pat Northey regarding possible Eco-Park Trail project.
- Prepared Chambers for COPs meeting.
- Discussed preliminary ideas for a Hurricane Seminar with Mayor Masiarczyk.
- Working with Long Pond video productions in Los Angeles on a possible video production in Deltona.

Press Release/s:

- Spruce Up Deltona 2013

Media Relations:

- Provided information regarding the Urbana stormwater project to Al Everson/West Volusia Beacon.
- Provided information regarding a letter from Acting City Manager Dave Denny to the Commission, to Mark Harper/Daytona News-Journal.

Business Development (Jerry Mayes, Economic Development Manager):

- Met with Lee Lopez, Public Information Officer, and Steve Kintner of the Audubon Society to discuss the dedication of Audubon Park on April 19th (3:00 PM), and the proposed Eco-Tourism Commission workshop (not yet scheduled), as well as best practices in developing a partnership with multiple, mutually beneficial stakeholders for this type of broad reaching project.
- Met with staff to discuss the M.L. King/Lakeshore Project in preparation for an April 22nd Commission Workshop to discuss the use of the City owned property at Howland Crossings (Larry Cavallaro of Howland Crossings, to contribute as a neighboring stakeholder).
- Met with staff to begin detailing the upcoming Office of Economic Development budget.
- Met with Lee Lopez to discuss best practices and preparation for a nature based economic push on the south side of the City of Deltona.
- Continued to contact new businesses within Deltona to confirm location, ownership, and number of employees, and to assess their interest in a welcoming ceremony.
- Met with John Booker, Congressman Mica’s staff member, to discuss various economic development projects within the City and the region.
- Met with Lee Lopez and Volusia Councilperson Pat Northey to initiate discussions on the Eco-Tourism Project in an attempt to bring Volusia County into the project as a stakeholder.
- Prepared the agenda packets and First Quarter Deltona Economic Development Advisory Board’s (DEDAB) Sub-committee Reports for the regular DEDAB meeting, and attended as City Liaison.
- Met with staff and Doug Elliott of First Community Bank of Southwest Florida, owner of the Deltona Inn property, to discuss the bank’s possible development in that area of the City.
- Met with the owners of the new Travel Lodge (formerly the Best Western Deltona, and then the Deltona Inn) to discuss various City projects and how a shareholder partnership, especially in the area of Eco-Tourism, could benefit all parties involved.
- Met with the Unity Team (City of Deltona and Daytona State College) regarding a letter being developed detailing the City’s request for use of DSC land for a stadium.
- Attended a Florida Brownfields Association webinar "*What happened to our Brownfields incentives?*" detailing current and upcoming State of Florida statutes and their effect on this economic development tool.
- As City Liaison, attended the monthly DEDAB Sub-committee meetings.
- Met with John Kizer of the Volusia County Department of Economic Development to discuss the “*Grow Florida*” program and how we can incorporate that State program into our “*Economic Gardening: Grow Your Own, Locally*” program, assisting development of local businesses.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 04/07/2013

Building Services Division:

Building Permits issued for the week.....	69
Valuation of work permitted for the week	\$622,366
Inspections completed for the week	194
Total Permits issued for Fiscal Year 12/13	1560
Valuation of work permitted for the year 12/13.....	\$19,534,485
Permits Issued:	
A/C Change Out	15
Addition.....	1
Commercial Build-out.....	1
Concrete Flat Work	1

Door Replacement.....	1
Electrical.....	6
Fence.....	12
Glass Room	1
Interior Remodel/Repair	1
Mechanical	1
Other	1
Patio Cover	1
Plumbing.....	1
Pool In-Ground.....	1
Reroof.....	10
Right of Way	1
Screen Enclosure	1
Shed.....	4
Solar Panel.....	2
Water Heater Replacement.....	2
<u>Window Replacement</u>	<u>5</u>
Total	69

Enforcement Services Division:

Requests for services this week	331	
Animals impounded at the humane societies	27	
Citation warnings issued	24	
Courtesy notices	181	
Abatement notices	19	
Citations issued	6	
Code Enforcement telephone calls	154	
Animal Control calls	159	
Solid Waste calls	82	
Citizen walk in requests for Code Enforcement assistance	13	
Citizen walk in requests for Animal Control assistance	0	
Citizen walk in requests for Solid Waste assistance	2	
Properties requiring grass to be cut by contractors		(at a cost of \$)
Certified mailings sent out	35	(at a cost of \$214)
Money collected for Animal tags, liens and return to owners	\$509	
Foreclosures for this week: Deltona	14	
County	<u>79</u>	
Total	93	

CITY CLERK’S OFFICE (Joyce Kent, City Clerk) thru 04/04/2013

\$1,379 has been raised through local fund-raising events to support the following three charities: Relay for Life, Halifax Humane Society, and the City Wide Food Drive.

2nd Floor HR/CC Walk-In Customers	87
2nd Floor calls Answered	7
Packages Received	20
Packages Picked Up	4
A/P Invoices Opened	153

Newspapers	16	(11 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	0	
Documents imaged, pages	7,847	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 04/12/2013

- Attended Area Finance Directors meeting regarding Local Option Gas Tax.
- Completed inventory for Stormwater and Public Works.
- Attended pre-bid meeting for Fire Station 64.
- Met with staff regarding final draft of Food purchase policy.
- Submitted Final Quarterly Report for Energy Efficiency Community Block Grant and requested grant Close-Out.
- Submitted Quarterly Report on Tropical Storm Fay.
- Met with Acting City Manager on the Resolutions of support for 3 submitted ECHO grant applications.
- Met with Deltona Water Accounts Payable on April 9th regarding payment processes for grant and SRF payments. Deltona Water will send a copy of every invoice being paid with grant or loan funds to Grants Coordinator.
- Davis Bacon Monitoring Team for Construction of Eastern Wastewater Treatment Plant was formed. Members include: Tom Padgitt, Phyllis Wallace and Cheryl Atkins.
- Attended FEMA Financial Preparedness/Literacy Webinar.
- Submitted the City of Deltona FY2012 Annual Financial Report to the Florida Dept. of Financial Services as required by State statute.
- Assisted in the Budget Workshop presented to the City Commission.

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 04/12/2013

Fire Chief Staples:

- Met with Lee Lopez on pre-production of Deltona TV programs related to the Fire Department and fire safety, EMS and emergency preparedness.

Deputy Chief Rogers:

• Alarm summary 4/2/2013 to 4/8/2013	
Structure fire	0
Vehicle Fire	1
Wild land, grass, trash	1
Misc. Fire	3
ALS Medicals	59
BLS & Misc. Medicals	86
Hazardous Condition	4
Service Calls	8
Good Intent	16
False Alarms	8
TOTAL	186

- Apparatus Update:
 - E61 FD-1233 In Service at Station 61
 - E62 FD-0655 Out of Service at Fleet — brakes
 - E63 FD-1021 In Service at Station 63
 - E64 FD-0654 In Service at Station 64
 - E65 FD-0900 In service at Station 65
 - Resv A FD-9925 Available at Fleet
 - Resv C FD-0214 In Service at Station 62
 - Ladder FD-0300 Out of Service at Fleet — annual aerial testing
 - R61 FD-0910 Out of Service at Fleet — belt & preventive maintenance
 - R62 FD-0754 In service at Station 61
 - Brush 61 In Service at Station 61
 - Brush 62 In Service at Station 62
 - Brush 63 In Service at Station 63
 - Brush 64 In Service at Station 64

Deputy Chief Rafferty:

- Held meetings with Chiefs Swisher, Snyder and Sievert to discuss budget and evaluations.
- Attended a Deposition for Alarm#12-1040160
- Instructed City Water Department 1st Aid class.

Asst. Chief Debose:

- Conducted Engineering Exam with 15 candidates.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 04/10/2013

- Performance Evaluations processed: 8
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,450 to date)
- Applications received:
 - (02) Water Operator
 - (03) Utility Systems Tech
 - (07) Public Works Tech
- Processed (1) ICMA-RC loan application.
- Background check for Public Works Tech.
- Coordinating with Center for Business Excellence to obtain 2013 Job Fair statistical data: ***to date, 19 Job Fair attendees had full time employment offers!***
- Participated in three interviews for Office Assistant position for City Clerk's Office.
- Separations including exit interview: D. Kreuzer, Storm Water Technician.
- Participated in Exam question review with Fire Department for Engineer promotional exams.
- Preparing and mailing Wm. S. Harvey Scholarship award letters.

Risk Management

- Resolved two resident complaints.
- Coordinating with FP&L to resolve sewer and power line conflict.
- Worked on insurance solicitation w/ consultant.
- Concluded new property appraisal review with current insurer.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 04/06/2013

Administration:

- Met with staff to review submission of ECHO grants.
- Prepared materials and conducted the Parks & Recreation Advisory Board meeting.
- Prepared materials for the Youth Advisory Sub-Committee meeting.
- Prepared a draft agenda for the Citizen Accessibility Advisory Board.
- Prepared Dewey Boster for the Relay for Life event to be conducted this weekend.
- Processed 18 permits for pavilion and field rentals.

Facility Use Permits (03/31/13—04/06/13):

- | | | |
|------------------------------------|-------------------|--------------------------|
| • Deltona Community Center | 5 permits issued | Weekly attendance – 998 |
| • Harris M. Saxon Community Center | no permits issued | Weekly attendance – 272 |
| • Wes Crile Park | no permit issued | Weekly attendance – 2461 |
| • Skate Park | 2 new passes | Weekly attendance – 527 |

Special Events/Programs:

- Amphitheater: Blues Legend Mark Hodgson performs from 7-9 p.m. on Saturday, April 13th.
- 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 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: Thornby Park; Veterans Memorial Park.
- Dewey Boster – Repaired boardwalk.
- Dwight Hawkins – Painted bathroom due to vandalism.
- Festival – Painted bathroom due to vandalism.
- Harris Saxon: Repaired door on outdoor restroom; removed handicap stall door (not repairable); replaced damaged boards on benches.
- Wes Crile- Painted bathroom due to vandalism.
- Miscellaneous:
 - Delivered soccer nets to Dewey.
 - Returned traffic cones to Public Works.
 - Delivered benches from Manny to Depot to paint.
 - Dismantled trailer at Depot.

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.

- Assisted delivery of an employee-purchased treadmill to City Hall, for employee after-hours use.
- Escorted Wigginton to replace accelerator.

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 Wes Crile, Campbell Park with 21-0-0.
- Continued resurfacing and painting of wooden benches.

Sports Complex:

- Mowed fields and outer edges.
- Mowed Pony League.
- Fertilized Sport Complex and Pony League with 21-0-0.
- Pressure washed bleachers on football field.
- Repaired the 6500 mower.
- Prepped field 5 for Relay for Life.
- Painted fields for youth soccer.

PLANNING & DEVELOPMENT SERVICES (Chris Bowley, Director) thru 04/10/2013

Executive Summary:

The Planning and Development Services Department brought the Phase II-A Land Development Code Amendments to the City Commission at a workshop this week as a follow up to the February 11th joint meeting with the Commission and the Planning and Zoning Board (P&Z). The information provided to the City Commission included clarification for some prior questions and comments, and a summary of research on issues included in the joint meeting. Staff received approval to bring the amendments forward to the P&Z and ultimately the Commission for review and adoption.

Planning:

The Planning Section focused on the completion of items for the Dunkin Donuts site and received revised plans for RaceTrac within the Deltona Village project. The RaceTrac footprint for the building remained unchanged, so as not to redesign the project. However, the building elevations were updated to the newer store model, which will result in interior remodeling and enhanced architectural elements. The new RaceTrac will complement the Dunkin Donuts in appearance and vice versa, and give Deltona a distinctive architectural character along its gateway on Howland Boulevard. The two buildings also complement Fire Station 65, Top Shelf Car Wash, and the two new dollar stores.

Staff also looked at revisions to the City's Future Land Use Map and Official Zoning Map in two locations—Thornby Park and Pride Elementary School— to update the maps and make them current. Both uses are for public benefit and the intention is to update the maps by placing them within the Public designation.

Housing & Community Development:

Within the Housing and Community Development section, staff made a presentation to the Council on Aging in order to generate Very Low Income applicants for the NSP program. Also, the City was awarded approximately \$104,500 for the Emergency Solutions Grant (ESG) through the Department of Children and Families (DCF). The ESG award is in partnership with the Coalition for the Homeless and the grant was produced by staff to assist our residents in homelessness prevention. This entails providing funding for rental assistance and utility bills on a sliding scale within a one year period, based on need of the applicant, to prevent homelessness for an individual or family facing losing their home.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 04/05/2013

Traffic Operations:

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

- **Signs:**
 - Completed 38 sign repair work tickets in the City.
 - Fabricated and installed 4 new street name signs.
 - Installed 2 “No Dumping” signs at Silverdale Retention pond for Stormwater Department.
 - Installed 2 “No Dumping” signs at 1640 Oxford for Stormwater Department.
 - Fabricated and installed (1) R1-1 “Stop” sign at 3005 Flynn.
 - Fabricated (1) 36”x 13” “Audubon Park” sign for Parks & Recreation.
 - Fabricated (10) 12”x 6” “\$250 fine” signs for Parks & Recreation.
 - Fabricated 4 sets of “Fire Safety” decals.
 - Fabricated 2 sets of 0444 decals.
 - Fabricated 5 “No Dumping” signs for Stormwater Department.
 - Fabricated 2 “No Trespassing” signs for stock to replace ones used by Stormwater Department.
 - Fabricated and installed (1) W1-6R right arrow sign and (1) W1-6L left arrow sign for 775 S Hancock.
 - Fabricated and installed (1) W1-1R with 15 mph sharp right curve sign and (1) W1-1L with 15 mph sharp left curve sign at 775 S Hancock.
 - Removed (2) OM1-3 “Curve” signs from 775 S Hancock.
- **Asphalt:**
 - Completed 1 asphalt repair work ticket – 1 ton.
 - Urbana & Ireland – repaired section of road for Stormwater Depart – 3 tons.
- **Speed Trailer:**
 - Installed 2 speed trailers near Irondale & Commerce.

- **Thermoplastic Striping:**
 - 12" white thermoplastic crosswalk – 75'; 75'; 105'.
 - 12" white thermoplastic stop bar – 16'; 16'; 18'; 19'.
- **Miscellaneous:**
 - 775 S Hancock – installed 15 white delineators to highlight edge line at curve.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Howland Blvd, Providence Blvd, Elkcam Blvd – routine maintenance; checked irrigation and repaired as needed.
 - Normandy Blvd – routine maintenance.
 - City Signs: Howland Blvd.
- **Concrete:**
 - Sidewalk repair – 2173 Austin – 12'x 4'; 897 Radcliff – 10'x 4'; Next to 1110 Pilgrim – 10'x 4'; 2458 Cardena – 22'x 4'; India & Courtland – 7'x 8'.
- **Clam Truck:**
 - Debris – 18
 - Trimming – 2
- **Drop offs:**
 - 2060 Newmark; 1408 Elkcam – repaired drop off with fill dirt..
- **Slope Mowing:** 1732 Van Allen – 80'; 3352 Tallwood – 60'; 1796 Villa – 80'; Next to 1777 Villa – 160'; Across from 1777 Villa – 160'; Across from 1892 Van Allen – 320'; Next to 1851 Gatewood – 60'; Next to 3122 Mapleshade – 80'; 3196 Newhope – 280'; Florida at Alley 1915 – 120'; 2160 Newhope – 400'; Alley 1915 – 1675'; 3143 Newhope – 80'; 3127 Newhope – 80'; Newhope & Lynnhaven – 300'; Alley 498 – 740'; 3340 Planter – 30'; Felix – 240'; 2979 Day – 1480'; 2931 Cardinal – 850'.
- **Miscellaneous:**
 - 3221 Fieldcrest – used grinder on 6 locations.
 - 897 Radcliff – used grinder on 2 locations.
 - 1170 Elkcam – used grinder on 13 locations.
 - Braganza – leveled out dirt to fill hole.
 - Public Works Depot – removed counter and wiring from truck FO0443 and installed in truck FO0444; removed diesel tank and wiring from FO0235 and installed in FO0443.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 6 | Repairs – 19 |
| • Equipment | PM – 1 | Repairs – 20 |
| • Fire Dept Station Checks | 8 | |
| • Road Calls | 8 | |
| • 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:**
 - Evard retention pond – raked out the ruts where the truck drove.

- Community Development Block Grant (CDBG) Projects:
 - 1120 Elgrove Dr – cut and hauled off trees in the easement; hauled out materials for project; removed 15” concrete pipe in the road crossing and replaced it with 80’ of a dual run of 12” HDPE pipe.
- Capital Projects:
 - Ireland Dr/Urbana Ave – installed 160’ of 18” HDPE pipe; 1 nyloplast basin; formed up one driveway and poured back with concrete; reshaped swales and placed sod.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage ditches mowed – 2684 Vaughn Ct; 1724 Whipple Dr; 1740 Whipple Dr; 820 Alex Ln; 1211 Old Mill Dr N.
 - Ponds mowed – Tallwood; 850 Farrington Dr; 2036 Atmore Cir; 1049 Sylvia Dr; 932 Whitewood Dr; 1641 Houston; 300 Diamond St; 675 Goodrich Dr; 2313 Greenwood Dr; 675 Malaga Ave.
- **System Cleaning – Vac truck:**
 - Number of Basins cleaned – 2
 - Feet of Stormwater Systems cleaned – 40’
 - Yards of Debris removed – .75
 - Drainage pipes jetted and cleaned – 2501 Coachman Dr.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Deltona Blvd; Cloverleaf Blvd; Anderson Dr; Alexander Ave; Ft Smith Blvd; Elkcam Blvd; Normandy Blvd.
 - Sectors mowed – 2; 7; 8; 18; 25; 26.
 - Alleys mowed – 977; 1185; 1590.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Anderson Dr; Cloverleaf Blvd; Normandy Blvd; Elkcam Blvd; Courtland Blvd; India Blvd; Humphrey Blvd.
- **Miscellaneous:**
 - 1071 Eva Ct – mowed and trimmed around the pump station.
 - 1486 Renton St – mowed the Right of Way and picked up trash.
 - 1045 Brady Dr – mowed the Right of Way.

UTILITIES (Glenn Whitcomb, Director) thru 04/07/2013

Customer Service

April 2013	Total week ending 4/7/13
DW – Lockbox	2725
Ebox	1579
Call Center Calls	1648
Walk-ins/Drop Box	1707
On-line Payments	1396
IVR	685

Customers Disconnected for Non-Pay

April 2013	Total week ending 4/7/13
Total on Disconnect List	143
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

April 2013	Total week ending 4/7/13
Water Service	
Meter Sets	2
Reclaim Meters	
Fire Hydrant Installs	1
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	13
Locates Received	72
Locates Completed	98
Main Leaks	1
Service Leaks	10
Sewer Repairs	
Sewer Blockage	1
KV2 Valves	2
Service Replacements	2
Meter Change Outs	5
Service Orders	575
Disconnects	143
Drainfield Leaks	
Meter Retirements	56