

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: April 19, 2013

CITY MANAGER'S OFFICE thru 04/19/2013

Communication (Lee Lopez, Public Information Officer):

- July 4th Event publicity:
 - Created a Fireworks Extravaganza poster.
 - Created a community calendar slide for DeltonaTV.
 - Created a Facebook event page
 - Submitted the event to the ZRadio online Community Calendar.
- Preparing promotional materials for the “FLOWmobile” (Florida Licensing On Wheels), is scheduled to come monthly to City Hall, and sent an e-blast to City News subscribers. (See Exhibit 1, attached.)
- Created a Music in the Deltona Amphitheater poster for the May concert, the Brian Petras Trio. Created a Facebook event page for the concert and posted the concert on Twitter.
- Shot video and photos at the April concert which featured Mark Hodgson.
- Created directional signage, a poster-size program and mini-programs for the Audubon Park dedication.
- Broadcast live the April 15th Commission meeting, and posted a link to watch the live stream of the meeting on Facebook and Twitter prior to the meeting; shot photos during the Presentations portion of the meeting.
- Distributed posters and signage for the upcoming City-sponsored blood drive.
- Updated the DeltonaTV schedules and programming for the week of April 21st.
- Videotaped two 30-minute programs, “Deltona Fire Bulletin,” and “Code Enforcement Notebook,” for broadcast in May on DeltonaTV.
- Working with Jerry Mayes for the Audubon Park Dedication—securing speakers, support gear, etc.
- Working with Kate Krauss on creation of TV Room Wiring Diagram Project RFP.
- Beginning work on the May issue of the Pride.
- Videotaped and photographed the Relay for Life ceremonies.
- Working with Jerry Mayes on proposals for Eco-Tourism project.
- Began work on slide show for Parks Department Volunteer Lunch.
- Worked with Risk Manager to prepare the Chambers for Training Sessions.
- Downloading programs from The Pentagon Channel, for air on DeltonaTV.
- Updated City Welcome Sign Messages.
- Created slides for the “FLOW” Mobile program and for City Arbor Day event.

Press Release/s:

- Audubon Park
- Firefighters Pension Board

Media Relations:

- Provided information regarding Local Option Gas Tax/Deltona to Al Everson/West Volusia Beacon.
- Provided information regarding stormwater fee revenues to Al Everson/West Volusia Beacon.

- Contacted Final Mile Race/Jennifer Florida for an interview on behalf of Al Everson/West Volusia Beacon.
- Provided information regarding code violations and a Deltona retirement facility to Mark Harper/Daytona News Journal.
- Provided information regarding non-resident water rates, and a scheduled public hearing for water rate increases, to Mark Harper/Daytona News Journal.

Business Development (Jerry Mayes, Economic Development Manager):

- Met with Roy Braddy, Chair, DEDAB Micro Incubator and Lakeshore Eco-Economic Sub-committee, to discuss membership, and to discuss the “white paper” on the potential for a distribution center in a proposed commerce park.
- Continued to contact new businesses to confirm location, ownership, and number of employees, as well as assess their interest in a welcoming ceremony.
- Attended the regular First Quarter Deltona Economic Development Advisory Board’s meeting. This meeting is held quarterly in the Second Floor Conference Room at 6:30 PM, and the public is invited to attend.
- Attended, with City staff, a meeting with 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.
- 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 for the DEDAB Lakeshore Eco-Economic and Micro-incubator Sub-committee, I attended the monthly meeting of this sub-committee. This sub-committee meets every second Friday of the month at 3:30 PM in the Second Floor Conference Room, and the public is invited to attend.
- 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 of Florida program into our “*Economic Gardening: Grow Your Own, Locally*” program, assisting development in local businesses.
- Attended the City Commission Meeting to participate in the presentation of the “*Run for Your Heart 5K*” by Halifax Health to the American Heart Association in the amount of \$4,400.00.
- Met with Lee Lopez, Public Information Officer Dave Denny, to discuss the progress of the Eco-Tourism project and try to determine a potential date for workshopping the topic to the City Commission.
- Met with City staff regarding future traffic improvements.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 04/14/2013

Building Services Division:

Building Permits issued for the week.....	68
Valuation of work permitted for the week	\$643,964
Inspections completed for the week	150
Total Permits issued for Fiscal Year 12/13	1597
Valuation of work permitted for the year 12/13.....	\$20,178,050
Permits Issued:	
A/C Change Out	11
Addition.....	1
Building Residential	2
Commercial Build-out.....	1
Concrete Flat Work	1

Door Replacement.....	3
Driveway	1
Electrical.....	1
Exterior Renovation/Repair.....	1
Fence.....	11
Garage Door Replacement.....	1
Hood	1
Interior Remodel/Repair	2
Patio Cover	1
Pool Above-Ground.....	1
Pool In-Ground.....	1
Reroof	11
Right of Way	3
Shed	2
Siding.....	1
Sign.....	2
Solar Panel.....	1
Water Heater Replacement.....	2
<u>Window Replacement</u>	<u>5</u>
Total	68

Enforcement Services Division:

Requests for services this week	280	
Animals impounded at the humane societies	35	
Citation warnings issued	32	
Courtesy notices	151	
Abatement notices	19	
Citations issued	2	
Code Enforcement telephone calls	129	
Animal Control calls	127	
Solid Waste calls	123	
Citizen walk in requests for Code Enforcement assistance	11	
Citizen walk in requests for Animal Control assistance	12	
Citizen walk in requests for Solid Waste assistance	5	
Properties requiring grass to be cut by contractors	7	(at a cost of \$245)
Certified mailings sent out	37	(at a cost of \$221)
Money collected for Animal tags, liens and return to owners	\$380	
Foreclosures for this week: Deltona	14	
County	<u>67</u>	
Total	81	

CITY CLERK’S OFFICE (Joyce Kent, City Clerk) thru 04/12/2013

Staff collected \$919 in donations supporting the Halifax Humane Society, and the City Wide Food Drive.

2nd Floor HR/CC Walk-In Customers	89
2nd Floor calls Answered	19
Packages Received	51
Packages Picked Up	1

A/P Invoices Opened	114	
Newspapers	18	(8 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	\$4.95	
Documents imaged, pages	6,290	
Large scale drawings imaged, pages.....	55	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 04/17/2013

- Met with City’s investment banker.
- Attended webinar – Asset Management for Utilities.
- Conference call with Digital Assurance Certification attorney to discuss development & implementation of Disclosure Policy as it relates to bonds.
- Meet with staff to discuss implementing a project tracking process.
- Distributed the Budget Preparation Guide for FYE ’14 to Department Directors.
- Completed inventory at Waste Water Plants and all remaining Lift Stations.
- Posted RFP for Property and Casualty Insurance.
- Attended Selection Committee Meeting for Underwriting Services. Scheduled interviews with the top six candidates to be held on May 6th.

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 04/17/2013

Fire Chief Staples:

- Attended the Central Florida Fire Chiefs’ Association meeting.
- Met with the Acting City Manager, Human Resource Director, Finance Director and Deputy Chief Rogers to discuss Union contract proposals.

Deputy Chief Rogers:

- Alarm summary 4/9/2013 to 4/15/2013

Structure fire	2
Vehicle Fire	2
Wild land, grass, trash	7
Misc. Fire	8
ALS Medicals	63
BLS & Misc. Medicals	70
Hazardous Condition	1
Service Calls	10
Good Intent	15
<u>False Alarms</u>	<u>7</u>
TOTAL	185

- Apparatus Update:

E61 FD-1233	In Service at Station 61
E62 FD-0655	In Service at Station 62
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	Available at Station 62
Ladder FD-0300	Out of Service at Fleet for Annual Aerial Testing
R61 FD-0910	Out of Service at Fleet for 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:

- Met with Larry Kent (with Burger King).
- Met with Lee Lopez to videotape a Public Education film.
- Completed Target Safety EMS and Fire Classes.
- Worked on 12 lead transmission (E-61).
- Held EMS Committee Meeting, and attended EMS Council meeting in Deland.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 04/17/2013

- Performance Evaluations processed: 1
- Deltona JOBS Program Folders:
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,450 to date)
- Applications received:
 - (02) Water Operator
 - (05) Utility Systems Tech
 - (39) Public Works Tech
 - (01) Utility Billing Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) ICMA-RC loan application.
- Prepared questionnaires and set up interviews for Utility Systems Tech position.
- Sent Public Works Tech applications to Department for review.
- Participated in two interviews for Parks Maintenance Tech II.
- HR Manager and Risk Manager attended PGIT Seminar covering disaster recovery, wage and hour issues, workplace violence, and record keeping.
- Met with Gene Gizzi to start preliminary review of the upcoming health insurance renewal.
- New hire orientation: Stormwater Technician.
- Coordinating with City Attorney regarding employee issues.
- Participated with senior management team in review of the Union's recent contract proposal.
- Provided Employee of the Quarter plaque to recipient, Angela Lima-Meyer.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 04/13/2013

Administration:

- Met with staff to finalize the ribbon cutting ceremony at Audubon Park scheduled for April 19th.
- Met with the Acting City Manager to discuss park projects.

- Met with AMSCO Air Conditioning Contractor to inspect the Community Center.
- Met with Deltona Youth Soccer to discuss the upcoming practice schedule.
- Continued to finalize materials for the upcoming Volunteer Luncheon.
- Prepared materials for the Citizen Accessibility Advisory Sub Committee Meeting.
- Prepared materials for the Youth Advisory Sub Committee Meeting.
- Processed 6 permits for pavilion and field rentals.

Facility Use Permits (04/07/13—04/13/13):

• Deltona Community Center	5 permits issued	Weekly attendance – 1,382
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 273
• Wes Crile Park	2 permits issued	Weekly attendance – 1,958
• Skate Park	7 new passes	Weekly attendance – 916

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 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: Dewey Boster Park, Keysville Dog Park and Tom Hoffman Park.
- Audubon Park – Repaired perimeter fence.
- Harris Saxon – Pressure washed and painted restroom (inside/outside).
- Miscellaneous:
 - Cut up old trailer.
 - Picked up supplies at Ace Hardware.

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.

- Checked return vents on second floor.
- Put up handicap fine signs.

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 Vann Park infields for weeds.
- Sprayed Wes Crile water park for weeds
- Sports Complex:
 - Mowed fields and outer edges.
 - Mowed Pony League; sprayed with Trimec for broadleaf weeds.
 - Repaired picnic benches due to vandalism.
 - Top dressed and dragged complex.

PLANNING & DEVELOPMENT SERVICES (Chris Bowley, Director) thru 04/17/2013

Executive Summary:

The Planning and Development Services Department brought the Changeable Copy Sign ordinance to the Commission on Monday night for second reading, and the Commission unanimously adopted the ordinance. Staff is also bringing the Land Development Code Phase II A to the Planning and Zoning Board on May 15th to process that bundle of amendments.

Planning:

The Planning Section worked with the developer of the Dunkin Donuts site on project signage, and the sign plan package will be submitted to the Building Department. Site work continues on the site, which has greatly increased due to a projected opening date this summer. The revised RaceTrac plans were approved by the Planning Department and Development Review Committee members, the Building Plans were submitted to the City, and the applicant has received comments. Staff is anticipating a request for a site engineering permit soon. Finally, the level of due diligence has increased for property on the east side of the City in anticipation of the widening of SR 415, the onset of the Eastern Wastewater Treatment Plant, and the availability of large tracts of land for potential replatting and development.

Housing & Community Development:

Within the Housing and Community Development Section, the City received six (6) applications for the Affordable Housing Advisory Committee to-date. The Department also had a conference call with HUD for a change in methodology in the NSP program. HUD wants the City to update both the Disaster Recovery Grant Reporting (DRGR) system and the Quarterly Progress Report (QPR) simultaneously. The City will comply and is considered one of the performing communities within the NSP program. Staff is attempting to acquire two additional homes within NSP 3 to complete acquisition of program funds. The remaining home purchases will be with Program Income funds going forward.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 04/12/2013

Traffic Operations:

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

- **Signs:**
 - Completed 2 sign repair work tickets in the City.
 - Fabricated 6 new street name signs.
 - Installed 4 new street name signs.
 - Fabricated and installed (1) 24"x 24" "No U Turn" sign on Eustace.
 - Fabricated 4 new dates for banners.
 - Fabricated (4) 18"x 24" "Sidewalk Closed" signs front and back.
 - Fabricated and installed new wording for 15 signs front and back.
- **Asphalt:**
 - Completed 7 asphalt repair work tickets – 1 ton.
 - 1120 Elgrove – repaired section of road for Stormwater – 3 tons.
- **Speed Trailer:**
 - Removed 2 speed trailers near Irondale & Commerce.
- **Message Board:** Installed message board for upcoming concert on Providence/Eustace and Saxon/Normandy.
- **Miscellaneous:** Deltona and Providence Blvds – installed banners for Spruce Up Deltona.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Howland Blvd – routine maintenance.
 - Elkcam Blvd – routine maintenance; checked irrigation and repaired as needed.
 - Providence Blvd – routine maintenance; checked irrigation and repaired as needed.
- **Concrete:**
 - Sidewalk repair – 2152 Kendall – 18' x 4'; Public Works Depot – installed 11 yards of concrete for Sign Shop.
- **Clam Truck:**
 - Debris – 16
 - Trimming – 5
- **Drop offs:**
 - Repaired drop off with fill dirt – 171 Larchmont; Sullivan.
 - Installed 1/8 pallet of sod – 2173 Austin; 1867 S Old Mill; 1952 Old Mill; 1936 S Old Mill; Delaware & Austin; 1104 Pilgrim; 2458 Cardena; 2152 Kendall; 2526 Delaware; 1036 W Hancock; 1110 Pilgrim; 2344 California.
 - Installed ¼ pallet of sod – 2479 Vaughn; 501 N Firwood Dr; 2435 Walkertown; Courtland & Skate Park (installed next to repaired driveways); 1343 Mt Pleasant; Courtland & India; 921 Caspian; 2477 Unionville; 2180 N Gloria; 2422 Unionville; 1977 Old Mill; 2060 Newmark; Anderson & Cloverleaf; 2408 Elkcam.
 - Installed 1 pallet of sod – 2479 Vaughn; 1888 Van Allen.
- **Slope Mowing:** 3709 Pamona – 80'; Spreading Oak & Ronda – 240'; Mountain Way & Trade – 200'.
- **Miscellaneous:**
 - 1372 Lamont – resident concerned about flooding in yard, was advised there were no outlets to clean; the stormwater division would be notified of their concerns (on call).
 - E Hyde & Ft Smith – removed glass from roadway.

Fleet Maintenance Division:

- Vehicles PM – 7 Repairs – 15
- Equipment PM – 3 Repairs – 21
- Fire Dept Station Checks 4
- Road Calls 5
- Parts Run/Vehicle Delivery 2
- CDL Testing 1

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:**
 - 701 Hager St – sucked down with aquatech and wrapped where the concrete and metal pipe meet together with typar; poured a concrete collar around the two pipes and backfilled with dirt.
 - CDBG Projects: 1120 Elgrove Dr – installed 160’ of 18” HDPE pipe; built a mitered end with rip rap bags; started reshaping swales.
 - Capital Projects: 2381 Elckam Blvd – installed 240’ of 15” HDPE pipe; two concrete structures; poured back sidewalk and reshaped the swales.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage ditches mowed – 1381 Thrush Ln; 1450 Ft Smith Blvd; 2624 Keysville; 212 Patch Ct; 184 Oliver Ct; 223 Rosedale Dr; 121 & 139 Heather Ln; 2621 Libby Ct; 155 & 197 Bluefield Av; 2819 Kraft Dr; 29 & 77 Courtland Blvd; 2857 Bluestone Dr; 2737 Boyce Ct.
- **Right of Way Mowing Crew:**
 - Sectors mowed – 9; 10; 11; 12; 13; 14; 15; 16; 17.
 - Alleys mowed – 484; 570; 1021; 1023; 1024; 1898.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Newmark Dr; Haulover Blvd; Captain Dr; Catalina Blvd; Tivoli Dr; Elckam Blvd; Ft Smith Blvd; Normandy Extension.

UTILITIES (Glenn Whitcomb, Director) thru 04/14/2013

Customer Service

April 2013	Total week ending 4/14/13
DW – Lockbox	1649
Ebox	1151
Call Center Calls	1277
Walk-ins/Drop Box	1140
On-line Payments	1055
IVR	586

Customers Disconnected for Non-Pay

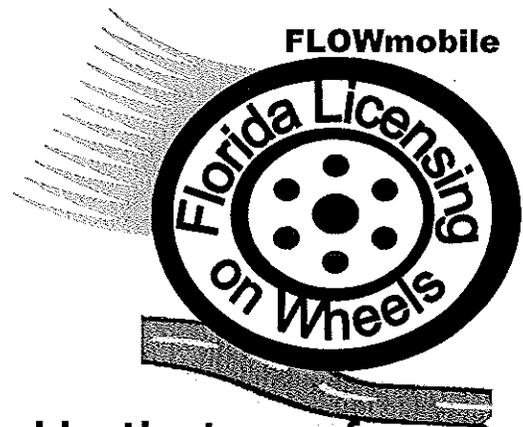
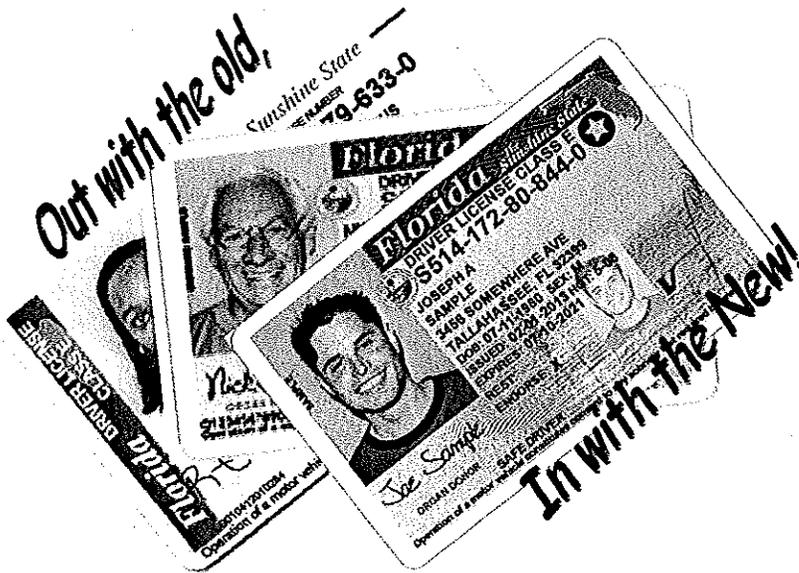
April 2013	Total week ending 4/14/13
Total on Disconnect List	81
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

April 2013	Total week ending 4/14/13
Water Service	2
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	2
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	11
Locates Received	71
Locates Completed	71
Main Leaks	2
Service Leaks	1
Sewer Repairs	1
Sewer Blockage	5
KV2 Valves	1
Service Replacements	2
Meter Change Outs	
Service Orders	399
Disconnects	81
Drainfield Leaks	
Meter Retirements	24

Do you need to renew or replace your Florida Driver License Identification Card or Vehicle Registration?

If so, the Department Motorist Services Mobile Unit Flow Bus can be at any location for your convenience.



Take advantage of the services provided by the team of Community Outreach Specialist who are committed to excellence. To save a second trip prior to visiting us, please visit WWW.GATHERGOGET.COM to learn about new License and ID Requirements. For your convenience the Department accepts the following methods of payment:

Cash, Check, and the below listed Credit Cards.



Please note Credit card transactions include a \$ 1.50 Surcharge. The Department does not accept Credit Cards with a Visa Logo in the Field Offices.

You can also contact us @ 850-591-7750 or 386-275-4660
Outreach Specialist Sandy Wehl and Jennifer Onyski