



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: July 26, 2013

CITY MANAGER'S OFFICE thru 07/26/2013

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

- Sent out E-blasts for the Senior Celebration Breakfast and National Night Out events.
- Research was completed for a public records request.
- Working with the Office of Economic Development to publicize and coordinate the Bethune-Cookman University ribbon cutting and a performance by the Wildcat Marching Band; working on an electronic "Save-the-Date" invitation.
- Wrote biographies for the City Manager and for the Public Works Director/City Engineer.
- Created a PowerPoint display of photos related to the retirement of Sonjia Kihlmire.
- Coordinating a "Think/Throw" campaign sign ceremony.
- Shot video of the Waste Pro pickup process.
- Lee Lopez attended a Premier Pro (video editing software) training class in Orlando.

Media Relations:

- Provided information to *Mark Harper of the Daytona Beach News-Journal* regarding Team Volusia funding.
- Provided information to *Channel 9 WFTV-Orlando*, regarding the discussion of an industrial complex that occurred during a meeting of the City's Economic Development Advisory Board.

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

- Met with Lee Lopez, PIO, and Stephen Kintner, Audubon Society member, regarding the eco-tourism project to gain further support from the regional and state Audubon Society.
- Met with City staff and Ervin Ross, Physical Plant Manager of Bethune-Cookman University (B-CU) and their contractor regarding scope of work and plans for their new Deltona campus.
- Met with Ryan Rinaldo, a volunteer intern from Stetson University, regarding scope of work. Ryan will be working to update current information from Deltona's business community.
- Attended a series of staff meetings regarding advisory boards.
- Attended a follow-up conference call with Jim Greenwood of Greenwood Associates. Mr. Greenwood has been contracted by Volusia County to perform a study regarding a County sponsored business incubator for West Volusia County, similar to the County incubator now located at the Daytona Airport.
- Conference call with Lee Lopez and Marc Hoenstine, Economic Developer for Duke Energy, regarding the conceptual "commerce park", the conceptual "soccer field", and trailheads for the eco-tourism project.
- Met with PIO staff to discuss the upcoming Dunkin' Donuts ribbon cutting, and the "Think Before You Throw" kickoff campaign.
- Met with Donald Mair, an interested citizen, regarding the best potential for a theme-based amusement facility for the City.
- Met with Dave Denny (Acting City Manager), Wendi Jackson (PIO), Steve Moore (Parks & Recreation Director) to plan the B-CU welcoming event on August 19th.
- Met with staff from Planning & Development Services, Building & Code Enforcement, Fire Safety, and Halifax Health staff for preliminary discussions on the Halifax Health multiple projects.

- Meet with Rosalina Stober of the Hispanic Business Initiative Fund and members of the Volusia Hispanic Chamber of Commerce regarding use of the Business Assistance Center’s “Business Academy” facilities for small business classes.
- Attended a forum presented by the Volusia County Department of Economic Development, featuring a presentation by Shayrn Koenig, District Director, ‘Export-Import Bank’ on the benefits offered by this governmental financial institution.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 07/19/2013

Building Services Division:

Building Permits issued for the week	74
Valuation of work permitted for the week.....	\$1,718,104
Inspections completed for the week	185
Total Permits issued for Fiscal Year 12/13	2579
Valuation of work permitted for the year 12/13	\$31,485,500
Permits Issued:	
A/C Change Out	10
Building Residential.....	5
Commercial Build-out	1
Concrete Flat Work.....	1
Door Replacement	4
Fence.....	11
Fire Alarm	1
Interior Repair.....	1
Other	1
Patio Cover	1
Plumbing	1
Pool Enclosure	2
Pool In-ground	1
Reroof	12
Right of Way.....	7
Screen Enclosure.....	1
Shed	3
Solar Panel	2
Water Heater Replacement	1
Window Replacement	8
Total	74

Enforcement Services Division:

Requests for services this week	346
Animals impounded at the humane societies	36
Citation warnings issued	18
Courtesy notices	113
Abatement notices	55
Citations issued	4
Code Enforcement telephone calls	147
Animal Control calls	138
Solid Waste calls	94

Citizen walk in requests for Code Enforcement assistance	10	
Citizen walk in requests for Animal Control assistance	18	
Citizen walk in requests for Solid Waste assistance	2	
Properties requiring grass to be cut by contractors	43	(at a cost of \$1,505)
Certified mailings sent out	90	(at a cost of \$550)
Money collected for Animal tags, liens and return to owners	\$1,814	
Foreclosures for this week: Deltona	7	
County	58	
Total	65	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 07/19/2013

2nd Floor HR/CC Walk-In Customers	35	
2nd Floor calls Answered	17	
Packages Received	28	
Packages Picked Up	0	
A/P Invoices Opened	102	
Newspapers	16	(4.5 hours)
Public Records Requests Received	6	
Public Record Request Amount Received	80¢	
Documents imaged, pages	3,924	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 07/26/2013

- Prepared agenda memos for the following:
 - Extension Clinics for Firefighter physicals.
 - Cypress Supply for janitorial supplies.
 - Emergency Signal Device at Station 64.
 - Property and Casualty Insurance.
 - IT for Expanded Storage through Promark.
 - Nexus IS (vendor) for the purchase of Cisco Smartnet.
- Preparing for Aug. 12th Commission Budget workshop discussing Deltona Water and all Special Revenue Funds.
- Worked with Financial Advisor for July 22nd presentation on Swaption and Bond Issue update.
- Working with all related parties on Swaption termination and Bond Issue.
- Attended Florida Safe Board meeting.
- Preparation of Monthly outstanding item reports for SHIP, NSP #1, and #3.
- Created list of applications (and their statuses) to withdraw from TPO funding.
- Attended Pre-Bid Meeting in Commission Chambers for the Eastern Waste Water Treatment Plant.
- Attended ECHO Board Workshop in Daytona Beach.

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 07/24/2013

Chief Staples:

- Attended the Florida Fire Chiefs Association (FFCA) Annual Executive Development Conference.

Chief Rogers:

- Alarm summary 7/16/2013 to 7/22/2013

Structure fire	2
Vehicle Fire	1
Wild land, grass, trash	3
Misc. Fire	3
ALS Medicals	61
BLS & Misc. Medicals	61
Hazardous Condition	5
Service Calls	8
Good Intent	17
<u>False Alarms</u>	<u>7</u>
TOTAL	168

Deputy Chief Rafferty:

- Set up and attended Volusia County Fire Chiefs meeting luncheon.
- Met with Larry Kent (Public Education).
- Attended Rapid Intervention Team Training Session.
- Instructed EMS Equipment Trainings.
- Attended the Clinical Conference EMS Conference in Orlando.
- Attended Emergency Medical Service Providers meeting.
- Met with Port Orange Fire American Heart Association.

Assistant Chief Debose:

- Met with Explorer advisor.
- Phone conference with Target Solutions on new dashboard information.
- Attended the Health Insurance Review meeting.
- Phone conference with Jim Gilpin of Interactive Training Media Inc. on issues with Fire in the Field training.
- Continuous work on training programs for crews.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 07/24/2013

- Performance Evaluations processed: 5
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,520 to date)
- Applications received:
 - (03) Water Operator
 - (03) Parks Attendant
 - (01) Administrative Assistant II
 - (07) Deputy Public Works Director
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Sent Business Applications Analyst applications to department. for review

- Sent Administrative Assistant II & Deputy Public Works Director to department for review.
- Background checks for 2 Public Works Tech applicants and 1 Stormwater Tech applicant.
- Processed 2 FMLA requests.
- Continuing to coordinate/revise Human Resources budget with Finance Department.
- Planning/coordinating second health insurance renewal information meeting for July 30th.
- Tobacco Free Workplace policy given to Directors for review.
- Coordinating with Halifax Hospital to partner with the City in our FY 13/14 Wellness Program.
- Coordinating/finalizing package insurance policy renewal.
- Finalized selection for property & casualty insurance provider for the next three years

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 07/20/2013

Administration:

- Met with City staff to discuss a potential Fall/Spring race to enhance sports/eco-tourism.
- Met with City staff to plan for the upcoming Bethune-Cookman University Marching Band's use of Dewey Boster Sports Complex.
- Met with Volusia County Sheriff's Office (VCSO) to discuss the upcoming National Night Out event on August 6th.
- Several staff members met with the new janitorial company.
- Trained staff member on fire inspection test.
- Processed 9 permits for pavilion and field rentals.

Facility Use Permits (07/14/13—07/20/13):

• Deltona Community Center	1 permit issued	Weekly attendance – 869
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 305
• Wes Crile Park	1 permit issued	Weekly attendance – 2,993
• Skate Park	2 new passes	Weekly attendance – 322

Special Events/Programs:

Deltona Amphitheater:

- Simulcast on Saturday, August 10th from 7:00–9:00 p.m.
- AP60 on Saturday, August 24th from 7:00–9:00 p.m.

Deltona Community Center:

- Senior Breakfast, Saturday, July 27th from 8:30–11:30 a.m.

Harris Saxon Community Center:

- Boys and Girls Club Summer Camp continues.

Partner Leagues Currently Underway:

- Florida Basketball & Volleyball Association (FBVA) summer program has started.

Wes Crile Park:

- DTA Summer Camp continues.

Parks Maintenance:

Weekly tasks include opening all the parks in the morning, 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: Deltona Community Center, Dewey Boster, Dupont Lakes, Harris Saxon, Keysville Dog Park, Lake Gleason, Manny Rodriguez, Parks Depot, Skate Park, Thornby and Wes Crile.
- Checked all playgrounds for vandalism and graffiti.
- Campbell – Ground stumps of two (2) trees that were removed next to sidewalk.
- Dewey Boster – Ground stumps.
- Dupont Lakes – Replaced basketball nets.
- Harris Saxon – Repaired broken swings on playground.
- Manny Rodriguez – Removed graffiti from restroom.
- Thornby – Took down limb hanging over fence line by retention pond.
- Timber Ridge – Ground stumps.
- Wes Crile – Replaced two nets on outdoor courts; repaired picnic bench.
- Repaired mower decks on Z-Mowers.

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 ceiling tiles throughout the building; 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.

- Escorted Air Mechanical for issues in Finance, Human Resources & City Clerk offices.

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 fields and outer perimeter, weed-whacked and edged.
 - Mowed and weed-whacked Pony League.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 07/23/2013

Executive Summary:

The Planning and Development Services Department completed several subdivision and recording issues on City property to-date. This includes the vacation of easements and “paper” rights-of-way on properties such as the ±122-acre site generally located near Anderson Street and at Dewey O. Boster Park to ensure each site is made whole and has clear title.

Planning:

The Planning Section is working on the second revision to Phase II-B of the Land Development Code Amendment package. Sections of five chapters within the Code of Ordinances are affected—namely, Chapters 70, 74, 75, 106, and 110. The proposed amendments will only focus on the additional efficiencies within the development review process. The City received an application to replace the Master Development Plan (MDP) that is in the Development Agreement for the Bella Vista Planned Unit Development. The Development Agreement was recently approved by the Commission with the understanding that the graphic for the agreement would have to come back to the Planning and Zoning Board and the Commission, when an updated MDP was considered. The updated MDP will set up the Overall Development Plan (ODP), construction plans, preliminary plat, final plat, and any final site plans for the project in going forward.

Housing & Community Development:

The Housing and Community Development completed the CDBG Five Year Consolidated Plan and the Annual Action Plan. The item will be heard at the August 5th City Commission hearing. Staff also received notice from the State of Florida that the SHIP allocation for the upcoming fiscal year of \$135,350 will be distributed in the near future with no specific date given.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 07/12/2013

Traffic Operations:

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

• **Signs:**

- Completed 28 sign repair work tickets in the City.
- Fabricated and installed 7 new street name signs.
- Fabricated and installed one 18”x 24” “Neighborhood Watch” sign at 1356 Star Ct and one also at Eden.
- Fabricated two 18”x 24” “Neighborhood Watch” signs for stock.
- Fabricated two 18”x 24” “No Trespassing” signs in English and two in Spanish for Parks & Rec.
- Fabricated two 18”x 24” “No Fishing Allowed at Pond” signs for Parks & Rec.
- Fabricated two 18”x 24” “Adopt a Park Deltona Wal-Mart” signs for Parks & Rec.
- Fabricated two 18”x 24” “Adopt a Park Cub Scout Pack 340” signs for Parks & Rec.
- Fabricated and installed at each location one R1-1 30”x 30” “Stop” sign at Harper & Canby; Dudley & Carmela; N Waycross & N Village.
- Fabricated and installed at each location one R2-1 24”x 30” “25 mph” sign at 587 N Wellington; 681 N Wellington.
- Fabricated and installed at each location one R2-1 24”x 30” “30 mph” sign at 548 N Wellington; 1371 N Wellington; 1181 W Wellington; 1340 W Wellington.
- Fabricated and installed at each location one R1-1 30”x 30” “Stop” sign at Dudley & Norwick; Croton & Carmela; Burlington & Founder; Omaha & Founder.

- Fabricated one R3-1r “No Right Turn” sign for Deltona Water.
- Fabricated 100 www.deltonafl.gov logos to put on all city vehicles.
- **Asphalt:**
 - Completed 3 asphalt repair work tickets – ½ ton.
 - Rosedale – repaired 1’x 410’ section of road for Stormwater – 5 ¾ tons.
 - 1340 Gaynor – installed berm for Stormwater – ½ ton.
- **Speed Trailer:**
 - 1146 S Cooper – removed speed trailer.
 - 650 S Wellington – installed speed trailer.
- **Thermoplastic Striping:**
 - 24” white stop bar – 120’.
 - 12” crosswalk – 16’; 12’; 15’; 18’; 16’; 19’.
- **Miscellaneous:**
 - Tivoli & Bailey – assisted Water Department with barricades and cleanup from accident that hit fire hydrant (on call).

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Elkcaml, Howland, Normandy Blvds – routine maintenance.
 - Providence Blvd – routine maintenance; mowed peanut grass & blew off curb; trimmed schillings.
 - City Signs: Saxon Blvd welcome sign.
- **Concrete:** Sidewalks – N Normandy – 5’x 5’ & 5’x 5’; Loblolly – 80’x 4’.
- **Clam Truck:**
 - Debris – 12
 - Trimming – 2
- **Slope Mowing:** 487 Eldron – 160’; 471 Eldron – 520’; Kingsdale – 700’; Baine – 80’; 831 Caspian – 80’; 967 Prescott – 120’; 824 Humphrey – 160’; Gretna & Ft Smith – 160’; Anderson & Cloverleaf – 1735’; 59 Anchor S – 60’; Courtland – 1800’; India – 1400’; Humphrey – 160’; Elkcaml – 4300’.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 2 | Repairs – 8 |
| ● Equipment | PM – 2 | Repairs – 27 |
| ● Fire Dept Station Checks | 6 | |
| ● 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:**
 - 556 Nardello Dr – filled in washout in the ditch; built a berm up near the headwall with dirt.
 - 878 Cloverleaf Blvd – took out sidewalk and spillway because of a washout; formed up a new sidewalk and spillway to be poured with concrete.
 - Fountainhead/Drake Ct – took out one headwall and extended out pipe 8’; back filled so sidewalk crew can put in a sidewalk; took out a mitered end on another pipe and extended the pipe out 8’; and backfilled with dirt for the sidewalk crew; built a riprap wall on each pipe.

- Capital Project: 223 Rosedale Dr – completed reshaping the swales; filled in the ditch; sodded the swales and ditch; cut the road edge; took out old asphalt so new asphalt can be put down.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Way mowed – 943 9th; 1701 Amboy Dr; 989 9th; 1310 Portillo; 1570 Zinnia Dr; 1347 Hayward Ave; 1750 Corolla Ct; 2979 Derby Dr; 2546 Rusk Ct; 898 Fairbairn Dr; 1041 Eastbrook Ave; 810 Alex Ln; 1049 Howland Blvd.
 - Ponds mowed – Ft Smith/Normandy; Ft Smith Blvd; 1911 Ft Smith; 1618 Akron Dr; 1931 Worthington St; 1274 Ft Smith; 1049 Sylvia Dr; 1240 Catalina Blvd; 3205 Shallowford Dr; 675 Goodrich Dr.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Tivoli Dr; Cloverleaf Blvd; Deltona Blvd; Anderson St; Alexander Ave.
 - Sectors mowed – 18; 19; 20; 21; 22; 23; 24; 25; 26.
 - Alleys mowed – 484; 485; 498; 500.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Cloverleaf Blvd; Anderson St; Alexander Ave; Elkcarn Blvd; Tivoli Dr; Newmark Dr; Humphrey Blvd; Courtland Blvd; Normandy Blvd.
- **Miscellaneous:**
 - 201 Howland Blvd – sprayed for weeds at the depot.
 - 1768 Normandy Blvd – reset the drainage grate on the box.
 - 185 Sheryl Dr – mowed the approach to the out fall structure.
 - 50 Ft Smith Blvd – mowed and trimmed around the pump station.
 - 801 Pickford Ct – cleaned the debris from around the drainage grate.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 07/21/2013

Customer Service

July 2013	Total week ending 07/21/13
DW – Lockbox	1350
Ebox	1130
Call Center Calls	1090
Walk-ins/Drop Box	1120
On-line Payments	1278
IVR	627

Customers Disconnected for Non-Pay

July 2013	Total week ending 07/21/13
Total on Disconnect List	149
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

July 2013	Total week ending 07/21/13
Water Service	3

Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	1
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	11
Locates Received	115
Locates Completed	111
Main Leaks	6
Service Leaks	4
Sewer Repairs	0
Sewer Blockage	4
KV2 Valves	3
Service Replacements	2
Meter Change Outs	9
Service Orders	473
Disconnects	149
Drainfield Leaks	0
Meter Retirements	27