



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: June 14, 2013

CITY MANAGER'S OFFICE thru 06/14/2013

Communications:

- Met representatives from Florida Hospital and Encore Catering to prepare for the "Talk with the Docs" dinner event.
- Assisted with the setup and photographed the McDonald's ribbon cutting.
- Attended the FEMA-mandated "Integrated Emergency Management Course: Volusia County, Florida Emergency Operations Center Join Information Center Interface" in Emmitsburg, MD.
- Designed a flyer for the Budget Roundtable event and posted information about the event on Facebook & Twitter.
- Sent out a reminder via social networking regarding the AP60 concert (which was cancelled because of poor weather).
- Submitted the next edition of the City Newsletter for print.

Economic Development (Jerry Mayes, Economic Development Manager):

- Met with Jim Greenwood, Greenwood Consulting Group, and Rob Ehrhardt, Volusia County Department of Economic Development (DOED), regarding the County's "Westside Incubator Study" which will determine if an incubator is warranted for West Volusia and, if it is warranted, determine the best location for it.
- Attended the Team Volusia Economic Development Practitioners Council meeting. The guest speaker discussed new State regulations and how they will affect Brownfield incentives.
- Attended 2013 Florida Planning and Zoning Association's annual conference in Daytona Beach, and went on the Spruce Creek Eco-tour at the Cracker Creek Eco-Tours (Taylor Road and SR 415 in Port Orange).
- Attended the ribbon cutting ceremony for the new McDonalds restaurant on Howland Boulevard at the WalMart plaza.
- Interviewed Ann Martorano of Halifax Health in the Chambers, which was videotaped for broadcast on DeltonaTV. Ann discussed the hospital's plans for Deltona, how Halifax Health plans to approach the citizenry for input, and future development.
- Prepared and submitted the proposed agendas and Research Reports for both subcommittees of the Deltona Economic Development Advisory Board (DEDAB). Note: these subcommittees meet the second Friday of each month, and the public is encouraged to attend. The Educational Campus and Medical Facilities subcommittee speaker this month will be Mr. John R. Guthrie, the Director of Corporate Communications for Halifax Health.
- Met with Roy Braddy, DEDAB member and Chairperson of the Lakeshore Eco-Economic and Micro-Incubator subcommittee.
- Presented this subcommittee's Research Report to the Commission at their June 10th workshop. The reports were accepted and the projects were assigned to staff for further development. The Commission then reassigned the Commerce Park research project to the subcommittee.
- Met with Ed Noseworthy, President and CEO of Florida Hospital, Fish Memorial, to discuss the projects and locations that Florida Hospital is planning to develop in the City of Deltona. Mr. Noseworthy

- accepted the invitation to be the guest speaker at the August meeting of the Educational Campus and Medical Facilities subcommittee.
- Telephoned new businesses to verify the owner’s contact info, business type and number of employees.
 - Met with Lorraine Gonzalez to discuss her plans to open a private school (grades 1-8) in Deltona. Since she had no business plan, I arranged for her to meet with Mr. Van Canada of the Small Business Development Center, who will assist her in the preparation of a business plan.
 - Worked on a presentation for Project Dial, the call center proposed for the Deltona Plaza site at 1200 Deltona Boulevard. This is a team effort with Team Volusia, the Center for Business Excellence, a local commercial realtor, and the City.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 06/07/2013

Building Services Division:

Building Permits issued for the week.....	53
Valuation of work permitted for the week.....	\$259,357
Inspections completed for the week	186
Total Permits issued for Fiscal Year 12/13	2126
Valuation of work permitted for the year 12/13	\$23,395,440
Permits Issued:	
A/C Change Out	17
Addition	1
Concrete Flatwork.....	1
Door Replacement	2
Electrical	6
Fence.....	6
Hurricane Shutters	1
Mechanical.....	1
Plumbing.....	1
Reroof	8
Shed	2
Solar Panel	1
Water Heater Replacement	3
Window Replacement	3
Total	64

Enforcement Services Division:

Requests for services this week	365
Animals impounded at the humane societies	24
Citation warnings issued	23
Courtesy notices	139
Abatement notices	43
Citations issued	5
Code Enforcement telephone calls	156
Animal Control calls	119
Solid Waste calls	99
Citizen walk in requests for Code Enforcement assistance	14
Citizen walk in requests for Animal Control assistance	20
Citizen walk in requests for Solid Waste assistance	0

Properties requiring grass to be cut by contractors	14	(at a cost of \$490)
Certified mailings sent out	19	(at a cost of \$108)
Money collected for Animal tags, liens and return to owners	\$777	
Foreclosures for this week: Deltona	11	
County	<u>51</u>	
Total	<u>62</u>	

CITY CLERK’S OFFICE (Joyce Kent, City Clerk) thru 06/07/2013

2nd Floor HR/CC Walk-In Customers	62	
2nd Floor calls Answered	13	
Packages Received	26	
Packages Picked Up	1	
A/P Invoices Opened	118	
Newspapers	16	(5.5 hours)
Public Records Requests Received	2	
Public Record Request Amount Received	\$1.07	
Documents imaged, pages	3,682	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 06/13/2013

- Sent Federal Section 3 compliance forms for bid documents and contractor submittal to Purchasing and placed on shared drive for future use.
- Attended Eco-Tourism Commission Workshop to answer questions that may arise regarding grants and grant timelines.
- Attended meeting with Gary Schwab, Department of Children and Family, regarding Emergency Solutions Grant.
- Created Grants Steering Committee Kickoff agenda, including draft procedures for a) Grants Process narrative and b) flowchart; and attended Grants Steering Committee Kickoff Meeting.
- Attended the 3rd and final webinar on the changes proposed by the Federal Office of Management and Budget to the Federal Grants Reporting processes.
- Continued training on the Projects Accounting and Grants Management modules in Munis.
- Conducted departmental budget meetings for Grants, City Commission, City Manager, Fire, Public Works, Deltona Water, Stormwater and Transportation.
- Preparing preliminary General Fund budget figures.
- Met with City Attorney, Acting City Manager and Public Works Director regarding Saxon Ridge HOA special assessment district.
- Inventoried Enforcement Services and Construction Services.
- Met with company to get pricing for painting stairwells.
- Met with company to get pricing for stripping floors, cleaning carpets, and carpet replacement.

<u>Local Business Tax Activity May 2013</u>	<u>Count/Amount</u>
RENEWALS	52
RESIDENTIAL RENTAL RENEWALS	155
NEW RESIDENTIAL BUSINESS	7
NEW RESIDENTIAL RENTALS	20
NEW COMMERCIAL	3
NON-PROFITS	0
EXEMPT/ISSUED	0
WALK-INS	115
BUSINESS TAX REVENUE COLLECTED	\$ 6,267.50
FIRE INSPECTIONS REVENUE COLLECTED	\$ 6,030.00
FIRE INSPECTIONS NOTICES 1-3/13	253

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 06/11/2013

Fire Chief Staples:

- Completed the Compressed Air Foam Systems (CAFS) Training which was an intensive 3-day program designed to familiarize and educate personnel on CAFS and the strategy and tactics used on structural fires.
- Met with Robert Boggus from Ten-8 Fire Equipment / Pierce Manufacturing to review the Impel Engine proposal
- Participated in budget review meetings for the department.

Chief Rogers:

- Alarm summary 6/4/2013 to 6/10/2013

Structure fire	1
Vehicle Fire	0
Wild land, grass, trash	0
Miscellaneous Fire	5
ALS Medicals	85
BLS & Miscellaneous Medicals	71
Hazardous Condition	7
Service Calls	6
Good Intent	9
False Alarms	11
<u>TOTAL</u>	<u>195</u>

Deputy Chief Rafferty:

- Met with Battalion chiefs.
- Conducted New Employee interviews.
- Target Safety Training Completed.
- Training meeting with Orange City and Deland Fire Departments.
- Met with Laerdal regarding the Human Patient Simulator (HPS).
- Met with Dr. Springer, Volusia County EMS Medical Director, regarding new equipment & EMS issues.

Assistant Chief Debose:

- Assisted Melbourne Fire Department with their Battalion Chief promotional process.
- Attended CAFS class put on by the CAFS Institute. We currently have an engine outfitted with this system.
- Completed new hire probationary booklet and forwarded to Chief for review.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 06/12/2013

- Performance Evaluations processed: 7
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,500 to date)
- Applications received:
 - (14) Wastewater Trainee
 - (13) Parks Attendant
 - (01) Water Operator
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) ICMA-RC loan application.
- Background & reference checks for a Stormwater Tech and an Executive Assistant.
- Sent Parks Attendant applications to the department for review.
- Sent Wastewater Trainee applications to the department for review.
- Processed 1 separation including exit interview: T. Padgitt, resignation.
- Participated in 9 interviews for StormWater technician.
- Continuing to prepare Human Resources department budget.
- Processed 1 FMLA request.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 06/08/2013

Administration:

- Met with Electrical Solutions to discuss adding some additional building lighting at Harris Saxon Community Center.
- Met with a representative from Henric-Mac Corp. in Deland, and A.G. Pifer Construction, to obtain quotes for demolishing the old shuffleboard courts at Campbell Park.
- Met with Roy Walters at Thornby Park to determine the scope of work involved in clearing the trails.
- Prepared agenda materials and conducted the Youth Advisory Sub Committee Meeting.
- Staff attended Defensive Driving Class.
- Processed 12 permits for pavilion and field rentals.

Facility Use Permits (06/02/13—06/08/13):

• Deltona Community Center	5 permits issued	Weekly attendance – 997
• Harris M. Saxon Community Center	2 permits issued	Weekly attendance – 335
• Wes Crile Park	3 permits issued	Weekly attendance – 2,943
• Skate Park	4 new passes	Weekly attendance – 272

Special Events/Programs:

- Amphitheater: Brian Petras Trio is re-scheduled for June 15th from 7:00-9:00pm.
- City Hall Commission Chambers: Community Expo, Sat. June 22nd from 10:00 a.m. to 2:00 p.m.
- Deltona Community Center: Senior Breakfast, Sat. July 27th from 8:30 a.m. to 11:30 a.m.
- Harris Saxon Community Center: Boys and Girls Club Summer Camp has started.
- Partner Leagues Currently Underway:
 - West Volusia Youth Baseball - All Stars.
 - Deltona Little League - All Stars.
- Wes Crile Park: DTA Summer Camp has started.

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, Keysville, Skate, Thornby, and Timber Ridge Parks.
- Audubon Park – Cleared downed trees on trail due to storm.
- Timber Ridge – Removed broken picnic table.
- Picked up supplies at Ace Hardware.
- Sharpened blades (mowers, chain saws, saws, greased mowers, etc.).

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.

- Cleaned gutters and raked leaves.
- Escorted Wiginton and Air Mechanical.
- Escorted Abrams Air to repair refrigerator and install new ice machine.

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 Park.
- Rolled fields at Campbell and Dupont Lakes.
- Spread Bermuda seed at Campbell Park.

Sports Complex:

- Mowed fields and outer perimeter, weed-whacked and edged.
- Fertilized Complex and Pony League.
- Mowed Pony League.
- Rolled fields 2, 3, 4, 5, 6, 7, 8 & 9.
- Lined soccer fields 4 & 7 for team from Brazil.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 06/12/2013

Executive Summary:

The Planning and Development Services Department spent time with the Florida Department of Children and Families (DCF) learning about the Emergency Solutions Grant (ESG) administration, contract, and program parameters. The DCF recognizes that the City has not been part of the Continuum of Care (CofC) Point in Time Surveys, and does not have the Homeless Management Information Systems (HMIS) in the award of the grant. However, DCF and the Volusia/Flagler County Coalition for the Homeless (the City's grant partner) recognize the need to prevent homelessness in Deltona and want to operate a simple introductory program that allows the City to provide services to a small number of families to keep them from falling into homelessness. The program is projected to operate for less than a year in total.

Planning:

The Planning Section met with a development group interested in going forward with commercial development along Saxon Boulevard. If developed, the commercial center would be in keeping with development activity occurring in Lake Baton Estates, an attempt to replat the remaining phases of Lake Baton Estates, and the reported Bethune Cookman University campus along that corridor. There would be market synergy. Staff also worked with Dunkin Donuts to complete site work and move that project towards opening. Finally, staff addressed questions on the Pell property along SR 415 for a Tractor Supply Company (TSC) retail facility.

Housing & Community Development:

The Housing and Community Development Section completed the Local Housing Assistance Plan (LHAP) package, Resolution No. 2013-24 draft, and certification documentation, as well as prepared an Agenda Memo item for the Commission public hearing on July 1st. With the passage of Resolution No. 2013-24, the City will forward the LHAP to the State of Florida to be eligible to receive SHIP funds. The Affordable Housing Advisory Committee (AHAC) should be in place, following the June 17th Commission hearing and with those two elements, AHAC and LHAP, the City will be compliant with the State to operate the SHIP program for the next three (3) years.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 06/07/2013

Traffic Operations:

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

- **Signs:**
 - Completed 45 sign repair work tickets in the City.
 - Fabricated and installed 13 new street name signs.
 - Fabricated two 18"x 30" "Parking Lot Full – Testing in Progress for Fleet Maintenance" signs.
 - Fabricated six 24"x 30" "25 mph" signs for stock.
 - Fabricated and installed one 24"x 30" "25 mph" sign at 1882 W Cooper and one at 1802 E Cooper.
 - Fabricated and installed one 24"x 30" "30 mph" sign at each location – Trumbull & S Cooper; 1174 S Cooper; 1815 E Cooper; 1902 E Cooper; 1880 E Cooper; 1974 E Cooper.
 - Fabricated and installed one 30"x 30" "Stop Sign Ahead" sign at 1788 W Acadian.
 - Fabricated and installed one 30"x 30" "Right Curve" sign at 579 Fairbairn.
- **Asphalt:**
 - Completed 4 asphalt repair tickets – 2 tons.
 - Seagate & Winterville – repaired pothole with cold patch – 1 bag.
 - 1849 Normandy Blvd N – repaired pothole with cold patch – ½ bag.

- **Speed Trailer:** 2609 Tansboro – installed speed trailer to catch traffic heading towards Winterville.
- **Message Boards:**
 - Howland & Graves and Doyle & Deltona Blvd – removed message board used for click it or ticket campaign.
 - Saxon & Normandy N and Graves & Eustace – installed
- **Thermoplastic Striping:**
 - 24” white stop bar – 25’; 18’; 13’.
 - 12” white crosswalk – 150’; 90’.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Providence Blvd – routine maintenance; raked dead plant material from mulch beds.
 - Normandy, Howland, Elkcaml Blvds – routine maintenance.
 - City Signs: Howland Blvd.
- **Concrete:** Sidewalk repair – 2550 Eustace – 4’x 8’.
- **Clam Truck:**
 - Debris – 13
 - Trimming – 20
- **Slope Mowing:** 1294 Elkcaml - 120’; Barlington & Elkcaml – 200’; Barlington & Sullivan – 60’; Old Mill & Elkcaml -120’; Cranbrook – 240’; Hastings – 480’; Sheryl - 450’; Zinnia – 1760’.
- **Drop Offs and Sod Installation:**
 - Anderson – installed 5 ½ pallets of sod.
 - Howland & Canal – repaired drop off and installed 1 ½ pallets of sod.
 - Elkcaml & Courtland – repaired drop off and installed ½ pallet of sod.
 - Shallowford – repaired drop offs and installed ¼ pallet of sod.
- **Miscellaneous:** City Wide – emptied all trash containers.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 0 | Repairs – 8 |
| • Equipment | PM – 3 | Repairs – 17 |
| • Fire Dept Station Checks | 3 | |
| • Road Calls | 3 | |
| • Parts Run/Vehicle Delivery | 3 | |
| • 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:**
 - 933 Union Cir – installed 60’ of 18” HDPE sock pipe; 40’ of 24” HDPE solid pipe; 1 nyloplast basin; took out 2 driveways and hauled off debris.
 - 1788 Acadian Dr W – installed 2 dual runs of 8” HDPE pipe under the driveway and formed up driveway and poured back.
 - 932 Dandridge Dr – reshaped the swale for better drainage.
 - 1909 Normandy Blvd - filled in the washout next to the headwall.
 - 932 Fairbairn Dr N – took out headwall and extended the pipe out 10’ with 15” HDPE pipe and back filled with recycled concrete for the sidewalk crew.

- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Way (ROW) mowed – 1570 Zinnia Dr; 1068 Mayflower Ave; 1575 Cranbrook Ave; 1411 Lombardy Dr; 153 Ft Smith Blvd.
 - Ponds mowed – 2091 Howland Blvd.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Ft Smith Blvd; Deltona Blvd; Alexander; Anderson St; Cloverleaf Blvd; India Blvd; Humphrey Blvd.
 - Sectors mowed – 8; 9; 10; 11; 12; 13; 14; 15.
 - Alleys mowed – 484; 1021; 1024; 1898.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Catalina Blvd; Tivoli Dr; Cloverleaf Blvd; Deltona Blvd; Anderson St; Ft Smith Blvd; Normandy Blvd; Elkcam Blvd.
- **Miscellaneous:**
 - 1135 Hastings Dr – mowed the ROW and picked up trash.
 - 185 Sheryl Dr – mowed the approach to the water control structure.
 - 1069 Norwood Dr; 679 Hartley Ave; 1314 Ferendina Dr; 699 Piedmont Dr; 3252 Sky St; 1638 Bloomfield Ave; 1071 Eva Ct; 50 Ft Smith Blvd – mowed and trimmed the pump stations.

UTILITIES (Glenn Whitcomb, Director) thru 06/09/2013

Customer Service

June 2013	Total week ending 06/09/13
DW – Lockbox	2198
Ebox	1543
Call Center Calls	1767
Walk-ins/Drop Box	1633
On-line Payments	1215
IVR	759

Customers Disconnected for Non-Pay

June 2013	Total week ending 06/09/13
Total on Disconnect List	190
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

June 2013	Total week ending 06/09/13
Water Service	1
Meter Sets	6
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	1
Fire Hydrant Repair	0

Replace Meter Box	20
Locates Received	82
Locates Completed	76
Main Leaks	1
Service Leaks	6
Sewer Repairs	0
Sewer Blockage	5
KV2 Valves	4
Service Replacements	3
Meter Change Outs	4
Service Orders	509
Disconnects	190
Drainfield Leaks	0
Meter Retirements	30