



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: March 01, 2013

CITY MANAGER'S OFFICE thru 03/01/2013

2013 Job Fair Update: Attached (Exhibit A) is a list of the participating employers who have registered for the Job Fair on Friday, March 15th.

Team Building Retreat: Please note the new date for the County Council Team Building Retreat: **Thursday, March 28th, 9:00am to 5:00pm.**, in the Thomas C. Kelly Administration Center, 1st floor training room, 123 W. Indiana Ave., DeLand. (No public participation.)

Communication (Lee Lopez, Public Information Officer):

- Submitted the 2012 Annual Report for review.
- Posted the upcoming Wags & Whiskers Pet Festival, a reminder about Access West Volusia, Eggstravaganza, and the agendas for the February 25th Commission Workshop and the Joint Meeting with the Firefighter's Board of Trustees, to Facebook and Twitter.
- Working to plan a dedication of Audubon Park in coordination with the Parks & Recreation Department, the Office of Economic Development (OED) and the Audubon Society.
- Arranged for the Grand Opening of State Representative David Santiago's new Deltona office to be posted to the City's Web site, emailed information about the event to our business contact group, sent social networking reminders out, and photographed the event.
- Created a draft Eggstravaganza poster/flyer for Parks and Recreation Dept. approval, and posted event information on Deltona TV's Community Calendar.
- Printing Superstar Student cards to be mailed to the schools.
- Working on temporary signage for the City's Business Assistance Center, and met with Jerry Mayes, OED, to discuss permanent exterior signage.
- Updated DeltonaTV Schedules and programming for the week of March 3rd.
- Updated NSP "Homes Carousel" for DeltonaTV.
- Updated City welcome sign messages.
- Produced 2013 Job Fair Advancer PSA for DeltonaTV.
- Videotaped February 25th Commission Workshop/Water Rate Study for delayed broadcast on DeltonaTV.
- Working on March issue of the Pride.
- Created "Fair Housing Forum" slide for DeltonaTV, for Diane Hicks, Community Development Supervisor.
- Contacted FilmOrlando and the Florida Film Commission, regarding information on the proposed Volusia Film Commission.
- Arranged for videotape interview of WW2 veteran Douglas Hallahan by Mayor Masiarczyk.

Press Releases:

- Love Your Heart Race Results

Media Relations:

- Provided information regarding the City Ordinance concerning internet cafés to Mark Harper/Daytona Beach News Journal.
- Provided information regarding the availability of City Manager emails to the public, to Mark Harper/Daytona Beach News Journal.
- Provided information regarding the City's NSP results to date, to Mark Harper/Daytona Beach News Journal.

Business Development (Jerry Mayes, Economic Development Manager):

- Met with staff to discuss several economic development projects, including potential surplus land appraisals and sales, new development and environmental issues.
- Met with staff, developer and land owner to discuss the proposed Tractor Supply Company development at the SR 415 and Howland Boulevard (east) area.
- Coordinated the dedication/ribbon cutting for the opening of State Representative Santiago's District 27 Deltona office, with almost fifty people attending.
- Participated in the Florida Brownfields Association's Legislative and Policy Committee teleconference on several proposed Florida statutes being recommended by the Florida Brownfields Association, which would change the language of the statutes to allow for easier interpretation.
- The City of Deltona hosted the initial meeting of the SCORE recruitment committee, which is interested in helping to form a SCORE presence in west Volusia County. (SCORE is an organization which provides free workshops, mentoring and online resources for local businesses. Gallup surveys show that a small business that utilizes SCORE in their business planning and execution has a 40% better chance of survival than a business that does not.) After the meeting, the group toured our Business Assistance Center—Room 151, South Wing, Municipal Complex.
- Working with the Deltona Economic Development Advisory Board (DEDAB) Micro-incubator & Lakeshore Eco-Economic Development Research Sub-committee regarding their assignment of Micro-incubator research. Their feedback is being compiled and will be reviewed by staff and Management prior to the sub-committee's March 8th monthly meeting.
- Attended the regular meeting of the West Volusia Economic Development Committee, hosted by the Center for Business Excellence, in Orange City.
- Participated in the Florida Brownfields Association's Outreach and Membership Committee teleconference. This committee focuses on the education and recruitment of participants in the area of Florida Brownfields.
- Attended the regular meeting of the Volusia County Council for the portion that pertained to Community Redevelopment Areas.
- Site visit and pre-tour of the new Audubon Park with members of the Audubon Society to get preliminary photos and prepare for the opening dedication ceremony. The Audubon Society supports the use of the park for Eco-Tourism.
- Did a telephone survey of new businesses owners that started a business in late January and February, to determine the number employees, advise them of the courses being offered at the Business Assistance Center (and urge them to make use of these classes), and poll their interest in having a ribbon cutting ceremony.
- Met with David Dapore, Director of Finance, RUSH Construction, Inc., to discuss opportunities for developers in Deltona.

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 02/22/2013

2nd Floor HR/CC Walk-In Customers	97	
2nd Floor calls Answered	20	
Packages Received	35	
Packages Picked Up	1	
A/P Invoices Opened	111	
Newspapers	18	(13 hours)
Public Records Requests Received	6	
Public Record Request Amount Received	\$16.93	
Documents imaged, pages	7,127	
Large scale drawings imaged, pages	132	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 02/27/2013

- Participating in conference call with local Finance Directors regarding the Local Option Gas Tax.
- Met with City Attorney and Acting City Manager to review RFP for Underwriting Services.
- Met with Wells Fargo representatives to discuss Swaption.
- Began process of reorganizing and streamlining departmental policies and procedures.
- Finalizing financial statements for FY 11/12 audit.
- Worked on transmittal letter for FY 11/12 Comprehensive Annual Financial Report (CAFR).
- Working on Management Discussion and Analysis for inclusion in CAFR.

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 02/26/2013

Fire Chief Staples:

- Participated in the Lieutenant promotional exam process.
- Participated in a Workforce Violence Task Force teleconference.

Deputy Chief Rogers:

- Alarm summary 2/12/2013 to 2/18/2013

Structure fire	2
Vehicle Fire	1
Wild land, grass, trash	3
Misc. Fire	5
ALS Medicals	62
BLS & Misc. Medicals	68
Hazardous Condition	2
Service Calls	4
Good Intent	17
<u>False Alarms</u>	<u>8</u>
TOTAL	172
- 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	Out of Service at Fleet – power steering issues.
Resv A FD-9925	Available at Fleet.
Resv C FD-0214	In Service at Station 65.
Ladder FD-0300	Out of Service at Fleet– hydraulic issues.
R61 FD-0910	In Service at Station 61.
R62 FD-0754	Available at Station 62.
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:

- Worked on 12 lead transmission (E-65).

Assistant Chief Debose:

- Facilitated the Lieutenant’s Promotional Process.
- Met with Mentee at Discovery Elementary School.
- Facilitated the Candidate Orientation for the upcoming Engineer Exam Process.
- Creating a map test of first due response areas to be given to crews.
- Putting the final touches on the National Testing Network Process for new hires.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 02/27/2013

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1400)
- Applications received:
 - (04) Water Operator
 - (01) Utility Systems Tech
 - (06) Engineer
 - (01) Stormwater Foreman
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Posted 2 internal job postings –Stormwater Foreman, Utility Customer Service Rep.
- Participated in (2) interviews for Utility System Technician.
- Background checks for Stormwater Tech, Public Works Tech & Water Operator.
- New hire orientations (2): Purchasing Agent and Enforcement Services Officer.
- Processing William S. Harvey Deltona Scholarship applications.
- Working to resolve (2) United Healthcare employee issues.
- Corrected (2) Assurant Long-term disability premiums.
- Processed one FMLA request.
- Coordinating with and registering prospective Job Fair employers.
- Conducted “HR on the Road” session at the Fire Department.
- Human Resources Representative attended Leadership West Volusia 2013 orientation.

Risk Management:

- Working on Job Fair parking and security preparations.
- Coordinating CPR/First Aid Training for employee certification requirements.

- Filed third-party claims for payment.
- Preparing for evaluation of insurance consultant selection with selection committee comprised of two representatives from Human Resources and one from Finance.
- Coordinating Defensive Driving Certification training sessions.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 02/23/2013

Administration:

- Met with Air Mechanical for A/C repairs at City Hall.
- Coordinated the technical review of ECHO grants for submission to Volusia County.
- Prepared a briefing on the Thornby Loop Trail for the upcoming Volusia Trails Vision 2013.
- Met with Edgewater Condo Association to discuss Thornby Park.
- Processed 14 permits for pavilion and field rentals.

Facility Use Permits (02/17/13—02/23/13):

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 3 permits issued | Weekly attendance – 856 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 231 |
| • Wes Crile Park | 3 permits issued | Weekly attendance – 2,445 |
| • Skate Park | 12 new passes | Weekly attendance – 632 |

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 has begun.
- Senior spring league begins in March.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball spring season, Deltona Little League spring season, and Deltona Youth Soccer spring season, have begun.
- Florida Basketball & Volleyball Association (FBVA) winter season 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.

- Dewey Boster – Painted picnic tables; repaired toilet leak in restroom.
- Dwight Hawkins and Firefighters Memorial – Painted basketball goals black; replaced maintenance gate area of the fence.
- Keyville Dog Park – Filled in holes along fence between big dog/small dog area; filled holes around the fountains in both areas; repaired doggie water fountain in the big dog area.
- Lake Gleason – Installed refurbished picnic tables in the pavilion.
- Timber Ridge – Mulched playground area.
- Tom Hoffman – Replaced trash cans in restrooms due to vandalism.

- Vann Park – Mulched playground area; replaced water heater in concession stand; replaced broken lights outside the concession stand.
- Wes Crile Park – Repaired a wooden bench by the tennis courts.
- Miscellaneous:
 - Welded kick plates to Z-Mowers.
 - Delivered items needed for the Teen Night event to Harris Saxon.

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, etc.); unclogging various toilets in restrooms on both floors; 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 sidewalk 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.

- Stowed tables and chairs returned from Wes Crile on Friday for the Access West Volusia event.
- Scheduled Stanley to service City Hall's front door.
- Changed light bulbs in the 2nd floor hallway.
- Repaired frame for City Manager's office.
- Escorted Air Mechanical to address temperature issues.
- Escorted Schindler for annual inspection of elevators.

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.
- Applied TB3000 to Campbell, DuPont Lakes, Vann Park and Wes Crile.
- Attended safety training.

Sports Complex:

- Mowed the Sports Complex and Pony League.
- Removed fencing on fields 4 and 7.
- Removed soccer nets and corners.
- Applied top dressing to fields 1-9.

PLANNING & DEVELOPMENT SERVICES (Chris Bowley, Director) thru 02/27/2013

Executive Summary:

The Planning and Development Services Department received an increase in application activity and due diligence requests. Applications were recently received for the City's Eastern Wastewater Treatment Plant

and Rapid Infiltration Basin (RIB) ponds on the proposed ±120-acres. Both facilities will expand the integrated utility network within the City to be able to provide basic daily services to residents as the City grows in population, thus making us more sustainable.

Planning:

The Planning Section is completing efforts with the Leslie Pool store opening in the Shops of DuPont Lakes complex. This marks the second retail pool facility to open recently and occupies once-vacant commercial space. Staff also met with Tractor Supply Company and RaceTrac for due diligence regarding new sites, and reviewed building elevations in keeping with the approved Final Site Plan for the RaceTrac store to be located along Howland Boulevard with the Deltona Village project. Finally, staff prepared a Planning and Zoning Board package for an amendment to Chapters 70 and 102 to amend the Sign Code concerning Changeable Copy Signs.

Housing & Community Development:

The Housing and Community Development Section conducted a Fair Housing Focus Group session in the Commission Chambers as part of the Fair Housing Study to analyze the impediments to fair housing within the City. The study is required to be completed to produce the new Five Year Consolidated Action Plan to be submitted to HUD later this year. Staff is also preparing the Commission Agenda Memo package for the establishment of a new Affordable Housing Advisory Committee (AHAC). The City is required by Florida Statutes to assemble an AHAC in order to have the local representatives from a cross-segment of society advise on the City's Housing policies.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 02/22/2013

Traffic Operations:

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

- **Signs:**
 - Completed 5 sign repair work tickets in the City.
 - Fabricated and installed 1 new street name sign.
 - Installed "No Trespassing" sign for Stormwater at 1411 Blandon.
 - Fabricated 20 sets of ID numbers for Deltona Water.
 - Fabricated 2 sets of vehicle ID numbers for Fleet Maintenance.
- **Asphalt:**
 - Completed 3 asphalt repair work tickets – ½ ton.
 - Bloomfield & Findlay – repaired section of road for Deltona Water – ½ ton.
 - Matheson – repaired section of road for Stormwater – 4 ½ tons.
 - 3128 Maltby – repaired road edge – ½ ton.
- **Speed Trailer:**
 - Removed speed trailer on Wolf Pack Run by the YMCA.
 - Removed speed trailer from 2360 Captain Dr.
- **Message Board:**
 - Removed message board at Deltona Blvd & Doyle Rd and at Saxon & Normandy.
- **Thermoplastic Striping:**
 - 12" white crosswalks – 280'; 200'.
- **Miscellaneous:**
 - Public Works depot – graded area with recycled concrete and placed three sheds.
 - Sign Shop – moved supplies from sign shop to bay area for storage.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Normandy Blvd, Elcam Blvd – routine maintenance.
 - Providence Blvd – checked all irrigation and repaired as needed.
 - City Homes: 1177 Hastings; 1797 Ft Smith; 3280 Dellbrook.
 - City Signs: Howland welcome sign.
 - Miscellaneous:
 - Public Works depot – mowed; weed-whacked; edged; removed litter.
- **Concrete:**
 - 1454 E Hancock – 6’x 4’; Courtland Blvd near Skate Park – 90’x 8’.
- **Clam Truck:**
 - Debris – 1
- **Miscellaneous:**
 - Public Works depot – installed sewer pipe for new sign trailer; assisted with grading area for sheds; moved sheds; unloaded sign trailer; reinstalled concrete ballasts.

Fleet Maintenance Division:

- Vehicles PM – 2 Repairs – 3
- Equipment PM – 1 Repairs – 7
- Fire Dept Station Checks 10
- Road Calls 3
- Parts Run/Vehicle Delivery 4
- 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:**
 - 850 Farrington Dr – cut dip in road out; sucked down with the aqua tech to see what the problem was; found a stormwater pipe with a bad joint; put typar over the joint and put concrete over the pipe to seal the join in the pipe.
 - Capital Projects:
 - 3180 Tunisia – formed up sidewalk; formed up collar around basins; formed up a spillway; reshaped the swales; hauled off the material; completed the building of the drainage box.
 - 1620 Matheson St – dug out road base down 2” out of road so it could be asphalted; took out the driveway; formed it up and poured it back with concrete.
- **Drainage Area Maintenance (Aebi mowing):**
 - .1 acre maintained.
 - Drainage ditch mowed – 1865 Tanner Ct.
- **System Cleaning – Vac Truck:**
 - 5 basins cleaned.
 - 155’ stormwater system cleaned.
 - 4 yards of debris removed.
 - Storm systems jetted and cleaned of debris – 936 Utica St; 1620 Matheson St; 1766 Autumn St.
- **Right of Way Litter Crew:**
 - 816.75 gallons of litter removed.

- Main road trash pickup – Elkcarn Blvd twice; Newmark Dr; Humphrey Blvd; Haulover Blvd; Captain Dr; Catalina Blvd; Montecito Av; Courtland Blvd; India Blvd; Ft Smith Blvd.
- Trash pickup in sectors – 12; 13; 14.
- **Miscellaneous:**
 - City Wide – watered newly laid sod at 1235 Seybold Ter; 1620 Matheson St; Abby Ter; 2138 Gloria; Seahorse ditch.
 - Ledford Property – filled the water bags around all the trees.
 - 1486 Renton St – mowed the Right of Way and picked up trash.
 - 344 Cloverleaf Blvd – located property pins to determine if leaning tree is on City property.
 - 1855 Pennington Av – cleaned debris off drainage grate.
 - 201 Howland Blvd – unlocked gate so Deltona Water could use SW0825 for a water main break and haul two loads of fill dirt to their job site.

UTILITIES (Glenn Whitcomb, Director) thru 02/24/2013

Customer Service

February 2013	Total week ending 2/24/13
DW – Lockbox	1804
Ebox	1204
Call Center Calls	1461
Walk-ins/Drop Box	1054
On-line Payments	1215
IVR	613

Customers Disconnected for Non-Pay

February 2013	Total week ending 2/24/13
Total on Disconnect List	129
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

February 2013	Total week ending 2/24/13
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	9
Locates Received	69
Locates Completed	73
Main Leaks	2
Service Leaks	10

Sewer Repairs	2
Sewer Blockage	10
KV2 Valves	5
Service Replacements	3
Meter Change Outs	4
Service Orders	468
Disconnects	129
Drainfield Leaks	
Meter Retirements	60

Participating Employers/Resource Providers (RP) - (11 Confirmed as of 2/28/13)

EMPLOYERS PARTICIPATING (18)

	Number Hiring		
American Support	25	confirmed	CBE
Brighthouse Networks	15	confirmed	D
Convergys Corp.	Several	pending	
Edward Jones Investments	12 to 15	confirmed	CBE
Fl. Healthcare Plans	Several	confirmed	D
Home Instead Senior Care	Several	confirmed	D
Kelly Services	several	confirmed	CBE
Lowes	Several	pending	CBE
McDonalds	35?	pending	CBE
National Broadband	15+	confirmed	D
Orange City Nursing and Rehab.	Several	pending	CBE
Manpower		pending	D
Primerica-Ormond Beach	10	confirmed	CBE
Primerica-Orlando		pending	D
Rainmaker Consulting Group		confirmed	CBE
Servello & Son, Inc	17-20	confirmed	CBE
Spherion Staffing	several	confirmed	CBE
Walmart		pending	D

RESOURCE PROVIDERS - Participating (3)

N/A

Daytona State College	confirmed	D	Education Opportunities
Mid-Florida Housing Partnership	confirmed	D	Housing Opportunities
Webster University	confirmed	D	Education Opportunities

EXHIBIT A