



To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: March 22, 2013

CITY MANAGER'S OFFICE thru 03/22/2013

Communication (Lee Lopez, Public Information Officer):

- Distributed the 2012 Annual Report and submitted it to the Clerk's Office for posting to the Web site.
- Submitted the April-June Edition of the City Newsletter for proofing.
- Working on several after-action items from the "Communication Efforts" presentation made to the City Commission.
- Working with the Office of Economic Development to plan a dedication ceremony for Audubon Park.
- Broadcast the March 18th City Commission meeting live on DeltonaTV.
- Photographed a ribbon cutting ceremony for Leslie's Swimming Pool Supplies.
- Assisted the Human Resources Department with the Job Fair event.
- Posted several events happening at the Library, Lyonia Environmental Center and Amphitheater to Facebook and Twitter.
- Working to publicize a class on customer service happening in the Business Assistance Center. The event was posted to the West Volusia Chamber Web site, the City Web site, e-mailed to all Deltona businesses in our database, posted on Facebook & Twitter, and forwarded to our media contacts.
- Working on a new poster for this year's Music in the Amphitheater series and the April concert which will feature Mark Hodgson.
- Posted information about a pet supply drive to Facebook, Twitter and the News & Highlights section of the Web site.
- Updated DeltonaTV schedules and programming for the week of March 24th.
- Creating schedule for production of local programs for DeltonaTV.
- Created Advancer PSA for Eggstravaganza to air on DeltonaTV.
- Working on ad layout redesign for bus bench advertising.
- Walking tour/site visit of Audubon Park with Jerry Mayes and Steve Moore, in preparation for the park's dedication.
- Met with Tom Pauls, Leigh Grosvenor and Steve Roland to review the background regarding the property at 1680 Doyle Rd, for research for a media request.
- Production for "Thornby Park Profile" video for use in the "Deltona Love Your Heart 5K Race" TV program.
- Met with Julie La Borde (City Manager's office) and Joyce Raftery (City Clerk) to review the Conference Room Reservation process.
- Updated messages on the City Welcome Signs (Howland & Saxon Blvds).
- Broadcast six "on the hour" live updates from the Deltona Job Fair on Friday March 15th.
- Created and scheduled DeltonaTV slide, "Senior Advisory Committee Recruitment".
- Met with Jerry Mayes, Cheryl Atkins and Scott McGrath to review idea for "Deltona: Ecological Tourism Destination", and tie in the creation of bike trails to link "eco-parks".

- Working with IT Department and AMX service provider Sound Stage to repair technical issues with the Chambers AMX controller for the plasma screens and projector.
- Pre-production on local program, “Deltona’s Municipal History” for air on DeltonaTV.
- Reviewing ad rate information provided to Planning & Zoning from VOTRAN.
- Worked with Bright House Cable to resolve issue of DeltonaTV’s broadcast signal not being broadcast on the cable system—technical issue on the Bright House side, originating at the local hub.

Press Release/s:

- Leslie Pools Ribbon Cutting

Media Relations:

- Showed *Mark Harper of the Daytona Beach-News Journal* and his photographer Peter Bauer around at the Job Fair.
- Working with the Parks Department to arrange an interview for the “Snap Shot” section of the *News Journal for Mark Harper/Daytona News Journal*.
- Provided information regarding the donated property on Abigail to *Erika Webb/Hometown News*.
- Working with Planning and Construction departments to provide information regarding the property 1680 Doyle Rd. to *Kathleen Rasche/Daytona News Journal*.
- Providing information regarding the water and sewer rate structure to *Saul Saenz/Central Florida News 13*.

Business Development (Jerry Mayes, Economic Development Manager):

- Completed the agenda memo for the ‘Incentives Workshop’ (March 25th workshop agenda item) and submitted for approval.
- Met with City Staff to discuss “Economic Development: Eco-Tourism”—a growth industry, promoting jobs and quality of life. A workshop topic will be developed for consideration by the City Commission.
- Participated in the 2nd Annual Job Fair.
- Met with Damon Kruid, a resident of Deltona and CEO of DBK, Inc., on Deltona Boulevard to discuss his company’s growth potential and how the City of Deltona can support his business efforts.
- Met with staff to tour Audubon Park in preparation for the upcoming Dedication Ceremony, tentatively scheduled for April 19th at 3:00pm. This park opening is an ongoing step in promoting Eco-Tourism.
- As municipal liaison, attended the meeting of the Deltona Middle School ‘School Advisory Committee’.
- Continued to contact new businesses within Deltona to determine and confirm the location, ownership, number of employees, and discuss their interest in a welcoming ribbon cutting ceremony.
- Began the quarterly review of the City’s website to update the areas pertaining to Economic Development.
- Met with staff and a local business retention organization to discuss a possible working relationship.
- Attended the Volusia County Council meeting regarding their proposed changes for CRAs.
- Met with Economic Developer from another Volusia County City (confidential) and related parties, to discuss solicitation and spurring development in the Deltona Activity Center.
- Attended the Florida Planning and Zoning Association’s workshop on transportation, Brownfields, CRAs, and large projects.
- Met with TVEDC (Team Volusia Economic Development Corporation) to continue the discussion of the Deltona Commerce Park Project (a working name).

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 03/15/2013

Building Services Division:

Building Permits issued for the week.....	74
Valuation of work permitted for the week	\$734,132
Inspections completed for the week	136
Total Permits issued for Fiscal Year 12/13	1334
Valuation of work permitted for the year 12/13.....	\$17,994,994
Permits Issued:	
A/C Change Out	9
Addition.....	1
Building Residential	1
Concrete Flatwork	1
Door Replacement.....	3
Electrical.....	2
Fence.....	18
Garage Door Replacement.....	2
Garage or Carport.....	1
Interior Repair/Renovation	1
Mechanical	1
Other	2
Pool In-ground.....	3
Reroof.....	4
Right of Way	1
Screen Enclosure	7
Shed	3
Sign.....	2
Water Heater Replacement.....	6
Window Replacement	6
Total	74

Enforcement Services Division:

Requests for services this week	325	
Animals impounded at the humane societies	22	
Citation warnings issued	28	
Courtesy notices	147	
Abatement notices	22	
Citations issued	3	
Code Enforcement telephone calls	150	
Animal Control calls	109	
Solid Waste calls	97	
Citizen walk in requests for Code Enforcement assistance	13	
Citizen walk in requests for Animal Control assistance	15	
Citizen walk in requests for Solid Waste assistance	11	
Properties requiring grass to be cut by contractors	7	(at a cost of \$245)
Certified mailings sent out	17	(at a cost of \$104)
Money collected for Animal tags, liens and return to owners	\$800	
Foreclosures for this week: Deltona	29	
County	75	
Total	104	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 03/15/2013

2nd Floor HR/CC Walk-In Customers	78	
2nd Floor calls Answered	31	
Packages Received	46	
Packages Picked Up	4	
A/P Invoices Opened	110	
Newspapers	18	(8 hours)
Public Records Requests Received	2	
Public Record Request Amount Received	\$3.75	
Documents imaged, pages	3551	
Large scale drawings imaged, pages.....	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 03/20/2013

- Attended Information Technology Services meeting regarding Munis upgrade.
- Staff attended Customer Service training.
- Met with Acting City Manager and several department heads to determine policy for food purchases.
- Working on FY 12/13 revenue forecasting.
- Prepared bid for addition to Station 64.
- Proposals for Underwriting Services due March 26th.
- Preparing for training on fixed assets to be held on March 26th.
- Starting the process of selling vehicles and other items on GovDeals.
- Prepared agenda memo for new fire truck.
- Preparing to begin 2013 Citywide inventory.

FEB. 1-28, 2013	Count/Amount
Local Business Tax	
RENEWALS	12
RESIDENTIAL RENTAL RENEWALS	227
NEW RESIDENTIAL BUSINESS	30
NEW RESIDENTIAL RENTALS	114
NEW COMMERCIAL	2
NON-PROFITS	0
EXEMPT/ISSUED	0
WALK-INS	114
BUSINESS TAX REVENUE COLLECTED	\$ 10,208.65
FIRE INSPECTIONS REVENUE COLLECTED	\$ 3,555.00

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 03/20/2013

Fire Chief Staples:

- Attended the Central Florida Fire Chiefs' Association meeting.

Deputy Chief Rogers:

- Alarm summary 3/12/2013 to 3/18/2013

Structure fire	3
Vehicle Fire	0

Wild land, grass, trash	7
Misc. Fire	1
ALS Medicals	54
BLS & Misc. Medicals	65
Hazardous Condition	2
Service Calls	8
Good Intent	20
<u>False Alarms</u>	<u>1</u>
TOTAL	161

• 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	Out of Service at Fleet – door latch.
E65 FD-0900	In Service at Station 65.
Resv A FD-9925	In Service at Station 64.
Resv C FD-0214	Available at Fleet.
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:

- Met with Volusia County Sheriff's Office about a meth lab issue.
- Battalion Chief quarterly meeting.
- Instructed Trauma Classes for Department personnel.
- International Trauma Life Support (ITLS) Roster submissions.
- Department of Health Service Records research and Vehicle Permit change submitted.

Asst. Chief Debose:

- Attended ITLS class for recertification.
- Met with mentee at Discovery Elementary School.
- Conducted JOSH committee meeting. The JOSH committee is the Fire Department version of the City's Safety Committee, and deals with safety concerns within the Fire Department.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 03/20/2013

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (05) added
 - Total # of Deltona JOBS Program folders taken – (05 this week, 1435 Yearly)
- Applications received:
 - (01) Water Operator
 - (01) Utility Systems Tech
 - (16) Firefighter
 - (01) Photographer

- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Coordinated Customer Service Training for all Departments, presented by The Training Tree on 3/20/13.
- Separations processed including exit interviews: G. Brough, Water Operator (Resignation), W. Hoover, Public Works Technician (Resignation).
- Processing one summer internship to work in Community Development.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 03/16/2013

Administration:

- Met with Audubon Society staff to discuss the grand opening for Audubon Park.
- Met with Kiwanis to discuss future planning initiatives.
- Met with Brian Hunter, President, West Volusia Pony League/Little League to discuss field improvements at Dewey Boster.
- Prepared program for Eggstravaganza for Saturday, March 23rd.
- Completed review of applicants for the Parks Maintenance Technician position.
- Met with Peggy Fisher to discuss her upcoming event scheduled for April 20th.
- Met with staff regarding Job Fair.
- Processed 12 permits for pavilion and field rentals.

Facility Use Permits (03/09/13—03/16/13):

- | | | |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center | 4 permits issued | Weekly attendance – 1,166 |
| • Harris M. Saxon Community Center | no permits issued | Weekly attendance – 268 |
| • Wes Crile Park | 4 permits issued | Weekly attendance – 2,166 |
| • Skate Park | 9 new passes | Weekly attendance – 818 |

Special Events/Programs:

- Dewey Boster Sports Complex: Eggstravaganza on March 23rd from 10:00am-12 noon.
- 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 has begun.

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.

- Campbell Park – Replaced worn boards on boardwalk.

- Dewey Boster – Sanded, primed and painted front entrance gates; replaced doorstep in men’s restroom; replaced light fixtures in barn.
- Firefighters Memorial – Repaired water fountain.
- Harris Saxon – Repaired new playground.
- Keysville Dog Park – Emptied all cans and replenished bag stations.
- Miscellaneous:
 - Picked up benches from Parks Office and Wes Crile Park – sanded, primed and re-painted them at the Depot.
 - Picked up water at Publix for Job Fair.

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.

- Escorted Air Mechanical; checked VAV in City Manager’s Office.
- Escorted Wiginton; Signal 21 because alarm was going off.
- Checked emergency front gate by Customer Service (not working properly); called Electrical Solutions.

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 Campbell, Dupont, Pony League, Vann Park and Wes Crile with Trimec Southern.
- Repaired housing of irrigation box at Vann Park.
- Sports Complex:
 - Mowed fields, retention area and Pony League.
 - Edged and weed-whacked Complex and Pony League; trimmed trees around Field 3.
 - Sprayed with Echelon for weeds.
 - Checked and changed irrigation heads at Complex.
 - Painted football goals.

PLANNING & DEVELOPMENT SERVICES (Chris Bowley, Director) thru 03/20/2013

Executive Summary:

The Planning and Development Services Department completed a minor amendment to the Planned Unit Development (PUD) for the Publix Shopping Center located at the Saxon Boulevard and Finland Drive

intersection, which met the purpose and intent of the master development plan for the PUD approved at Volusia County before the City was incorporated. The PUD allowed for office use to be a permitted use and the amendment allows medical office as a permitted use to allow medical offices within the complex. Because the uses are internal to the shopping center and the projected external trips are less intense than the center, the use was considered minor. This saved the applicant much time and effort.

Planning:

The Planning Section is processing the Eastern Wastewater Treatment Plant rezoning application, which is scheduled to go to the April 17th Planning and Zoning Board (P&Z) and the May 6th City Commission hearing for first reading of the ordinance, pending the outcome of P&Z. Staff also met with the applicant for the Bella Vista PUD and intends to bring this PUD amendment application to the P&Z on April 17th, as well. The applicant is requesting an amendment to the Development Agreement approved by the City Commission in 2008, since the former development program for the site is out of date for today's real estate market. Staff is bringing the Changeable Copy Sign amendment to the P&Z this week. Finally, staff approved the rapid infiltration basin plans for the ±120-acre tract near Anderson Street, and the City Commission approved the vacation of easements for that site.

Housing & Community Development:

The Housing and Community Development Section responded to a letter from HUD concerning the timing of spending on the NSP 3 program. Staff drew down more than the required total of 50% of the total funding amount of \$1,964,066, or \$982,033, by recording eligible expenditures of \$1,093,585.09 by the March 10th deadline. This represents a 56% drawdown rate and the upload of it was within the 30-day period after the deadline to achieve that effort. The City Commission approved the Affordable Housing Advisory Committee (AHAC) this week and staff also learned that the State of Florida is considering eliminating the SHIP program in order to reallocate funds to other efforts. Information will be provided as it becomes available.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 03/15/2013

Traffic Operations:

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

- **Signs:**
 - Completed 1 sign repair work ticket in the City.
 - Fabricated and installed 7 new street name signs.
 - Fabricated (4) W18 left & right chevron signs for stock.
 - Fabricated (1) W14-2 "No Outlet" sign for stock.
- **Asphalt:**
 - Completed 1 asphalt repair work ticket – 1 ton.
 - 164 Perimeter – repaired 17' x 12' section of road for Deltona Water – 2 ½ tons.
- **Speed Trailer:**
 - 2545 Derby – installed speed trailer for west bound traffic.
- **Message Boards:**
 - Removed message board at Howland Blvd & Keyville for Wags & Whiskers pet event.
 - Installed message board for Job Fair at N Normandy & Saxon Blvd and Howland Blvd & Graves.
 - Removed message boards from above and placed them at City Hall entrance.
- **Miscellaneous:**
 - 2545 Derby – removed old metal delineators and installed 13 new ones.
 - City Hall – installed and removed cones and detour signs used for Job Fair, and assisted car parking logistics.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Normandy Blvd – routine maintenance.
 - Miscellaneous – N Normandy & Saxon Blvd – mowed vacant lot.
- **Concrete:**
 - Sidewalk repair – 1324 W Hartley – 20’x 4’.
 - Driveway – 1137 Elkcam – 26’x 16’.
- **Clam Truck:**
 - Debris – 5
 - Trimming – 6
- **Slope mowing:** 1609 Airmont – 80’; 1672 Bavon – 120’; 1890 Arista – 25’; 1717 Monticello – 120’; 1534 Monticello – 160’; 1542 Monticello – 80’; 1596 Monticello – 160’; 1695 April – 80’; 1587 April – 80’.
- **Miscellaneous:**
 - 642 Fourwind – ground stump and removed wood chips.
 - City Hall – assisted cars parking for Job Fair.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 4 | Repairs – 11 |
| ● Equipment | PM – 0 | Repairs – 15 |
| ● Fire Dept Station Checks | 8 | |
| ● Road Calls | 6 | |
| ● 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:**
 - 2113 S Old Mill Dr – installed 150’ of 156” HDPE sock pipe; 1 nyloplast basin; cut and took out 3 driveways; hauled off debris.
 - 1112 W Embassy Dr – formed up and poured concrete collars around 2 drainage structures.
 - Evard retention pond – prepped area in front of headwall to install some flex mat to stop erosion.
- **Drainage Rehabilitation Crew:**
 - Drainage ditches dredged out with the menzi – Van Allen; Tallwood; Gatewood; Newhope.
 - Drainage ditches mowed with the menzi – Fayson Cir; 1081 Todd Ct; Newmark from Whipple to Courtland; Van Allen area.
- **Right of Way Mowing Crew:**
 - Main road mowed – Normandy Blvd.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Elkcam, Normandy, India, Humphrey Blvds. and Newmark Dr.
- **Miscellaneous:**
 - Galveston – picked up trash from Sullivan St to Gloria.
 - 1811 Cooper Dr E – reinstalled the drainage lid that was hit by a car.
 - Berkshire Woods Ter – reinstalled a manhole cover back on the drainage box.
 - 2760 Corrigan Dr – removed tree from roadway and hauled off.

- 720 Jena Dr – retrofitted the drainage box to a grate and ring.
- Ledford – filled up water bags around all the trees.
- Dumas & Alameda – laid 3 pallets of bahia where the washout was repaired.

UTILITIES (Glenn Whitcomb, Director) thru 03/17/2013

Customer Service

March 2013	Total week ending 3/17/13
DW – Lockbox	1576
Ebox	1201
Call Center Calls	1828
Walk-ins/Drop Box	1096
On-line Payments	1104
IVR	126

Customers Disconnected for Non-Pay

March 2013	Total week ending 3/17/13
Total on Disconnect List	85
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

March 2013	Total week ending 3/17/13
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	10
Locates Received	94
Locates Completed	77
Main Leaks	
Service Leaks	4
Sewer Repairs	5
Sewer Blockage	1
KV2 Valves	3
Service Replacements	1
Meter Change Outs	12
Service Orders	490
Disconnects	85
Drainfield Leaks	1
Meter Retirements	75