



To: Deltona City Commission  
From: Dave Denny, Acting City Manager  
Subject: Weekly Courtesy Report  
Date: March 08, 2013

**CITY MANAGER'S OFFICE** thru 03/08/2013

**Communication** (Lee Lopez, Public Information Officer):

- Compiling story list for next City newsletter.
- Submitted Wags & Whiskers poster to the Clerk's Office for the event calendar and e-blasted the link to the poster.
- Printing Superstar Student cards.
- Working with DeBary and Orange City on the final proof for the City Map.
- Broadcast live the March 4<sup>th</sup> Commission meeting.
- Working on the presentation for the "Communications Efforts" discussion on the agenda of the March 11<sup>th</sup> Commission Workshop.
- Participated in the County-wide Public Information Officers drill at the Daytona Beach Airport.
- Updated DeltonaTV schedules and programming for the week of March 10<sup>th</sup>.
- Working on March issue of The Pride.
- Working on March 11<sup>th</sup> Workshop agenda item "Broadcast Programming".
- Updated City welcome sign messages.
- Videotaped interviews with State Representative David Santiago and his staff members.
- Videotaped Mayor Masiarczyk's interview with WW2 veteran Douglas Hallahan.
- Represented the City at the Mason Lodge "Citizenship Celebration" event on Saturday March 2<sup>nd</sup>.
- Site visit and tour of Audubon Park with Jerry Mayes to get logistics for upcoming ribbon cutting scheduled for March 20<sup>th</sup>.
- Live broadcast the March 4<sup>th</sup> Commission meeting and recorded it for delayed broadcast.
- Pre-production for 30-minute program "Deltona Round Table: Our Government's History".

**Media Relations:**

- Responded to questions from *Al Everson of the DeLand-Deltona Beacon* regarding the bid opening for the Normandy Project.
- Provided information regarding the latest Water Rate study to *Al Everson/West Volusia Beacon*.
- Provided information regarding the City's relationship with Waverly Media to *Mark Harper/Daytona News Journal*.

**Business Development** (Jerry Mayes, Economic Development Manager):

- Met with Staff to discuss several City projects involving economic development, such as the proposed Community Redevelopment Area (CRA), the Enterprise Zone, and the Unity Team (Deltona and Daytona State College) Stadium Project.
- Attended the PLASTEC Expo and Conference held at the Orange County Convention Center, Orlando, where Team Volusia sponsored a booth. This two-day event was a great opportunity to begin working on

building relationships with plastics manufacturers and manufacturing suppliers toward populating a future Deltona Commerce Park.

- Attended the Volusia City Manager and CRA Practitioners meeting at Daytona Beach City Hall, which discussed the County’s new CRA policy and municipalities’ roles in the CRA process.
- Prepared the agenda packages for the March 8<sup>th</sup> Deltona Economic Development Advisory Board (DEDAB) sub-committee meetings.
- Continued telephoning businesses which opened during late January and February timeframe to determine their number of employees, advise them of the courses being offered at the Business Assistance Center (BAC), and determine their interest in having a ribbon cutting ceremony.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 03/01/2013

**Building Services Division:**

Building Permits issued for the week.....	73
Valuation of work permitted for the week .....	\$326,289
Inspections completed for the week .....	172
Total Permits issued for Fiscal Year 12/13 .....	1183
Valuation of work permitted for the year 12/13.....	\$15,148,135
Permits Issued:	
A/C Change Out .....	16
Addition.....	1
Concrete Flatwork .....	1
Door Replacement .....	1
Electrical.....	5
Exterior Renovation/Repair.....	1
Fence.....	9
Garage Door Replacement.....	3
Gas Installation .....	1
Interior Repair/Renovation .....	2
Plumbing Re-pipe.....	1
Reroof.....	10
Right of Way .....	2
Screen Enclosure .....	3
Shed .....	4
Solar Panel.....	1
Suppression System.....	1
Water Heater Replacement.....	4
Window Replacement .....	7
Total .....	73

**Enforcement Services Division:**

Requests for services this week .....	343
Animals impounded at the humane societies .....	20
Citation warnings issued .....	13
Courtesy notices .....	160
Abatement notices .....	11
Citations issued .....	3
Code Enforcement telephone calls .....	131

Animal Control calls .....	126	
Solid Waste calls .....	53	
Citizen walk in requests for Code Enforcement assistance .....	3	
Citizen walk in requests for Animal Control assistance .....	10	
Citizen walk in requests for Solid Waste assistance .....	2	
Properties requiring grass to be cut by contractors .....	0	
Certified mailings sent out .....	19	(at a cost of \$116)
Money collected for Animal tags, liens and return to owners .....	\$685	
Foreclosures for this week: Deltona	25	
County	<u>75</u>	
Total	100	

**CITY CLERK'S OFFICE** (Joyce Kent, City Clerk) thru 03/01/2013

2 <sup>nd</sup> Floor HR/CC walk-in customers .....	87	
2 <sup>nd</sup> Floor calls answered .....	34	
Packages received .....	45	
Packages picked up .....	2	
A/P Invoices opened .....	95	
Newspapers .....	18	(8 hours)
Public records requests received .....	4	
Public Record Request amount received .....	\$1.49	
Documents imaged, pages .....	3735	
Large scale drawings imaged, pages .....	156	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 03/06/2013

- Working on Management Discussion and Analysis for 11/12 CAFR (Comprehensive Annual Financial Report).
- Webinar training with Hope McLean of MUNIS for Property Control module of Munis.
- Working with City Attorney and City's Financial Advisor to finalize Underwriting RFQ.
- Posted RFQ for Underwriting Services.
- Getting pictures and posting items that were approved for disposal on Govdeals.
- Met with Gary Briggs from BMI regarding RFID tags and scanner.
- Met with Selection Committee for Insurance Consultant Services.
- Prepared agenda memo for a Pierce Impel Custom Pumper for the Fire Department.
- Working with Guardian Fueling Technologies regarding fuel tank purchase for Public Works.

<b>Accounts Payable Section</b>		
<b>Check Run Date:</b>	<b>2/1/2013</b>	
Checks Processed	268	\$ 543,896.2
Invoices Processed:		
Carol	171	244,122.6
Julia/Jacque	252	289,780.1
UB Refunds	166	9,993.4
	<u>589</u>	<u>\$ 543,896.2</u>
<b>Check Run Date:</b>	<b>2/15/2013</b>	
Checks Processed	357	1,721,679.2
Invoices Processed:		
Carol	234	956,746.5
Julia/Jacque	238	753,594.5
UB Refunds	212	11,338.2
	<u>684</u>	<u>\$ 1,721,679.2</u>

<b>Payroll Section</b>	
<b>Check Run Date:</b>	<b>2/14/2013</b>
Total Employees	303
Time Sheets Processed	606
Checks Processed	11
Direct Deposits Processed	292
Total Payroll including benefits	\$ 668,674.94
<b>Miscellaneous:</b>	
Flexible Spending Reimbursements	34
<b>Check Run Date:</b>	<b>2/28/2013</b>
Total Employees	302
Time Sheets Processed	604
Checks Processed	23
Direct Deposits Processed	290
Total Payroll including benefits	\$ 669,899.16
<b>Miscellaneous:</b>	
Flexible Spending Reimbursements	21

CITY MANAGER'S OFFICE

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 03/06/2013

**Fire Chief Staples:**

- Attended Volusia County Fire Chiefs' Association meeting to discuss wildfires and the deployment of Task Forces and Strike Teams within and resources from outside of Volusia County.
- Attended the grand opening and ribbon cutting of the Volusia County Sheriff's Office Emergency Communications and Operations Center.
- Participated in Reading Across America at Discovery Elementary School.

**Deputy Chief Rogers:**

- Alarm summary 2/26/2013 to 3/4/2013

Structure fire	1
Vehicle Fire	2
Wild land, grass, trash	3
Misc. Fire	8
ALS Medicals	47
BLS & Misc. Medicals	75
Hazardous Condition	3
Service Calls	5
Good Intent	13
False Alarms	8
<hr/>	
TOTAL	165

- Apparatus Update:

E61 FD-1233	In Service at Station 61
E62 FD-0655	Out of Service at Fleet – damaged windshield
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	In Service at Station 62.
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:**

- Attended Emergency Medical Services Committee meeting.
- Attended Uniform Committee meeting.
- Attended Telestaff Committee meeting.
- Met with Chief Staples and Deputy Chief Rogers regarding Union issues.
- Attended Emergency Operations and Communications Center Grand Opening.
- Set up for International Trauma Life Support training course.

**Asst. Chief Debose:**

- Facilitated the candidate orientation for the upcoming engineer's exam process.
- Met with mentee at Discovery Elementary School.

- Met with advisors from the Fire Department Explorer program.
- Began the process of rewriting the relief driver proficiency test.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 03/06/2013

- Performance Evaluations processed: 7
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (1420)
- Applications received:
  - (01) Water Operator
  - (04) Utility Systems Tech
  - (04) Firefighter
  - (04) Engineer
  - (04) Utility Customer Service Rep I
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Posted 1 new job posting – Firefighter.
- Participated in (2) interviews for Utility System Technician.
- Scheduled drug screenings for Stormwater Tech & Public Works Tech.
- Separations processed including exit interview: M. O'Rourke, resignation (Intermittent Parks Attendant).
- Processed one FMLA request.
- Attended Union Negotiation meeting on February 28<sup>th</sup> and prepared action minutes.
- Coordinating with, and registering, prospective Job Fair employers—19 confirmed participants to date, with 4 Resource Providers confirming attendance as well. Also coordinating with staff and CBE regarding logistics and parking.
- Reviewed City's package policy insurance with the Acting City Manager and the Risk Manager.

**Risk Management:**

- Received recovery from 3<sup>rd</sup> party insurance of \$236.
- Received partial restitution from a juvenile via State Attorney's office.
- Reviewing property appraisal for insurance.
- Coordinated First Aid/CPR training for employees needing certification.
- Handled two citizen complaints.
- Working on Job Fair parking logistics.
- Filed claim against 3<sup>rd</sup> party insurance for damages to City property.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 03/02/2013

**Administration:**

- Escorted/met with AMSCO to replace boards for City Hall.
- Prepared a presentation to speak to the Volusia County Trails Vision workshop.
- Met with grants coordinator to finalize and review 3 ECHO grant projects prior to submittal to Volusia County.
- Staff attended Defensive Driving Class.
- Processed 10 permits for pavilion and field rentals.

**Facility Use Permits (02/24/13—03/02/13):**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 1 permit issued  | Weekly attendance – 964   |
| • Harris M. Saxon Community Center | 1 permit issued  | Weekly attendance – 267   |
| • Wes Crile Park                   | 3 permits issued | Weekly attendance – 1,455 |
| • Skate Park                       | 10 new passes    | Weekly attendance – 489   |

**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 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 around Depot and road leading to Festival Park, Sheriff's Office, Thornby Park and Veterans Park.
- Deltona Community Center – Restroom overflowed in Little Red Schoolhouse; cleaned carpet, checked/repared lift station.
- Dupont Lakes – Replaced damaged boards on fences.
- Dwight Hawkins – Completed installation of new backboards; painted sections of repaired fence being used by contractors to access the court.
- Festival Park – Replaced damaged boards on perimeter fence; replaced door closer in restroom.
- Firefighters Memorial – Installed braces on basketball poles and re-attached backboards; painted sections of repaired fence which contractors were using to access the court.
- Skate Park – Repaired fencing at corner of skate surface.
- Vann Park – Repaired roof on clubhouse; completed playground re-mulching.
- Veterans Memorial – Cleaned tube and replaced light on flagpole.
- Wes Crile Park – Sanded, primed and painted front entrance gate.
- Miscellaneous:
  - Picked up tables for Philadelphia Union events.
  - Re-attached wind screen around fence at Depot (caused by storm).

**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 to inspect system.
- Escorted Massey Services.
- Contacted Electrical Solutions to change ballast in City Manager's Office.

### **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.
- Replaced valve and repaired irrigation head at Vann Park.
- Replaced pitcher's mound at Vann Park.
- Raised sprinklers at Dupont Lakes.
- Sprayed the trail at Audubon Park.

### **Sports Complex:**

- Mowed fields and Pony League.
- Weed-whacked entire complex; edged all concrete.
- Added irrigation.
- Applied Humic Acid, Ronstar and Trimec at Complex.

## **PLANNING & DEVELOPMENT SERVICES** (Chris Bowley, Director) thru 03/06/2013

### **Executive Summary:**

The Planning and Development Services Department met with staff to prepare an Enterprise Zone application package to the State of Florida. This meets the Florida Statutes requirements for urban redevelopment and designates certain geographical areas within the City (to be determined) as a tax incentive zone for job creation. The Enterprise Zone also requires the creation of a Development Plan and completion of the checklist for application. The plan and application package also have to be presented to the public at a scoping meeting, approved by the Local Planning Agency (Planning and Zoning Board), and ultimately approved by the City Commission by a resolution.

### **Planning:**

The Planning Section completed the Planning and Zoning Board (P&Z) package for Changeable Copy Signs and that will be brought to the March P&Z meeting and a Commission hearing in April for adoption. The package updates Chapter 102 by adding specific standards based on research of electronic message display signs. Staff also addressed field issues with the Dunkin Donuts site to complete that project, worked on the rezoning application for the Bella Vista Planned Unit Development, and provided a simple solution for land use issues inside the Publix shopping center. Staff met with DR Horton on the eventual replat of the Lake

Baton Estates subdivision and signed-off on the Certificate of Occupancy for the Leslie Pools site at the Shops of DuPont Lakes.

**Housing & Community Development:**

The Housing and Community Development Section reached out to several community interest non-profit organizations, some of which we partner with in the Community Development Block Grant program, for very low income applicants within the NSP program. The Veterans Administration, the Council on Aging, Haven Recovery, and Catholic Charities were contacted and the very low income requirements were provided, so that veterans, seniors, and individuals will become potential applicants within the program. Finally, the City needs to acquire three additional properties within the NSP 3 program to complete acquisition efforts for that spending strategy.

**PUBLIC WORKS** (Glenn Whitcomb, Director) thru 03/01/2013

**Traffic Operations:**

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

- **Signs:**
  - Completed 8 sign repair work tickets in the City.
  - Fabricated and installed 7 new street name signs.
- **Asphalt:**
  - Completed 7 asphalt repair work tickets – 2 tons.
  - Roland & Courtland – repaired large section of road for Deltona Water – 11.5 tons.
  - 850 Farrington – repaired 8' x 6' section of road for Stormwater – ½ ton.
- **Speed Trailer:**
  - Installed speed trailer at Pine Grove & Catalina to catch traffic coming off Catalina.
  - Installed speed trailer at Monticello & Hanover to catch traffic coming off of Providence.
- **Miscellaneous:**
  - Public Works depot – packed and continued to move supplies out of sign shop trailer.

**Field Operations:**

*Weekly tasks include evaluating work orders called in by residents.*

- **Beautification:**
  - Medians:
    - Elkcarn Blvd – checked and repaired irrigation line.
    - Providence Blvd – routine maintenance; repaired 1 sprinkler.
    - Howland Blvd – trimmed 16 palm trees.
  - Miscellaneous:
    - Saxon & I-4 entrance/exit ramp – trimmed palm trees.
- **Concrete:**
  - 1448 E Hancock – 6'x 4'; 1455 E Hancock – 19'x 4' & 12'x 4'; 1465 E Hancock – 12'x 4' & 3'x 4'.
  - New Sidewalk Installation – Kingway – 4120'.
- **Clam Truck:**
  - Debris – 17
  - Trimming – 6
- **Miscellaneous:**
  - City Wide – empty all City owned trash containers.

- Public Works depot – hauled fill dirt from Tallwood to depot; loaded all scrap metal and delivered to American Scrap Metal.

**Fleet Maintenance Division:**

• Vehicles	PM – 3	Repairs – 10
• Equipment	PM – 2	Repairs – 12
• Fire Dept Station Checks	7	
• Road Calls	3	
• 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:**

- 850 Farrington Dr – removed 2” of the road base so it can be asphalted.
- Capital Projects:
  - 1620 Matheson St – pulled the form boards off of the driveway; put dirt around the edge of the driveway; laid 1 pallet of bahia sod.
  - 1261 Azora Dr – took out 4 driveways and hauled off; installed 120’ of 24” HDPE sock pipe; 60’ of HDPE 24” solid pipe; installed 1 nyloplast basin; mudded in box and hauled off materials.

• **System Cleaning – Vac Truck:**

- 8 basins cleaned.
- 75’ of stormwater system cleaned.
- 8 yards of debris removed.
- Storm systems jetted and cleaned of debris – 1621 Azora Dr; Beaver St.
- Storm systems inspected – 3070 Tioga; 3075 Tioga; 3116 Covington; 2649 Bentley.

• **Right of Way Mowing Crew:**

- 10 miles of Right of Way mowed.
- Sectors mowed – 1; 2; 3; 4; 5; 6.

• **Right of Way Litter Crew:**

- 742.5 gallons of litter removed.
- Main road trash pickup – Normandy Blvd; Ft Smith Blvd; Cloverleaf Blvd; Deltona Blvd; Catalina Blvd; Elkcam Blvd; Anderson Dr.
- Trash pickup in sectors – 15; 16.

• **Miscellaneous:**

- City Wide – watered newly laid sod at the new storm water projects.
- Eustace Av – repaired the split rail fence.
- 1233 Wheeling Av – picked up the extra 6” suction hoses from the Wheeling pump and delivered to the depot.
- 201 Howland Blvd – installed replacement parts on the John Deere 997 Z mowers; cleaned and greased the T-190 bobcat, S-175 bobcat, excavator, and SW0576 truck.
- Ft Smith Blvd pump site – used the menzi to dredge in front of the suction pipe on the pump so it can be lowered.

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

**Customer Service**

<b>February / March 2013</b>	<b>Total week ending 3/3/13</b>
DW – Lockbox	1855
Ebox	1161
Call Center Calls	1389
Walk-ins/Drop Box	1205
On-line Payments	1287
IVR	641

**Customers Disconnected for Non-Pay**

<b>February / March 2013</b>	<b>Total week ending 3/3/13</b>
Total on Disconnect List	51
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

<b>February / March 2013</b>	<b>Total week ending 3/3/13</b>
Water Service	
Meter Sets	2
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	5
Locates Received	76
Locates Completed	70
Main Leaks	3
Service Leaks	3
Sewer Repairs	
Sewer Blockage	3
KV2 Valves	1
Service Replacements	
Meter Change Outs	13
Service Orders	528
Disconnects	51
Drainfield Leaks	
Meter Retirements	60