



To: Deltona City Commission  
From: Dave Denny, Acting City Manager  
Subject: Weekly Courtesy Report  
Date: May 17, 2013

**CITY MANAGER'S OFFICE** thru 05/17/2013

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

- Worked with the City Clerk's Office to update the FLOW Mobile schedule on the City website.
- Working with the Office of Economic Development (OED) on an invitation list for the Deltona Business Association.
- Helping to communicate via e-mail, Facebook and Twitter, about upcoming travel team tryouts for the Deltona Youth Soccer Club.
- Printed and arranged with 20/20 Media for the pickup of July 4<sup>th</sup> bus shelter posters.
- Used social networking to communicate the Agenda for the May 13<sup>th</sup> Commission Workshop.
- Posted photos from the Relay for Life and Arbor Day events on Facebook.
- Posted information about "Police Week" on Facebook and Twitter.
- Continue to research pricing for promotional and marketing items for the upcoming budget year.
- Updated DeltonaTV schedules and programming—Grill Sergeants, Fit for Duty, Armed Forces Boxing, Battleground, White House Chronicle, VA Weekly News, American Veteran, UCF programming (Global Perspectives, On the Issues, Metrocenter Outlook, Acoustic Spotlight)—for the week of May 19<sup>th</sup>.
- Updated City of Deltona Job Vacancy TV slide.
- Updated City's Welcome Sign messages.
- Contacting local vendors to participate at the City's 2013 Hurricane Preparedness seminar, and contacting local construction company spokesperson to appear as a guest speaker.
- Videotaped June episodes for these local programs: "Code Enforcement Notebook", "Deltona Fire Bulletin", "Economic Development Report", "Parks & Recreation Update" and "Deltona Audubon Report."
- Photographed different Deltona Fire medical teams, for an AV presentation at the Burger King restaurant/Elkcam, spotlighting these personnel during EMT Week.
- Prepped/tested audio in the Chambers for: Planning & Zoning meeting, Risk Management tests, COPs meeting, Deltona Fire examinations and Parks & Recreation board meeting.

**Press Release/s:**

- Hurricane Seminar
- VGMC Recruitment

**Media Relations:**

- Provided information regarding new businesses in Deltona, to Al Everson/West Volusia Beacon.
- Provided information regarding the Magdalena Street Water Treatment Plant, to Mark Harper/Daytona News Journal.
- Provided information regarding Volusia Growth Management Commission recruitment to Shawn Ricker/Central Florida News 13.

- Forwarded a request for information regarding Summer programs to the Parks Department, for Kathleen Rasche/Daytona News-Journal.

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

- Met with George Voll, owner of J&J Security, and Tracey Sandell, owner of Tres-Bonne Realty, regarding the formation of a Deltona Business Association. They envision that this will be a membership group of Deltona businesses that are physically located in Deltona. This would provide local businesses and the City of Deltona a single access point in addressing questions and issues.
- Met with Jack Kessler, Vice Chairperson for the Deltona Economic Development Advisory Board’s (DEDAB) Micro-Incubator & Lakeshore Eco-Economic Research Sub-committee, to discuss the Micro-Incubator project.
- Met with City and Halifax Health staff to discuss the east-to-west expansion in medical care that Halifax Health plans to bring to the City. Halifax Health seeks community ideas and input on current and future health needs and concerns.
- Attended DEDAB Sub-committee monthly meetings. Meetings are held on the second Friday of each month in the Second Floor Conference Room at City Hall, and are open to the public.
- Met with the West Volusia Economic Development Practitioners Council in Orange City. Multiple topics were discussed regarding working together regionally to address individual city needs and projects.
- Met with Bob Turk to discuss SW Volusia/NE Seminole regionalism, shared demographics, and mutual projects that could be shared by Deltona and Sanford.
- Attended the May 13<sup>th</sup> Commission Workshop for a discussion of “Streamlining the Process” and “Open for Business”, which were of particular interest to the Office of Economic Development (OED).
- Attended the ‘Career Connection Cadre’ meeting, held at the Center for Business Excellence, Daytona Beach. This group works to promote and assist the Volusia County School District’s “Career Universities” at area high schools, promoting career education and college preparation.
- Participated in the videotaping of an interview with Eli Schaperow and Steve Kintner of the Audubon Society, detailing the nature activities available in Deltona.
- Met with Carlton Baker, a small manufacturer in Deltona. Mr. Baker currently manufactures three-wheeled (tri) cycles and wants to move his business out of his home into an area where he can expand production and create additional jobs. The OED introduced him to Mr. Van Canada of the Small Business Development Center, for assistance in developing a business plan.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 05/10/2013

**Building Services Division:**

Building Permits issued for the week.....	60
Valuation of work permitted for the week .....	\$322,348
Inspections completed for the week .....	178
Total Permits issued for Fiscal Year 12/13 .....	1821
Valuation of work permitted for the year 12/13.....	\$21,319,196
Permits Issued:	
A/C Change Out .....	12
Addition .....	1
Building Commercial .....	1
Concrete Flat Work .....	1
Deck.....	1
Door Replacement.....	3
Driveway .....	3
Electrical.....	3
Fence.....	16

Interior Repair/Renovation .....	2
Patio Cover .....	1
Reroof .....	7
Right of Way .....	1
Screen Enclosure .....	1
Shed .....	3
Siding.....	1
Solar Panel Installation.....	1
<u>Window Replacement</u> .....	<u>2</u>
Total	60

**Enforcement Services Division:**

Requests for services this week .....	457	
Animals impounded at the humane societies .....	55	
Citation warnings issued .....	27	
Courtesy notices .....	160	
Abatement notices .....	22	
Citations issued .....	7	
Code Enforcement telephone calls .....	166	
Animal Control calls .....	124	
Solid Waste calls .....	100	
Citizen walk in requests for Code Enforcement assistance .....	9	
Citizen walk in requests for Animal Control assistance .....	12	
Citizen walk in requests for Solid Waste assistance .....	3	
Properties requiring grass to be cut by contractors .....	14	(at a cost of \$490)
Certified mailings sent out .....	45	(at a cost of \$276)
Money collected for Animal tags, liens and return to owners .....	\$1,565	
Foreclosures for this week: Deltona	25	
County	<u>44</u>	
Total	69	

**CITY CLERK'S OFFICE** (Joyce Kent, City Clerk) thru 05/09/2013

2nd Floor HR/CC Walk-In Customers .....	33	
2nd Floor calls Answered .....	23	
Packages Received .....	60	
Packages Picked Up .....	2	
A/P Invoices Opened .....	129	
Newspapers .....	16	(9.5 hours)
Public Records Requests Received .....	4	
Public Record Request Amount Received .....	\$1.65	
Documents imaged, pages .....	1,669	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 05/15/2013

- Sent “Notice of Public Disclosure for the City of Deltona Full Cost Accounting for Solid Waste Management” Certification to the State.
- Met with Human Resources Department to assist them in implementing the HR function within the Munis Tyler Content Manager.
- Finalizing Finance Department budget for presentation to Acting City Manager.
- Attended a webinar on Munis Tyler Content Manager.
- Met with Selection Committee to review scoring of Request for Proposals (RFP) for Property and Casualty Insurance.
- Completed inventory for City Hall Departments.
- Attended ECHO meeting in DeLand focusing on Resident concerns and future ECHO projects.

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 05/14/2013

**Fire Chief Staples:**

- Participated in a statewide EMS Workplace Violence Task Force conference call.
- Attended the Central Florida Fire Chiefs’ Association monthly meeting.
- Participated in a videotaping session for D/TV on Hurricane Preparedness.
- Finalized budget for submission on May 16<sup>th</sup>.

**Chief Rogers:**

- Alarm summary 5/7/2013 to 5/13/2013

Structure fire	2
Vehicle Fire	1
Wild land, grass, trash	7
Misc. Fire	4
ALS Medicals	56
BLS & Misc. Medicals	70
Hazardous Condition	6
Service Calls	7
Good Intent	11
False Alarms	15
<u>TOTAL</u>	<u>179</u>

- 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	In Service at Station 65
Resv A FD-9925	Available at Fleet
Resv C FD-0214	Available at Fleet
Ladder FD-0300	Available at Station 65
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 Dr. Warren, Daytona State College, regarding EMS Testing.
- Met with Chief Swisher regarding Rapid Intervention Team (RIT).
- Delivered equipment to Port Orange and Daytona Fire departments.
- Instructed 2 CPR/First Aid class at City Hall.
- Conducted EMS testing for new candidates.
- Attended EMS Committee meeting.
- Attended Human Patient Simulator (HPS) Committee meeting.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 05/15/2013

- Performance Evaluations processed:
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (5) added
  - Total # of Deltona JOBS Program folders taken – (5 this week; 1,475 to date)
- Applications received:
  - (03) Water Operator
  - (01) Stormwater Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) ICMA-RC loan application.
- 2 new job postings – Executive Assistant and Stormwater Tech.
- Continuing to prepare HR budget.
- Processed 1 FMLA request.
- One separation processed including exit interview: Grace Coke (Office Assistant), retired.
- Coordinating Budget Personnel Requisition/Reclassification actions.
- Coordinated with ICMA-RC Rep Patty Nichols to set up personal account status meetings with interested employees.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 05/11/2013

**Administration:**

- Met with Ray Walters, St. Johns Water Management District, and Public Works at Thornby Park.
- Prepared budget for submission.
- Hosted the Citizen Accessibility Advisory Sub Committee Meeting.
- Finalized plans for the Teen Center Game Day on May 18<sup>th</sup>.
- Contacted all the vendors for the Community Expo on June 22<sup>nd</sup>.
- Started planning for Senior Breakfast event in July.
- Processed 6 permits for pavilion and field rentals.

**Facility Use Permits (05/05/13—05/11/13):**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 4 permits issued | Weekly attendance – 924   |
| • Harris M. Saxon Community Center | 1 permit issued  | Weekly attendance – 317   |
| • Wes Crile Park                   | 3 permits issued | Weekly attendance – 2,366 |
| • Skate Park                       | 10 new passes    | Weekly attendance – 648   |

**Special Events/Programs:**

- Amphitheater: Brian Petras Trio concert was cancelled due to weather – will be re-scheduled for sometime in June.
- Boys and Girls Club after school program continues.

**City Leagues Currently Underway:**

- Senior Spring League is completed.

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball and Deltona Little League spring seasons continue.
- Deltona Youth Soccer spring season has ended.
- Florida Basketball & Volleyball Association (FBVA) ends on May 24<sup>th</sup>.

**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, Dwight Hawkins, Firefighters Memorial, Harris Saxon, Parks Depot, Skate Park, Tom Hoffman, Vann Park and Wes Crile parks. Sprayed all parks for ants around playgrounds and restroom areas.
- Audubon Park – Cut up a tree that had fallen on the trail.
- Dwight Hawkins – Removed dead tree from playground area.
- Harris Saxon – Removed two tennis court benches.
- Skate Park – Mulched playground.
- Veterans Memorial – Mulched helicopter area and continued preparations for Memorial Day event.
- Wes Crile Park – Installed the two tennis court benches taken from Harris Saxon.
- Miscellaneous:
  - Took supplies to the Depot.
  - Picked up clamps for flags.
  - Made extra keys for toilet paper dispensers.

**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.*

- Set up Chambers for videotapings with Lee Lopez.
- Met with City Clerk's Office regarding set-up for Flow Mobile.
- Tried unsuccessfully to repair ice machine in the Commission Kitchen.

### **Sports Turf Maintenance:**

- Normal routine maintenance at Dewey Boster Sports Complex, Baseball and Pony League Field, 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.
- Sports Complex:
  - Mowed fields and weed-whacked.
  - Mowed Pony League.
  - Lined soccer fields.
  - Moved soccer goals and bleachers.
  - Put soccer nets in goals; placed corners in soccer fields.
  - Lined soccer fields for Nike Soccer Tournament.
  - Spot sprayed complex with Echelon.
  - Sprayed complex with 15-0-0 and Penecal.

## **PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 05/15/2013

### **Executive Summary:**

The Planning and Development Services Department provided the Commission with an update to the streamlined development review process that was approved by the Commission in 2010. Staff appreciated the positive feedback and dialog for this dynamic system, as updates and revisions are always needed in order to adjust to the real estate market and keep Deltona current and responsive to development proposals. The cycle of amendments to the Land Development Code (LDC), in the form of Phases II A&B, will greatly improve the land use regulations governing development within the City and make the LDC a true "Deltona" document, rather than a copy from the former Volusia County Code that formed our early history.

### **Planning:**

The Planning Section has been working with D.R. Horton to restart the Lake Baton Estates project. The Live Oak Estates subdivision was also purchased by D.R. Horton and construction activity has been occurring towards build-out of that subdivision. Staff has been contacted by a development group looking for small subdivisions that include infrastructure to start homebuilding activities within them. The projects of Arbor Ridge-Phase 5 and Maximus Court are being considered. Staff is bringing the LDC Phase II-A Amendment package to the Planning & Zoning Board this week and will process the amendments with the Commission in June.

Finally, the State reviewed our efforts towards floodplain management for the National Flood Insurance Program (NFIP). They were impressed by the City's comprehensive approach to protect floodways and keep development outside of known flood hazard areas. As a result, the State will recommend that Deltona be considered for the Community Rating System (CRS), which if approved, will lower insurance rates for residents.

### **Housing & Community Development:**

The Housing and Community Development Section is working on the Local Housing Assistance Plan (LHAP) and submitted a draft to the Florida Housing Coalition for their initial review. Though the LHAP is only three years old, there are industry changes that will warrant changes to the City's LHAP. Staff will be working to update the plan, as well as to process a new Affordable Housing Advisory Committee (AHAC).

Finally, staff received three homes within the NSP program that are completed by the general contractor. These homes have been placed on the MLS for sale and one of them received a contract offer. Staff is attempting to acquire two more homes in NSP 1 to close that purchase process out.

## **PUBLIC WORKS** (Glenn Whitcomb, Director) thru 05/10/2013

### **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 2 new street name signs.
  - Fabricated 2 sets of numbers – 0847 & 0817.
  - Fabricated and installed one R3-2 “No Left Turn” sign at Alley 1898 & Ace Hardware.
  - Fabricated and installed one R6-1L “One Way” sign at Alley 1898 & Ace Hardware.
  - Fabricated and installed three “No Trespassing” signs at Festival Park.
  - Fabricated and installed one “Boat Ramp Closed” sign at Festival Park.
- **Asphalt:**
  - Completed 4 asphalt repair work tickets – 5 tons.
  - 1249 Azora – repaired road edge for stormwater – 1 ½ tons.
  - 457 Taylorville – repaired cross cut for stormwater – 2 tons.
  - 181 Plum Tree – repaired cross cut for stormwater – 2 tons.
  - Plum Tree & Taylorville – repaired cross cut for stormwater – 2 tons.
  - Plum Tree & Jeffers – repaired cross cut for stormwater – 3 ½ tons.
- **Message Boards:**
  - Saxon & N Normandy, Providence & Eustace – installed message boards for concert.
- **Miscellaneous:**
  - Azora – deployed, and later removed, ten lighted barricades for road edge.

### **Field Operations:**

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

- **Beautification:**
  - Medians:
    - W Howland Blvd – routine maintenance; reshaped mulch beds; prepped area and installed new schillings; removed water bags and new growth from crepe myrtles.
    - Providence Blvd – routine maintenance.
  - City Homes: 1177 Hastings.
- **Concrete:**
  - Sidewalk repair – 1316 W Wellington – 50’x 4’.
  - Grinding – Loblolly – 1 trip hazard; 1125 Whitewood – 3 trip hazards; 1097 Cobblestone – 2 trip hazards.
- **Clam Truck:**
  - Debris – 32
  - Trimming – 13
- **Miscellaneous:**
  - Alley 498, and Candler & Keysville – removed sand from road.

**Fleet Maintenance Division:**

- Vehicles PM – 3 Repairs – 13
- Equipment PM – 0 Repairs – 15
- Fire Dept Station Checks 5
- Road Calls 2
- Parts Run/Vehicle Delivery 3
- 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:**

- 2913 Elkcaml Blvd – reshaped the swales to stop erosion and sodded back with bahia.
- 1681 Joyner Dr – reshaped the swales to stop erosion and sodded back with bahia.
- 1249 Azora Dr – prepped the edge of the road so it can be asphalted.
- Capital Projects:
  - Taylorville St/Jeffers St – formed up and poured 2 driveways and 3 collars around the drainage basins with concrete; dug 4 road crossings for asphalt and reshaped the swales.

• **Drainage Area Maintenance (Aebi Mowing):**

- Ditches mowed – 1510 Page Dr; 1041 Eastbrook Ave; 1003 De Carlo Dr; 2152 Vance Dr; 1379 Gainesville Dr; 1736 Whipple Dr; 1489 Elkcaml Blvd; 1361 Trinidad Ave; 1383 Rural Hall St; 2489 Riddle Ct; 201 Sheryl Dr; 870 Humphrey Blvd; 798 Weller Ct; 784, 1030, 1001, 973 Courtland Blvd; 860, 981 Hanford Dr; 3060 Hoban Ct; 3027 Etta Cir; 2971 Norvell 3001 O'Bannion St; 1220 Polk Ct; 3152 Clewiston St; 3163 Post Ct; 3115 Noah; 928 Hugo Cir; 2901 Fish Cove Ct; 1010 Treadway Dr; 1072 Lyric Dr; 1072, 118 Peak Cir; 1298, 1372 Tartan Ave; 1400 Walton Ave; 2880 Ulmer Ct; 1309 Montoya Dr; 133, 1311 Nadine Dr; 3070 Keyport St; 1310, 1391 Bladon Ave; 2147 Howland Blvd; 3048, 3145 Telford Ln; 1362, 1373 Trollman Ave; 1341, 1371, 1388 Hayward Ave; 1076 Gage Ave; 1028 Yale; 3390 Goldenhills St; 1309 Lodge Ter; 1324, 1385 Comerwood Ter; 1266, 1276 Swiss; 3350 Montcalm St; 1621, 1697, 1741 Courtland Blvd; 3218, 3292 Buckland St; 1509 Tubeck Ct; 3256 Laurel Ct; 1532 Bonview Ave; 1632 Roble Ln; 3063, 3040 Blaine Cir; 1635, 1491, 1517 Keeling Dr; 3041, 2963, 2899, 2825 Fayson Cir; 2811 Conyers Ct; 2771 Summerfield; 1693 Amboy Dr; 1894 Maderia; 1789 Villa Dr; 2911 Day Rd; 2841 Canal; 1922 English Dr; 2812 Hayes Ln.
- Ponds mowed – 1298 Ft Smith; 1911 Marlow; 1902 Ft Smith; 2876 Slater Dr; Whipple; 1810 Morven Ct 849 Deltona Blvd.

• **Right of Way Mowing Crew:**

- Main roads mowed – India Blvd; Humphrey Blvd; Newmark Dr; Haulover Blvd; Captain Dr.
- Sectors mowed – 26; 27; 28; 29.

• **Right of Way Litter Crew:**

- Main road trash pickup – Captain Dr; Newmark Dr; Haulover Blvd; Anderson Dr; Alexander Dr; Cloverleaf Blvd.

• **Miscellaneous:**

- 699 Piedmont Dr – filled hole next to road with dirt.
- 50 Ft Smith Blvd – secured the fence post at the pump station.
- 2840 Waco Dr E – reset the lid and painted it yellow.
- 735 Fruitland Ave; 1311 Hartley Ave – removed the debris from around the grate.
- 1071 Eva Ct; 50 Ft Smith Blvd; 3100 Riverhead Dr – mowed, trimmed around pump station.
- 1385 Comerwood Dr; 1389 Swiss Ln; 1420 Agatha Dr; 1391 Lydia Dr – mowed the Right of Way and picked up trash.

- Howland Blvd/Thornhill Ln – assisted the Volusia County Sheriff with a traffic accident.
- City Wide – watered newly laid sod at the new stormwater projects.

**UTILITIES** (Glenn Whitcomb, Director) thru 05/12/2013

**Customer Service**

May 2013	Total week ending 5/12/13
DW – Lockbox	2149
Ebox	1439
Call Center Calls	1156
Walk-ins/Drop Box	1159
On-line Payments	1012
IVR	602

**Customers Disconnected for Non-Pay**

May 2013	Total week ending 5/12/13
Total on Disconnect List	62
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

May 2013	Total week ending 5/12/13
Water Service	
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	1
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	11
Locates Received	83
Locates Completed	79
Main Leaks	3
Service Leaks	5
Sewer Repairs	1
Sewer Blockage	2
KV2 Valves	6
Service Replacements	
Meter Change Outs	5
Service Orders	479
Disconnects	62
Drainfield Leaks	
Meter Retirements	39