



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: May 24, 2013

CITY MANAGER'S OFFICE thru 05/24/2013

Communication (Lee Lopez, Public Information Officer):

- Met with a team from the Volusia County Sheriff's Office to plan the Deltona National Night Out event.
- Posted information about Click It Or Ticket on DeltonaTV, Facebook, Twitter and YouTube.
- Posted a reminder about the Building & Zoning office closing early on Facebook and Twitter.
- Posted information about the Agenda and how to watch the City Commission meeting on Facebook and Twitter.
- Posted reminders on Facebook and Twitter about the Teen Center event at Harris M. Saxon, and assisted the Parks & Recreation Department with signage for the area around the Park.
- Working on promotional items related to the AP60 concert, and re-scheduled Brian Petras Trio Music in the Amphitheaters including posters, DeltonaTV Community Calendar slides and press releases.
- Working with Jerry Mayes to develop an Eco-Tourism brochure.
- Attended the Volusia-Flagler Public Information Network meeting for a discussion on school safety communications, new technology being used by Public Information Officers (PIOs); preparing to attend an Emergency Management Institute training and a tour of the new County Emergency Operations Center (EOC) and Sheriff's Office Communications Center.
- Received TVEyes training from the provider.
- Broadcast the May 20th Commission meeting.
- Met with the City Manager and Parks Director to discuss PIO coverage and support.
- Updated DeltonaTV schedule and programming—White House Chronicle, VA Weekly News, American Veteran, Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing, UCF (Global Perspectives, MetroCenter Outlook, On the Issues)—for the week of May 26th.
- Preparations for Hurricane Seminar—soliciting 3rd vendor for mini-expo, recruiting 3rd guest speaker, working with Parks for seat layout, creating poster and flyer.
- Created slides for DeltonaTV— Hurricane Seminar, Memorial Day Observance, City Hall Closed for Memorial Day.
- Submitted Requisition for Wiring Schematics for the TV broadcast room.
- Updated messages for City Welcome signs.
- Working with vendor and IT Department to upgrade the software for the Compix on-air graphics system.
- Working with Jerry Mayes on Eco-tourism projects.
- Editing local programs for DeltonaTV—Economic Development Report, Fire Bulletin, Code Enforcement Notebook, Parks and Recreation Update, Deltona Audubon Report.
- Started work on June issue of the Pride and the next issue of the City Newsletter.
- Worked with the Deltona Fire Department for a photo tribute to EMTs at the Elkcarn Burger King Restaurant.
- Prepared Commission Chambers for Planning & Zoning Meeting, Risk Manager Safety Training sessions and for Special Magistrate.

Press Release/s:

- Hurricane Seminar Update

Media Relations:

- Collected information regarding resident concerns about water quality, for Mark Harper/Daytona News-Journal.
- Fielded question regarding street flooding and standing water, for Saul Saenz/Central Florida News 13.
- Fielded question regarding a possible sale of Saxon Plaza, for Clayton Park/Daytona News-Journal.
- Fielded question regarding Memorial Day events, for Jen Horton/West Volusia Beacon.
- 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):

- Attended the Sanford Chamber of Commerce's Medical Practitioner's Panel discussion, featuring CEOs from Central Florida Hospital, Orlando Medical, and Florida Hospital.
- Attended a City staff and Audubon Society study tour regarding the potential for eco-tourism/nature watching along the north shoreline of Lake Monroe, from the G.E. Turner facility in Enterprise to the area just south of Stone Island.
- Drafted a report to the Commission for the Deltona Economic Development Advisory Board (DEDAB) sub-committee working on the Micro-Incubator research task. When finalized, the report will be presented at a Commission workshop.
- Met with Mark Harper of the Daytona Beach News Journal to discuss economic development within the City.
- Attended a Lakeshore Eco-Economic Studies stakeholder meeting, which included citizens from Enterprise, members of the Enterprise Preservation Society, Volusia County Councilperson Pat Northey, a representative of the Scenic River of Roads Coalition, the director of the West Volusia Tourism Bureau, a representative of the Audubon Society, a representative from Florida United Methodist Children's Home (FUMCH), as well as City staff.
- Met with City staff and the representatives for D.R. Horton Development, regarding the development of Lake Baton Estates.
- Met with Lee Lopez, Public Information Officer, to discuss several items:
 - Presenting Halifax Health to the City of Deltona via guest speakers at DEDAB meetings and an interview for Deltona TV;
 - Working with the FDOT and the "reThink Your Ride" program for existing and future Park'n Rides and SunRail parking facilities; a meeting is scheduled for mid-June.
- Attended the May 20th Commission meeting to be present for the appointments of new DEDAB members.
- Met with Ed Noseworthy, President and CEO of the Florida Hospital Fish Memorial, to discuss progress with John Wanamaker of Coldwell BankerA-1 Commercial Realty, who is working on possible sites in Deltona for medical facilities.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 05/17/2013

Building Services Division:

Requests for services this week:	298
Animals impounded at the humane societies:	31
Citation warnings issued:	11
Courtesy notices:	89

Abatement notices:	23	
Citations issued:	6	
Code Enforcement telephone calls	145	
Solid Waste calls:	65	
Animal Control calls:	124	
Citizen walk in requests for Code Enforcement assistance:	9	
Citizen walk in requests for Solid Waste assistance:	2	
Citizen walk in request for Animal Control:	12	
Properties requiring grass to be cut by contractors:	8	
Certified mailings sent out	66	(at a cost of \$403.26)
Collected for Animal tags, liens, citations, return to owners:	\$580	
Foreclosures last week:		
Deltona	28	
Volusia	<u>61</u>	
Total	89	

Enforcement Services Division:

Building Permits issued for the week.....	73
Valuation of work permitted for the week	\$727,829
Inspections completed for the week	150
Total Permits issued for Fiscal Year 12/13	1954
Valuation of work permitted for the year 12/13.....	\$22,369,374
Permits Issued:	
A/C Change Out	11
Building Residential	1
Deck	1
Door Replacement	3
Fire Sprinkler.....	1
Electrical.....	5
Fence.....	10
Generator	1
Garage Door Replacement.....	1
Interior Renovation.....	1
Patio Cover	1
Photovoltaic	1
Plumbing	1
Pools (above ground & in ground)	2
Pool Enclosure	1
Reroof	8
Retaining wall	1
Right of Way	4
Screen Enclosure	1
Shed	9
Siding.....	2
Skylight.....	1
Water Heater Replacement	2
Window Replacement	<u>4</u>
Total	73

CITY CLERK’S OFFICE (Joyce Kent, City Clerk) thru 05/17/2013

2nd Floor HR/CC Walk-In Customers	52	
2nd Floor calls Answered	19	
Packages Received	26	
Packages Picked Up	4	
A/P Invoices Opened	64	
Newspapers	10	(6.5 hours)
Public Records Requests Received	4	
Public Record Request Amount Received	\$1.50	
Documents imaged, pages	3,632	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 05/22/2013

- Attending two Citizen Input ECHO workshops held by Volusia County.
- Participated in employee reclassification meetings with Human Resources Department.
- Met with Acting City Manager to discuss recommendation of Selection Committee regarding Package Insurance Request for Proposal (RFP).
- Preparing presentation and graphs for Budget Forum to be held in June.
- Began doing inventory for Parks, and reconciling other department inventories.
- Prepared agenda memo for new Fire Truck.
- Prepared agenda memo for Fire Station 64 Addition.
- Prepared agenda memo for radio.
- Attended webinar on “Bringing your P-Card Program to the Next Level.”

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 05/21/2013

Fire Chief Staples:

- Attended an American Heart Association Training Center Update and Forum to discuss changes in the Program Administration Manual, Training Center Agreement, Card Issuance, Instructor Management and upcoming changes in Emergency Cardiac Care Science.
- Participated in a video production on Hurricane Awareness / Preparedness that will air on Deltona TV.
- Met with the Union to discuss the recent Engineers Promotional Exam process and some potential issues in grading made by the selected vendor, JTS Association.

Chief Rogers:

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

Structure fire	1
Vehicle Fire	0
Wild land, grass, trash	5
Misc. Fire	4
ALS Medicals	56
BLS & Misc. Medicals	97
Hazardous Condition	1
Service Calls	3

Good Intent	14
<u>False Alarms</u>	<u>3</u>
TOTAL	184

Deputy Chief Rafferty:

- Met with Putnam County HURST Equipment (an extrication equipment company, e.g., Jaws of Life).
- Met with Morganelli & Associates regarding repairs to the Medical Emergency Response Vehicle (MERV).
- Target Safety Training Completed.
- Attended American Heart Association meeting in Sanford.
- Picked up EMS Week Supplies.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 05/22/2013

- Performance Evaluations processed: 13
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,480 to date)
- Applications received:
 - (05) Water Operator
 - (18) Stormwater Tech
 - (05) Utility Systems Tech
 - (82) Executive Assistant
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) ICMA-RC loan application.
- Background & reference checks for Public Works Tech & Water Operator Trainee III.
- Posted 2 new jobs – Parks Attendant (INT) & Wastewater Trainee.
- Continuing to prepare Human Resources Department budget.
- Processed 1 FMLA request.
- Working on Mayor and Commissioner preliminary salary survey.
- Working with AFLAC to resolve billing issues.
- Processed one new hire: Utility System Technician.
- Scheduled “HR on the Road” for June 30th at Public Works Depot.
- Coordinated/facilitated several budget personnel reclassification reviews.
- Coordinating with the City’s insurance broker, Gene Gizzi, regarding health insurance prospective renewal rate.
- Participated in City’s package insurance policies (comp, auto, GL, property) RFP process and reviewed results with City Manager.

Risk Management

- Conducted fire drill at City Hall.
- Received reimbursement check for costs incurred by the City, \$12,850.
- Investigated 2 citizen complaints.
- Audited use of Department of Highway Safety and Motor Vehicles for compliance with agreement.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 05/18/2013

Administration:

- Met with staff to discuss food vendors for the 4th of July event, and support for an upcoming Special Event.
- Prepared agenda packet and hosted the Senior Advisory Sub-Committee Meeting.
- Met with staff to discuss the upcoming budget personnel allocations.
- Met with Deltona Youth Soccer Club President to discuss future planning concepts.
- Met with Air Current Air Conditioning to develop a quote for Wes Crile Gym.
- Escorted AMSCO Air and Heating representative through City facilities.
- Met with Kompan Playground Company to review pricing options for children's playground at Dwight Hawkins.
- Processed 8 permits for pavilion and field rentals.

Facility Use Permits (05/12/13—05/18/13):

• Deltona Community Center	2 permits issued	Weekly attendance – 864
• Harris M. Saxon Community Center	no permits issued	Weekly attendance – 285
• Wes Crile Park	1 permit issued	Weekly attendance – 2,366
• Skate Park	7 new passes	Weekly attendance – 642

Special Events/Programs:

- Amphitheater:
 - AP60 Concert is scheduled for June 8th from 7:00-9:00pm.
 - Brian Petras Trio is re-scheduled for June 15th from 7:00-9:00pm.

Harris Saxon Community Center:

- Boys and Girls Club after school care continues.

City Leagues Currently Underway:

- Senior Spring League is completed.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season continues.
- Deltona Youth Soccer spring season has ended.
- Florida Basketball & Volleyball Association (FBVA) ends on May 24th.

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: Campbell, Festival, Harris Saxon, Lake Gleason, Manny Rodriguez, Thornby Parks, and Sheriff's Office.
- Campbell Park – Replaced broken sprinkler.
- Dewey Boster – Re-mulched playground.
- Manny Rodriguez – Set up safety fence.
- Tom Hoffman – Re-mulched playground.

- Veterans Memorial – Re-roped and painted anchor; planted grass seeds on bare spots on the monument; mulched areas.
- Wes Crile Park – Installed splash pad signs.
- Picked up supplies at Ace Hardware.

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.

- Escorted Abrams Air to check fridge and ice machine in the Chambers Kitchen.

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 Wes Crile, Campbell Park, Vann Park and Dupont Lakes with TB3000.
- Sports Complex:
 - Mowed fields and weed-whacked.
 - Mowed Pony League.
 - Sprayed complex with Triplex Micro and Rx Supreme.
 - Built structure for wash rack.
 - Repaired broken main and valve at front of complex.
 - Relined soccer fields for Soccer Tournament.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 05/22/2013

Executive Summary:

The Planning and Development Services Department brought several items to the City Commission this week and all of the items were approved unanimously by the Commission. The items included the Bella Vista BPUD amendment, the Rezoning and Final Site Plan for the Eastern Water Reclamation Facility, and amendments to Chapter 86, Concurrency Management. Staff appreciates the level of detail in review of the items by the Commission to make the process efficient.

Planning:

The Planning Section met with D.R. Horton on the Lake Baton Estates subdivision to determine the best way to replat the site and repair existing site conditions. D.R. Horton is deciding how to proceed. Staff reviewed the Permitted Use table for the Land Development Code (LDC) and is beginning the process to create a ready-reference table that is easy to use for our citizens and staff. The table will save everyone from having to read through the LDC to determine whether a land-use is permitted, conditional, or prohibited. Over the years, the table was revised and uses added without revisiting the entire table. As a result, the table becomes riddled with inconsistencies, redundancy, and eventually is outdated. Staff will update the table and bring it to the Commission in a future workshop for review.

Housing & Community Development:

The Housing and Community Development Section received the Analysis of Impediments from the consultant, J-QUAD. The 115-page document describes the City's current and proposed housing efforts. HUD requires this document in going forward with the next Five Year Consolidated Action Plan for Community Development Block Grants (CDBG) to determine if any changes within the community are needed, what programs are in place to address that need, what programs are needed that are not being provided, and where the City wants to be within the next five years. Staff also completed efforts for the Housing and Community Development Section budget for FY13/14, which is an update based upon on-going budget management of the grants with the Finance Department.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 05/17/2013

Traffic Operations:

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

- **Signs:**
 - Completed 2 sign repair work tickets in the City.
 - Fabricated and installed one 30"x 30" "Bird Crossing" signs at two locations – 2409 & 2449 India Blvd.
 - Fabricated and installed one 30"x 30" "Stop Sign Ahead" signs at two locations – 3380 & 3355 Irondale.
 - Fabricated and installed two 30"x 30" "Stop" signs at Irondale & Commerce.
 - Fabricated and installed four 12"x 6" "All Way" signs at Irondale & Commerce.
 - Fabricated two 24"x 36" "Splash Pad" signs for Parks & Recreation.
- **Speed Trailer:**
 - 2456 India – installed speed trailers for traffic in both directions.
- **Message Boards:**
 - Saxon @ N Normandy, and Providence @ Eustace – removed message boards for concert.
 - Irondale @ Commerce – installed both message boards to warn of a new four way stop being installed at that location.
- **Thermoplastic Striping:**
 - Eustace @ Timbercrest Elementary and Galaxy Middle schools – white 6" – 2935'.
 - 24" white stop bar – 18'; 20'; 12'; 10'; 13'; 13'; 11'.
 - 12" white crosswalk – 115'; 70'; 90'; 75'; 75'.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: E Howland Blvd, Providence Blvd, Elkcarn Blvd – routine maintenance.

- City Signs: Howland Blvd Welcome sign.
- **Concrete:**
 - Sidewalk repair – Yorkshire & Parma – 19 yards.
- **Clam Truck:**
 - Debris – 5
 - Trimming – 14
- **Drop Off Repairs & Sod Installation:**
 - Repaired drop off with fill dirt – Urbana & Trumbull.
 - Installed 10 pieces of sod at 1325 Ferendina; 9 pieces of sod at 1338 Ferendina; 14 pieces at 1336 Ferendina; 5 pieces at 1616 Urbana; 14 pieces at Urbana & Saxon; 12 pieces at 1649 Urbana; 3 pieces at 1659 Urbana.
 - Installed 1/8 pallet of sod – 551 Annapolis; 1732 Ferendina; 565 Godfrey.
 - Installed 1/4 pallet of sod -1731 Topaz; 870 N Atmore.
 - Installed 1/2 pallet of sod – 51 Gloria; 521 Antoinette; 1316 Wellington.
 - Installed 1 pallet of sod – 510 N Firwood.
 - Installed 1 1/4 pallet of sod – 192 Algonquin.
- **Miscellaneous:**
 - S Seagate & Vaughn – removed sand from road.
 - Cloudcroft & Ft Smith – returned shopping cart back to WalMart.

Fleet Maintenance Division:

● Vehicles	PM – 6	Repairs – 16
● Equipment	PM – 1	Repairs – 24
● Fire Dept Station Checks	11	
● Road Calls	3	
● Parts Run/Vehicle Delivery	4	
● CDL Testing	0	

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 2451 Walkertown Av – rehabbed the inside of the storm box with mortar and poured concrete on the backside of the grate to stop erosion.
 - Ledford Property – filled up the bags around the trees with water and installed security latches over the weirs where the water is controlled.
 - Elkcarn Blvd/Lake Helen-Osteen Rd – poured concrete around the post for the railing to keep it from washing out.
 - Slater pond – dug out of the spillway on the back side of the pond to get proper flow.
 - 201 Howland Blvd – installed silt fence around the dirt pile next to the tower.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Ditches mowed – 1731 Finland Dr; 1802 Clyburn Ln; 1568 Zinnia Dr; 989 9th St; 1575 Cranbrook Av; 625 Leland Dr.
 - Ponds mowed – Mapleshade; Collingswood; Omaha; Crowley; Seagate; Blaney; Beechdale; Drysdale; Anderson; Whitewood; Philadelphia; 3198 Shallowford; 1016 Ft Smith.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Catalina Blvd; Tivoli Dr; Deltona Blvd; Ft Smith Blvd.
 - Sectors mowed – 22; 23; 24; 25.

- **Right of Way Litter Crew:**
 - Main road trash pickup – Captain Dr; Haulover Blvd; Newmark Dr; Catalina Blvd; Elkcam Blvd; Courtland Blvd; Ft Smith Blvd; Tivoli Dr; Humphrey Blvd; India Blvd; Normandy Blvd.
- **Miscellaneous:**
 - Howland Blvd – responded to a traffic light not working.
 - 788 Chippendale St – mowed the Right of Way.
 - Normandy Blvd N – mowed the Right of Way from Firwood to Graves.
 - City Wide – watered newly laid sod at the new stormwater projects.
 - Providence/Chapel Dr – fixed the metal guard that goes on the end of the pipe.
 - 1638 Bloomfield – fixed the suction intake screen to the pump.

UTILITIES (Glenn Whitcomb, Director) thru 05/19/2013

Customer Service

May 2013	Total week ending 5/19/13
DW – Lockbox	1691
Ebox	1247
Call Center Calls	1313
Walk-ins/Drop Box	1149
On-line Payments	1132
IVR	667

Customers Disconnected for Non-Pay

May 2013	Total week ending 5/19/13
Total on Disconnect List	66
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

May 2013	Total week ending 5/19/13
Water Service	
Meter Sets	1
Reclaim Meters	
Fire Hydrant Installs	2
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	11
Locates Received	100
Locates Completed	90
Main Leaks	2
Service Leaks	4
Sewer Repairs	1
Sewer Blockage	2

KV2 Valves	5
Service Replacements	2
Meter Change Outs	7
Service Orders	350
Disconnects	66
Drainfield Leaks	
Meter Retirements	31