



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: May 31, 2013

CITY MANAGER'S OFFICE thru 05/31/2013

Communication (Lee Lopez, Public Information Officer):

- Submitted information on the rescheduled Brian Petras concert, "Talk with the Docs" event, and the AP60 concert to the Clerk's Office for the Event Calendar.
- Working on a day care contact list as a means of distributing information that benefits children and families.
- Posted reminders about the Deltona Youth Soccer Club travel team tryouts on Facebook and Twitter.
- Posted information about the City Commission workshop and the agenda on Facebook and Twitter.
- Completed the Bee Healthy Deltona Community Expo poster and flyer. Posted information about the event on Facebook and Twitter and created a DeltonaTV Community Calendar slide for Bee Healthy.
- Updated the entryway signs with the latest event information.
- Sent an E-blast out about the Hurricane Preparedness Seminar, and submitted this event to the Z-Radio online calendar and Central Florida News 13's calendar; posted it on Facebook and Twitter; distributed flyers for the event to City parks and facilities.
- Created and sent out a McDonald's ribbon cutting event invitation; posted information about it on Facebook, Twitter, the West Volusia Chamber of Commerce Website, and submitted it to the Clerk's Office for the Event Calendar.
- Updated DeltonaTV schedules and programming—White House Chronicle, VA Weekly News, American Veteran, Grill Sergeants, Fit for Duty, Battleground, Boxing, UCF (Global Perspectives, MetroCenter Outlook, On the Issues) for the week of June 2nd.
- Created Memorial Day Observance slide for DeltonaTV.
- Updated messages on the City's welcome signs.
- Preparations for the 2013 Hurricane Preparedness Seminar—secured four vendors for the Seminar, confirmed Jeff Day/CFNews 13 as the Seminar EmCee, finalized the Seminar schedule/agenda.
- Prepared the Attendee handout/pamphlet for the 2013 Hurricane Preparedness Seminar.
- Worked with the Information Technology and Finance Departments on finalizing Budget Amendment/TV Room Wiring Project for the June 3rd Commission Meeting.
- Finalizing production for June episodes of: Deltona Economic Report, Deltona Fire Bulletin, Parks & Recreation Update, Deltona Audubon Report, and Code Enforcement Notebook.
- Working with Florida Hospital for the "Talk with Docs" public health summit, to be at City Hall
- Working on the June issue of The Pride employee newsletter.
- Created City Hall Closed/Memorial Day slide for DeltonaTV.

Press Release/s:

- AP60 Music in the Amphitheater
- Hurricane Seminar Update

Media Relations:

- Provided information regarding the eastern water reclamation plant, to Al Everson/West Volusia Beacon.

- Provided information regarding the possible sale of outbuildings located in Saxon Plaza, to Mark Harper/Daytona News Journal.
- Forwarded a request for information regarding Summer programs to the Parks Department, on behalf of Kathleen Rasche/Daytona News-Journal.

Business Development (Jerry Mayes, Economic Development Manager):

- Met with Nick Pizza, of Nick Pizza Inc., Deltona Boulevard, regarding the prospects of filling his available retail space by developing an educational center with emphasis on the arts and performing arts.
- Met with Chris Bowley, Ian Fair and Gary Weatherly. Ian and Gary own the ~225 acres in the Deltona Activity Center, zoned industrial, to discuss the potential development of a commerce/industrial park on this property.
- Spent time with Frank Whittock on his first day as a volunteer working with the Office of Economic Development as well as both the Planning & Development and Parks & Recreation departments.
- Attended a conference call with the EPA regarding the Brownfield Area Grant, to review best practices for grant applications for next year’s grant process.
- Lee Lopez, Public Information Officer, and I (co-team leaders) met with Volusia County Councilperson Pat Northey to discuss the State’s refusal to expend funds for trails, and how this may affect the River-2-Sea Trail.
- Attended a webinar on TIGER Grants in preparation for next year’s round of applications. Tiger Grants are large grants for multi-jurisdictional projects and must be “ready to go” at application time.
- Attended the initial and formational meeting of the Deltona Business Association, held at the office of J&J Security on Howland Boulevard.
- Lee Lopez and I (co-team leaders) met with members of the Enterprise Preservation Society (EPS) at the Community Center on Lakeshore Drive for follow-up discussions on the prior week’s stakeholder meeting held at Deltona City Hall.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 05/24/2013

Building Services Division:

| | |
|------------------------------------------------------|--------------|
| Building Permits issued for the week | 68 |
| Valuation of work permitted for the week..... | \$603,466 |
| Inspections completed for the week | 173 |
| Total Permits issued for Fiscal Year 12/13 | 2022 |
| Valuation of work permitted for the year 12/13 | \$22,972,840 |
| Permits Issued: | |
| A/C Change Out | 12 |
| Demolition | 1 |
| Door Replacement | 5 |
| Fixed Suppression | 1 |
| Electrical | 8 |
| Fence | 11 |
| Glass Room | 2 |
| Garage or Carport | 1 |
| Interior Renovation | 1 |
| Pools (above ground & in ground) | 1 |
| Reroof | 12 |
| Retaining wall | 2 |
| Right of Way..... | 1 |

| | |
|--------------------------------|-----------|
| Screen Enclosure..... | 1 |
| Shed | 1 |
| Sign | 1 |
| Solar Panel | 3 |
| Water Heater Replacement | 2 |
| Window Replacement | 2 |
| <u>Total</u> | <u>68</u> |

Enforcement Services Division:

| | |
|----------------------------------------------------------------------------|-----|
| Requests for services this week: | 304 |
| Animals impounded at the humane societies: | 26 |
| Citation warnings issued: | 13 |
| Courtesy notices: | 85 |
| Abatement notices: | 31 |
| Citations issued: | 3 |
| Code Enforcement telephone calls 85 & 98 additional calls, total:..... | 183 |
| Solid Waste calls: | 67 |
| Animal Control calls: | 156 |
| Citizen walk in requests for Code Enforcement assistance: | 10 |
| Citizen walk in requests for Solid Waste assistance: | 10 |
| Citizen walk in request for Animal Control: | 3 |
| Properties requiring grass to be cut by contractors: | 15 |
| Certified mailings sent out: | 47 |
| Money collected for Animal tags, liens, citations, return to owners: \$667 | |
| Abatement files sent to Legal for lien placement: | 12 |
| Foreclosures last week: | |

| | |
|-----------------|-----------|
| Deltona: | 9 |
| <u>Volusia:</u> | <u>12</u> |
| Total: | 21 |

(at a cost of \$287.17)

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 05/24/2013

| | | |
|---------------------------------------------|---------|-----------|
| 2nd Floor HR/CC Walk-In Customers | 74 | |
| 2nd Floor calls Answered | 21 | |
| Packages Received | 29 | |
| Packages Picked Up | 2 | |
| A/P Invoices Opened | 98 | |
| Newspapers | 16 | (6 hours) |
| Public Records Requests Received | 4 | |
| Public Record Request Amount Received | \$78.76 | |
| Documents imaged, pages | 3,317 | |
| Large scale drawings imaged, pages | 0 | |

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 05/29/2013

- Met with grants staff to define responsibilities between departments.
- Met to discuss and prepare streetlighting budget.

- Met with PGIT to negotiate pricing as submitted in Request For Quote (RFQ).
- Met with City Manager and Human Resources Director to discuss personnel reclassifications in preparation for budget.
- Conference call with EPA regarding scoring and what to do better next year when we apply for the Brownfields Area-Wide Planning Grant.
- Transportation Grant (Tiger V) teleconference for latest project updates.
- Attended ECHO Workshops in Ormond Beach.
- Homeless Coalition meeting in Daytona Beach, for the Homelessness Prevention Grant Program.

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 05/28/2013

Fire Chief Staples:

- Attended the Volusia County Fire Chiefs' Association meeting.

Chief Rogers:

- Alarm summary 5/21/2013 to 5/27/2013
 - Structure fire 1
 - Vehicle Fire 1
 - Wild land, grass, trash 4
 - Misc. Fire 2
 - ALS Medicals 79
 - BLS & Misc. Medicals 79
 - Hazardous Condition 5
 - Service Calls 3
 - Good Intent 19
 - False Alarms 4
 - TOTAL 197

- Along with Scott McGrath and Mitch Honaker, the City's Emergency Operations Center (EOC) liaisons, participated in the Statewide Hurricane Drill Exercise at the New County EOC. Also reviewed the draft oil spill plan for Volusia County.
- Prepared for the City Hurricane Expo to be held Friday, May 31st in Commission Chambers.
- Presented Hurricane and Safety information to the Hispanic American Youth Group (HAYGD).

Deputy Chief Rafferty:

- Attended Volusia County Fire Chiefs Association meeting in South Daytona.
- Attended American Heart Association Task Force Meeting in Eustis.
- Target Safety Training Completed
- Emergency Medical Services Week Celebration set up and luncheon.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 05/29/2013

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,485 to date)

- Applications received:
 - (03) Water Operator
 - (10) Stormwater Tech
 - (39) Executive Assistant
 - (10) Wastewater Trainee
 - (03) Parks Attendant
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) ICMA-RC loan application.
- Scheduled 14 Firefighter interviews.
- Set up 2 interviews for Water Operator.
- Processed 1 separation including exit interview: J. Harris, medical separation.
- Sent Stormwater applications to department for review.
- Continuing to prepare Human Resources FY2013-14 budget.
- Processed 1 FMLA request.
- Finalizing budget personnel reclassification/requisition actions.
- Met with PGIT package insurance representative after bid process to further negotiate renewal rate.
- Met with United Health Care representative to review renewal proposal.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 05/25/2013

Administration:

- Met with Frank Whitlock and staff (Jerry Mayes) to discuss future park planning concepts.
- Met with Air Currents to discuss replacing the air conditioning at Wes Crile.
- Met with Charlie Vance to discuss soccer activities.
- Briefed Pride Elementary School touring City Hall about Parks and Recreation facilities and programs within the City.
- Met with Musco Sports Lighting to discuss pricing and relocating sport fields lighting at Dupont and Wes Crile Parks.
- Finalizing plans for the Community Expo; fielded questions from local businesses.
- Found resources for a resident with a special needs child.
- Assisted Purchasing with inventory.
- Processed 18 permits for pavilion and field rentals.

Facility Use Permits (05/19/13—05/23/13):

- | | | |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center | 4 permits issued | Weekly attendance – 779 |
| • Harris M. Saxon Community Center | no permits issued | Weekly attendance – 245 |
| • Wes Crile Park | 2 permit issued | Weekly attendance – 2,058 |
| • Skate Park | 6 new passes | Weekly attendance – 302 |

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 and Deltona Little League spring seasons continue.
- Deltona Youth Soccer spring season and Florida Basketball & Volleyball Association (FBVA) have ended.

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, Deltona Community Center, Depot, Dupont, Festival, Keysville, Manny Rodriguez, Thornby, Timber Ridge and Veterans Memorial.
- Campbell – Planted tree; checked irrigation.
- Dupont Park – Removed tree.
- Festival Park – Put out fire; cleaned up, removed & repaired burnt part of the dock.
- Keysville – Sprayed for ants; trimmed trail.
- Lake Gleason – Repaired restroom faucet.
- Manny Rodriguez – Installed arm to door closure.
- Skate Park – Pressure washed buildings and sidewalk; painted restroom; repaired water fountain behind concession stand; repaired irrigation in zones 3 & 5; replaced entrance lock on concession stand office door.
- Vann Park – Filled in wash-out at entrance and wash-out in back parking lot.
- Wes Crile Park – Installed toilet part; installed new faucet in outside restroom; filled in holes around playground; removed old BBQ grills and installed new ones.
- Miscellaneous:
 - Picked up supplies at Ace Hardware, Lowes and Color Wheel.
 - Picked up tree at Pell's.

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.

- Restroom repairs at the Sheriff's Office.

- Met with Florida Hospital and Encore Catering regarding Commission Chambers set-up for the upcoming "Talk with the Docs" event on June 11th.

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 and Wes Crile Parks.
- Raked and lined fields at Dupont every day.
- Sliced and sprayed Campbell Park for grassy weeds.
- Sprayed Tom Hoffman, Keysville, and City Hall Landscape beds with Roundup.
- Sports Complex:
 - Mowed fields and weed-whacked.
 - Mowed Pony League; repaired valve.
 - Replaced damaged slide.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 05/29/2013

Executive Summary:

The Planning and Development Services Department is beginning efforts on the Florida Enterprise Zone Program Grant Application. Staff will prepare an outline and a preliminary project schedule and will be compiling the application within the coming weeks. Areas already studied for the Community Redevelopment Area and the established Brownfield Area will be considered for a co-location of the grant area with the intent of achieving urban renewal.

Planning:

The Planning Section completed several post-Commission approval actions this week; including receipt of the executed Bella Vista BPUD Development Agreement and issuance of the rendition letter for the Eastern Water Reclamation Facility to the Public Works Department. Staff will schedule the Pre-Development meeting for the Eastern Water Reclamation Facility with the Public Works Department so that commencement of site construction can occur in the future. Staff also focused on the long-range schedule of Phase II-B of the Land Development Code Amendments to begin following adoption of Phase II-A. Finally, staff addressed a process for intake of variance applications and processing them in a timely manner for those applications that meet the Code criteria to be considered as a variance.

Housing & Community Development:

The Housing and Community Development Section received word the City will receive \$453,929 for the next Community Development Block Grant (CDBG) Program Year grant award. The City will continue to use the grant money for Public Works, Parks, and Subrecipient Agreement projects. Staff also heard presentations from six groups seeking grant-in-aid, which is a required spending strategy for our CDBG funding. All of the groups are existing subrecipients in the CDBG program; however, the number of groups decreased from last year. Finally, staff sent a letter to HUD requesting administrative approval for efficiencies within the NSP program that were at the suggestion of HUD.

PUBLIC WORKS (Glenn Whitcomb, Director) thru 05/24/2013

Traffic Operations:

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

- **Signs:**
 - Completed 6 sign repair work tickets in the City.
 - Fabricated and installed 7 new street name signs.
 - Fabricated three sets of 30"x 30" "Stop" signs for on call purposes.
 - Fabricated and installed one 30"x 30" "Stop" sign at Timbercrest & Monticello and one 30"x 30" "Stop" sign at Peoria & Worthington.
 - Fabricated and installed one 30"x 30" "Curve Advisory" sign at 2941 Waco Dr E.
 - Fabricated and installed six 11.5"x 11.5" City logos for Fleet Maintenance.
 - Fabricated and installed one 30"x 30" "Deaf Child" sign at 3355 Whitehorse.
 - Fabricated and installed one 30"x 30" "Dead End" sign at Voltaire & Sedgfield.
- **Asphalt:**
 - 1741 Courtland – 6 tons.
 - E Normandy & Providence, and Courtland & Lockwood – repaired pot holes with cold patch (1 bag each).
- **Speed Trailer:**
 - 2456 India – removed both speed trailers.
- **Message Boards:**
 - Irondale & Commerce – removed both message boards.
 - Howland & Graves, and Doyle & Deltona Blvd – installed message boards for Click it or Ticket campaign.
- **Thermoplastic Striping:**
 - 24" white stop bar – 15'; 13'.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Howland, N Normandy, Elkcam, Providence Blvds – routine maintenance; checked and repaired irrigation; removed trash as needed.
 - City Signs: Howland Blvd Welcome sign.
- **Concrete:**
 - Sidewalk repair – 1973 Brewster – 18'x 4'; 3162 Parma– 154'x 5'.
 - New construction – Dan River Av; Kenlake Dr; Whitmarsh Av; Camden St Dolin St; W Gaucho from Cloverleaf Blvd to E Fairbairn Dr.
- **Clam Truck:**
 - Debris – 2
 - Trimming – 10
- **Slope Mowing:** 2766 Welton – 80'; 2894 Clovis – 240'; 2946 Clovis – 80'; 600 Loyalty – 240'; 677 Tradewinds – 160'; 590 Outrigger – 120'; Monarch – 160'; E Slater – 980'; 3269 Post – 600'; Battersea – 240'; 1401 La Casita – 80'.
- **Drop Off Repairs & Sod Installation:**
 - Repaired drop off and installed 1 ¼ pallet of sod – 2801 Fifer.
- **Miscellaneous:**
 - City Wide – emptied all trash containers.
 - 3126 Shallowford – boarded up all windows, door; tarped roof where fire burned through.
 - Eustace & Timbercrest – removed glass from roadway.
 - Public Works Depot – loaded up pile of debris and hauled to Vicksburg.

Fleet Maintenance Division:

| | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 4 | Repairs – 3 |
| • Equipment | PM – 4 | Repairs – 11 |
| • Fire Dept Station Checks | 10 | |
| • 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:**

- 933 Union Cir – prepped area for stormwater project.
- 1836 Plumtree – cut out the road edge so it can be asphalted.
- 1887 Del Rio Ct – cleaned the vines off fence.
- 475 Glenhaven Dr – sucked down with the aquatech and repaired the drainage box; back filled the hole with dirt.

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

- Ditches mowed – 1293 Buccaneer; 230 W Embassy; 761 Red Coach; 898 E Fairbairn; 819, 992 W Gaucho Cir; 1096 Eleanor; 989, 780, 732 9th St; 751, 722 Whitewood; 524 Gasper; 444 Alexander; 1003 De Carlo; 1521 Ortega; 1952 E Merrick; 1965, 2023, 2081 Alameda; 2016 Dumas; 1648 Gregory; 1872 Akron; 1529 Ferendina; 1599 Providence; 1299 Briarwood; 753 Arlene; 2349 Fitzpatrick; 632 Armadillo; 2017 Appian Ct; 640 Sullivan; 2140, 2032 Parkton; 1868 Plumtree; 1731, 1590 Finland; 2885, 2163, 2107 Newmark; 2633 Salters; 1509, 1481 Humphrey; 2726 Ancho Ct; 1581, 1393, 2401, 2321 Timbercrest; 2025 Watersedge; 2097 Wallingford.
- Ponds mowed – 1049 Sylvia; 2250 Enterprise/Osteen Rd.

• **Right of Way Mowing Crew:**

- Main roads mowed – Elkcam Blvd; Normandy Blvd.
- Sectors mowed – 1; 2; 3; 4; 5; 6; 7.
- Alleys mowed – 933; 977; 1898; 1915; 1578; 1184; 1185; 1590.

• **Right of Way Litter Crew:**

- Main road trash pickup – Elkcam Blvd; Ft Smith Blvd; Normandy Blvd; Courtland Blvd.

• **Miscellaneous:**

- 201 Howland Blvd – unloaded 50 grates from a semi-truck.
- City Wide – cleaned debris from and around the grates and hauled off.
- Eustace Ave; Wolfpack Run; 1921 Evard Dr – mowed the Right of Way and picked up trash.
- Haulover/Snow – picked up lumber in the Right of Way and brought back to the depot dumpster.
- Mandeville St/Slater – reinstalled the grate that had fallen into the drainage box.

UTILITIES (Glenn Whitcomb, Director) thru 05/26/2013

Customer Service

| May 2013 | Total week ending 5/26/13 |
|-------------------|------------------------------|
| DW – Lockbox | 2139 |
| Ebox | 1154 |
| Call Center Calls | 1433 |
| Walk-ins/Drop Box | 1054 |
| On-line Payments | 522 |
| IVR | 659 |

Customers Disconnected for Non-Pay

| May 2013 | Total week ending 5/26/13 |
|--------------------------|------------------------------|
| Total on Disconnect List | 99 |
| Off in error/DW error | |
| Off in error/Munis error | |
| Misapplied Payment | |

Construction Log & Service Orders

| May 2013 | Total week ending 5/26/13 |
|--------------------------|------------------------------|
| Water Service | 1 |
| Meter Sets | 0 |
| Reclaim Meters | 0 |
| Fire Hydrant Installs | 0 |
| Fire Hydrant Replacement | 0 |
| Fire Hydrant Repair | 0 |
| Replace Meter Box | 17 |
| Locates Received | 100 |
| Locates Completed | 110 |
| Main Leaks | 1 |
| Service Leaks | 4 |
| Sewer Repairs | 0 |
| Sewer Blockage | 3 |
| KV2 Valves | 5 |
| Service Replacements | 4 |
| Meter Change Outs | 2 |
| Service Orders | 356 |
| Disconnects | 99 |
| Drainfield Leaks | 1 |
| Meter Retirements | 34 |