



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: August 16, 2013

CITY MANAGER'S OFFICE thru 08/16/2013

Public Information Office (PIO): (Lee Lopez, Public Information Officer)

- Created and distributed an invitation to a ribbon cutting event and a band performance event for Bethune-Cookman University.
- Submitted information on the Simulcast performance to the City Clerk's Office for the online Event Calendar; sent an e-mail to the Parks News subscribers about the concert; posted a concert reminder on Facebook and Twitter.
- Posted information about the Agenda for the City Commission Workshop to Facebook and Twitter.
- Created and printed posters for the Teen Center; event was also posted on the Entryway signs, Event Calendar and on Social Media (event has since been postponed.)
- Photographed the "Think Before You Throw" campaign kickoff; posted information about the campaign on Facebook & Twitter.
- Posted a reminder about the FLOWMobile visit on Facebook and Twitter.
- Photographed National Night Out and assisted the VCSO with setup and signage for the event as well as making sure the presentations hosted in the Chambers had audio and visual support.
- Working with the Commission Assistant to locate photos for a brochure (Commissioner Herzberg request).
- Updated DeltonaTV schedules and programming—Grill Sergeants, Battleground, Fit for Duty, Armed Forces Boxing, UCF (Global Perspectives, MetroCenter Outlook, On the Issues), nature and environmental episodes—for the week of August 18th.
- Videotaped the September episodes for Deltona Parks Update, Code Enforcement Notebook and Deltona Economic Development Report.
- Collected archive footage of City events and locations per a request for video from AARP.
- Met with Jerry Mayes to review possible candidates for Halifax Health's Citizen Advisory Board.
- Added the VCSO "Back to School/Driving Safety" PSA to the DeltonaTV schedule.
- Met with Tim Baylie/Volusia County Parks Director (accompanied by Steve Moore), to review the City's Eco-Tourism project, and how the City and County can accomplish their mutual goals.
- Photographed bus bench locations in Deltona as possible sites for the "Think Before You Throw" signs and waste bins.
- Reviewing field videotapes of previous Amphitheater concerts, for post-production.
- Pre-production for the Waste-Pro Automated Trucks PSA.
- Updated the on-air GFX slides for the Deltona Jobs Program.
- Working with the Volusia County School Board on the "Think Before You Throw" poster contests.

Press Releases:

- AP60 Music in the Amphitheater
- Two versions of the Bethune-Cookman University's Dedication—one listing both the Campus Dedication and B-CU Marching Band performance, and the other highlighting only the band's performance at Dewey Boster Park.

Media Relations:

- Provided a list of upcoming events to Volusia Parent Magazine.
- Submitted a preliminary list of events to Parks & Recreation, etc. for a request by the *Hometown News* for a special section on events.
- Provided event information to the *Hometown News*, for the publication’s Fall Calendar.
- Worked with Jerry Mayes regarding an interview request pertaining to Dunkin Donuts, by *Mark Harper/Daytona News Journal*.

Office of Economic Development (OED): (Jerry Mayes, Economic Development Manager)

- Attended a City ‘Event Team’ staff meeting to consider Halifax Health’s request for volunteers from the Deltona community to serve on a Halifax Health advisory board (not a City board); a list of names has been sent to Halifax Health, who will be contacting the prospective advisors.
- Met with John Slavens, President of CDG Inc. and his client to discuss potential locations in Deltona. Once a location is determined, then the developer will be introduced to the Planning & Development Services Department.
- Participated in a videotaped interview with Bethune-Cookman University’s President, Edison Jackson, for DeltonaTV.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 08/09/2013

Building Services Division:

Building Permits issued for the week.....	60
Valuation of work permitted for the week.....	\$1,645,733
Inspections completed for the week	171
Total Permits issued for Fiscal Year 12/13	2713
Valuation of work permitted for the year 12/13	\$34,462,208
Permits Issued:	
A/C Change Out	13
Addition	1
Building Residential.....	4
Door Replacement	2
Driveway.....	1
Electrical.....	4
Fence.....	6
Garage Door Replacement.....	5
Glass Room.....	1
Hurricane Shutters	1
Pool Enclosure	1
Reroof	6
Right of Way.....	2
Screen Enclosure.....	1
Shed	4
Solar Panel	2
Water Heater Replacement	3
Window Replacement	3
Total	54

Enforcement Services Division:

Requests for services this week	325	
Animals impounded at the humane societies	29	
Citation warnings issued	24	
Courtesy notices	146	
Abatement notices	67	
Citations issued	10	
Code Enforcement telephone calls	134	
Animal Control calls	106	
Solid Waste calls	123	
Citizen walk in requests for Code Enforcement assistance	10	
Citizen walk in requests for Animal Control assistance	17	
Citizen walk in requests for Solid Waste assistance	4	
Properties requiring grass to be cut by contractors	38	(at a cost of \$1330)
Certified mailings sent out	104	(at a cost of \$637)
Money collected for Animal tags, liens and return to owners	\$2,209	
Foreclosures for this week: Deltona	27	
County	<u>57</u>	
Total	84	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 08/09/2013

2nd Floor HR/CC Walk-In Customers	24	
2nd Floor calls answered	15	
Packages Received	40	
Packages Picked Up	2	
A/P Invoices Opened	112	
Newspapers	15	(4.75 hours)
Public Records Requests Received	5	
Public Record Request Amount Received	\$1.33	
Documents imaged, pages	7,705	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 08/16/2013

- Worked on updating Grants Status Report and Schedule of Expenditures of Federal Awards and State Financial Assistance.
- Worked on July month end Housing Reports.
- Assistant Finance Director and Grants Coordinator attended a three day training program provided by HUD.
- Participated in Munis Tyler Content Manager (TCM) training with HR.
- Presented budget report to the Commission workshop on utility and special revenue funds.
- Working on finalizing all documents related to swaption termination and new bond issue.
- Met with Acting Deputy City Manager to discuss residential rentals with respect to Code issues.
- Prepared agenda for next week's Fixed Assets training.
- Attended webinar on "Update on Health Care Reform".
- Proposals for General Contractors Housing and Community Development due September 5, 2013.
- Preparing Resolution for Commission approval on disposal of assets.

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 08/14/2013

Fire Chief Staples:

- Met with Staff to revise the New Employee Orientation manual.
- Attended the Central Florida Fire Chiefs' Association meeting.

Chief Rogers:

- Alarm summary 8/6/2013 to 8/12/2013

Structure fire	0
Vehicle Fire	0
Wild land, grass, trash	2
Misc. Fire	5
ALS Medicals	41
BLS & Misc. Medicals	57
Hazardous Condition	5
Service Calls	11
Good Intent	12
False Alarms	8
<u>TOTAL</u>	<u>141</u>

Deputy Chief Rafferty:

- Completed Target Safety Trainings.
- Instructed EMS Equipment Trainings.
- Special Operation Meeting with Deland and Orange Fire Departments.
- EKG up-load corrected at Fire Stations 63 & 64.
- LifePak repair performed.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 08/14/2013

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (05) added
 - Total # of Deltona JOBS Program folders taken – (05 this week; 1,540 to date)
- Applications received:
 - (06) Parks Attendant
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Separations processed including exit interview: T. Peterson, Intermittent Parks Attendant (Resigned).
- Participated in 10 interviews for Intermittent Parks Attendant position with Parks & Recreation.
- Planning and coordinating Employee BBQ for August 16th.
- Planning and coordinating Leadership Academy Management Development I program, *Succeeding as a Manager*.
- Continuing to coordinate with Halifax Health regarding the City's FY 2013/14 Wellness Program.
- Attended MUNIS webinar training on August 12th.
- Coordinating the City's FY 2013/14 Open Enrollment sessions; planning morning and afternoon sessions on August 27th, 28th, and 29th.
- Attended refresher training on the City's Drug & Alcohol Policy presented by the City's Risk Manager; used this opportunity to discuss with those employees attending the training session, the City's health

insurance renewal, the new FY 2013/14 Wellness Program, FSAs, the draft Tobacco Free Workplace policy and Friday's Annual Employee BBQ.

- Participated in/facilitated the Deputy Public Works Director interviews (5 finalists).

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 08/10/2013

Administration:

- Hosted the Concert at the Amphitheater.
- Conducted the Youth Advisory Sub Committee Meeting.
- Met with Tim Baylie, Volusia County, to discuss trails and Eco tourism with Jerry Mayes and Lee Lopez.
- Conducted interviews for two (2) vacant and part time intermittent park attendants.
- Processed 7 permits for pavilion and field rentals.

Facility Use Permits (07/28/13—08/03/13):

• Deltona Community Center	1 permit issued	Weekly attendance – 1,115
• Harris M. Saxon Community Center	no permits issued	Weekly attendance – 248
• Wes Crile Park	no permits issued	Weekly attendance – 2,997
• Skate Park	2 new passes	Weekly attendance – 432

Special Events/Programs:

Deltona Amphitheater:

- AP60 on Saturday, August 24th from 7:00–9:00 p.m.

Harris Saxon Community Center:

- Boys and Girls Club Summer Camp has ended.

Partner Leagues Currently Underway:

- Florida Basketball & Volleyball Association (FBVA) summer program continues.

Wes Crile Park:

- DTA Summer Camp ends on August 16th.

Parks Maintenance:

Weekly tasks include opening all the parks in the morning, cleaning restrooms at parks and facilities, picking up and emptying trash; 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; maintaining paper towel and toilet paper dispensers.

- Mowed, edged and weed-whacked: Deltona Community Center, Dewey Boster, Dwight Hawkins, Festival, Firefighters Memorial, Keysville Dog Park, Manny Rodriguez, Skate Park, Tom Hoffman, Veterans Memorial and Wes Crile.
- Parks Depot – Took mobile message boards to fleet to get registered into inventory.

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 recycle bins; setting up Chambers for various meetings and resetting afterwards; checking temperature throughout the building;

replenishing restroom and other supplies throughout the entire building; cleaning and maintaining all restrooms (floors, toilets, sinks, spills, etc.); maintaining water fountains; replacing light bulbs and ceiling tiles as needed throughout the building, courtyard and walkway; moving or assembling furniture, cubicle panels and other items for various departments as needed; cleaning refrigerators; landscape maintenance; sweeping and washing sidewalks, main entrance, lobby, stairwells and elevators; delivering packages and heavy boxes to departments; filling vehicles at gas station.

- Escorted Air Mechanical.
- Escorted Schindler Elevator.
- Set up courtyard and Chambers for National Night Out.
- Cleaned up debris from tree trimming at City Hall; took to 4 Jays.

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 Dupont Lakes.
 - Sprayed TB3000 at Wes Crile.
 - Sprayed Prodiamine Pre-emergent at Campbell, Vann Park and overflow.
 - Sprayed clay at Vann Park with Round-up.
- Sports Complex:
 - Mowed fields and outer perimeter, weed-whacked and edged, cut in sod and fertilized with 15-0-15.
 - Mowed and weed-whacked, removed sod and clay, sprayed Trimec Southern and Prodiamine Pre-emergent, and repaired fence at Pony League.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 08/14/2013

Executive Summary:

The Planning and Development Services Department worked with the Tractor Supply Company (TSC) developer this week to address perimeter landscape buffer and site performance standards to complete a draft of their plan. TSC is anticipating a submittal of their application for a rezoning for a portion of the Pell site located along SR 415, north of Howland Boulevard.

Planning:

The Planning Section had discussions with the developer for the Sterling Park site concerning the proposed Development Agreement. Staff reviewed an advanced draft and made recommendations to comport with City regulations, which the applicant will incorporate into a draft that is submitted to the City with the application. Staff met with the RaceTrac representatives to address their landscape buffer along the Howland Boulevard frontage, as it exists under a Duke Energy powerline. The Code requirement is that vegetation shall be at the outside edges of the landscape buffer and the State and Federal requirements are that plant species cannot be greater than 14-ft. in height, as affected by a powerline.

Planning also reviewed the Leslie Pools revised plan set to add a retaining wall along a portion of the rear of the property to allow for a design modification for truck deliveries. The original design was for a WB-40 wheelbase turning radius and the pool company is proposing a WB-67 wheelbase radius. Finally, staff completed an outline for a Business Plan, which will be tied to the existing Capital Improvements Element of the Comprehensive Plan and completed the checklist for the proposed Enterprise Zone for application submittal.

Housing & Community Development:

The Housing and Community Development Section submitted the Five Year Consolidated Plan (Con Plan) and the Annual Action Plan to HUD this week. The Con Plan, the required federal form, and the adopted resolution by the City Commission were sent to HUD to meet regulatory compliance and to continue as an entitlement community. Staff is working to purchase seven (7) properties within the NSP program and to sell two (2) homes (1594 Alloway and 1285 Fieldstone). Both homes have very low income applicants, which move the City closer to completing that program requirement. To-date, the City has acquired 76 homes and has sold 59 homes within the NSP program.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 08/09/2013

Traffic Operations:

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

• **Signs:**

- Completed 12 sign repair work tickets in the City.
- Fabricated and installed 1 new street name sign.
- Fabricated and installed one 30"x 30" R1-1 "Stop" sign at each of the following locations – Fifer & Chalmer; Fifer & Beckwith; Courtland & Cornell; Beckwith & Cornell; Commerce & Chalmer; Fifer & Grayton; Fifer & Bedford; Commerce & Bedford; Courtland & Grayton; Commerce & Irondale; Commerce & Grayton; Fifer & Gillmor.
- Fabricated and installed one 30"x 30" W1-2L "Left Curve" sign at 2920 Irondale.
- Fabricated three 24"x 30" R2-1 "25 mph" signs; installed at each of the following locations - 2841 Chalmer; Beckwith & Cornell; 3421 Cornell.
- Fabricated two 24"x 30" R2-1 "30 mph" signs; installed one at 2736 Beckwith and one at 3406 Beckwith.
- Fabricated and installed one 24"x 30" R2-1 "30 mph" sign at 2810 Flynn.
- Fabricated ten 12"x 9" "Process Control Sampling" signs for Deltona Water
- Fabricated three Parks & Rec decals for Fleet Maintenance.
- Fabricated two 1337 numbers, and two 1338 numbers for Fleet Maintenance.
- Replaced from stock one 24"x 30" R3-5R "Right Turn Only" sign at Nobleton & Howland.

• **Asphalt:**

- Completed 14 asphalt repair work tickets – 4 ½ tons.
- 933 Union Cir W – repaired 22'x 1' section of road in front of driveway for Stormwater – 1 ton.
- 2828 Forest Edge – repaired pot hole with cold patch – 1 bag.
- Waycross & Saxon – repaired depression with cold patch – 1 bag.

• **Message Boards:**

- Saxon & Normandy Blvd N, and Howland & Graves – reprogrammed message boards for concert at amphitheater.

• **Thermoplastic Striping:**

- 24" white stop bar – 20'; 25'; 14'; 20'; 17'; 12'; 12'; 13'.
- 12" crosswalk – 325'; 225'; 165'; 120'; 120'; 125'; 100'; 90'.

• **Miscellaneous:**

- City Hall – dropped off 20 cones for National Night Out and picked them back up the following day.
- City Hall – installed "No Littering" sign for sign-raising ceremony of the "Think Before You Throw" campaign.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

• **Beautification:**

- Medians:
 - Elkcarn and Providence, Howland, Normandy Blvds – routine maintenance; checked irrigation and controllers, repaired as needed.
- City Signs: Howland Blvd welcome sign; Saxon welcome sign.
- Miscellaneous: Public Works Depot – mowed & pulled weeds.

• **Concrete:**

- Sidewalks – 3235 Crestwood – 120'x 4'.
- New Construction – Fairbairn Dr N; Fairbairn Dr S; Fountainhead; Lullwater; Belltower; Ciro; Hazelcrest; Landmark.

• **Clam Truck:**

- Debris – 8
- Trimming – 7

- **Slope Mowing:** 1105 Madura – 120'; Alladin & Bakersfield – 500'; 1257 Bailey – 60'; 1033 Madura – 80'; 1095 Madura – 20'; 1041 Madura – 60'; Alley 1578 – 80'; Red Coach – 200'; Dolin – 160'; Whitmarsh – 1100'; Jena – 1100'; 1318 Ferendina – 60'; Baton & Meadowlark – 30'; 1324 Ferendina – 60'; 1361 Ferendina – 60'; 1389 Lydia – 320'; 1359 Lydia – 80'; Dressel & Baton – 160'; 150 April – 160'; 1420 Agatha – 120'; 1532 Agatha – 80'; Deltona Blvd – 2300'.

• **Miscellaneous:**

- City wide – emptied all trash containers.
- Courtland & Skate Park – placed fill dirt at irrigation repair.

Fleet Maintenance Division:

• Vehicles	PM – 5	Repairs – 10
• Equipment	PM – 6	Repairs – 45
• Fire Dept Station Checks	20	
• Road Calls	4	
• 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 – took out the driveway and formed up; poured with concrete and resodded area around driveway.
- 1029 Top Ct – took out three driveways; formed up and poured back with concrete; poured two mitered ends.
- Capital Project: – Elkcarn/Nemo – hauled out 15" HDPE pipe; poured a spillway at the end of the pipe; poured a sidewalk with concrete.

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

- Drainage r.o.w. mowed – 2649 Delaware; 1381 Thrush; 928 Hugo; 2901 Fish Cover; 1010 Treadway; 1072 Lyric; 1072; 1118 Peak; 1298; 1372 Tartan; 1400 Walton; 2880 Ulmer; 1309 Montoya; 1333; 1311 Nadine; 3070 Keyport; 1310; 1391 Bladon; 3048; 3145 Telford; 1632; 1373 Trollman; 1341; 1371 Hayward; 1076 Gage; 1028 Yale; 3390 Goldenhills; 140 Eastbrook; 1309 Lodge; 1324; 1385 Comerwood; 1266; 1276 Swiss; 3350 Montcalm.

- Ponds mowed – 1912 Worthington; 1049 Sylvia; 1610 Akron; Ft Smith/Normandy; Slater; 1902 Palomar; 1911 Ft Smith; Ft Smith; Wes Crile; Fire Station 61.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Tivoli; Deltona Blvd; Ft Smith; Courtland.
 - Sectors mowed – 7; 8; 9; 10; 11.
 - Alleys mowed – 977; 1023; 1185; 1590; 1898.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Captain; Haulover; Catalina; Deltona Blvd; Cloverleaf; Anderson; Alexander; Ft Smith; Courtland; Elkcarn; Montecito.
- **Miscellaneous:**
 - 3100 Riverhead; 1069 Norwood; 1250 Wheeling – mowed and trimmed around the pump station.
 - 201 Howland Blvd – mowed the grass around the depot.
 - Slater Pond – cleaned the debris off from the spillway on the back side of the pond.
 - Alley 485; 484; 498; 500 – picked up trash and weedwhacked around the drainage boxes.
 - Monterey/Rosetta – watered the newly planted trees and filled up the water bags around the trees.
 - Ft Smith – installed a new lid and grate on the drainage box between Sunday and Ronda.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 08/11/2013

Customer Service

August 2013	Total week ending 08/11/13
DW – Lockbox	2391
Ebox	1502
Call Center Calls	1458
Walk-ins/Drop Box	1256
On-line Payments	1173
IVR	604

Customers Disconnected for Non-Pay

August 2013	Total week ending 08/11/13
Total on Disconnect List	96
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

August 2013	Total week ending 08/11/13
Water Service	1
Meter Sets	4
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	18
Replace Meter Box	29

Locates Received	83
Locates Completed	79
Main Leaks	3
Service Leaks	6
Sewer Repairs	0
Sewer Blockage	1
KV2 Valves	17
Service Replacements	8
Meter Change Outs	7
Service Orders	512
Disconnects	96
Drainfield Leaks	0
Meter Retirements	43