



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: August 29, 2014

CITY MANAGER'S OFFICE thru 08/29/2014

City Manager Comments:

I would like to say Thank You to the City Commission for selecting me as their City Manager. I have enjoyed my time with Deltona. I think we have made progress and I know we have changed the culture. I have also told the Commission that if there is anything I can do in the future all they have to do is ask. I love this City.

I also want to say Thank You to the employees. The City staff is a great group who know their jobs and work very hard every day to make the City a better place. All of you have made it easier for me to do my job. I am so proud of each and every one of you.

I wish the City well. I will miss all of you. I have many fond memories and will take them with me as I move into the next chapter of my life.

Again THANKS for allowing me to be your City Manager.

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

- Posted the following information on Twitter: Scrub Strolls in Lyonia; Back-2-School Brain Break at Library; West Volusia Youth Baseball registrations; ride free to the polls; SunRail safety information; City Commission Workshop agenda; reminder to vote in the Volusia County primary election; library closing early for primary; Lyonia planning camps for students; polls are open for City elections; lost/missing/found pets; Save the Date for Pink Feet Race; voting clarification information.
- Shared the following on Facebook: library computer classes; primary election results; lost/missing/found pets; Deltona Little League registration; Cristobal updates; Halifax Health event; information about the Get Fit for '15 web page;;Instagram photo of Blue Heron; Deltona Youth Soccer registrations; SunRail train schedule update; Adoption opportunities at Southeast Humane Society; Florida Scrub Jay photo by Commissioner Schleicher.
- Met with representatives of Halifax Health, Florida Hospital and the Office of Economic Development to discuss the Mayor's Fitness Challenge; prepared posters and flyers for the event; met with Mayor and City Manager to review progress; finalizing the schedule of Seminars and other events; extended invitations to the Daytona News Journal, the West Volusia Beacon, and the Hometown News to participate.
- Sent photos to Money online Magazine for a story they are doing on Deltona as a "Nice Place to Live."
- Attended the Volusia-Flagler Chapter of the Florida Public Relations Associations "Great Communicator" luncheon to honor WESH 2 News' Claire Metz.
- Attended the after action meeting for 2014 National Night Out.
- Met with the incoming Acting City Manager regarding the next edition of the City Newsletter.
- Added West Volusia Youth Baseball and Deltona Little League registrations, Caribbean Crew concert and FLOWMobile to the entryway signs.
- Updated DeltonaTV weekly schedule and programming for August 31st.

- Editing & post-production for “Get Fit for ’15” team recruitment PSA.
- Editing & post-production for “Children in Hot Cars” PSA for DeltonaTV and Bright House Cable.
- Tracking the delivery of equipment for the TV Room Equipment Upgrade project.
- Working with volunteer John Skerret for pre-production elements for his “Simulcast Amphitheater Concert” video project.
- Working on the September issue of The Pride.
- Attended “Walking tours-Towns” webinar with Jerry Mayes.
- Attended the August meeting of the Volusia Florida Public Information Network.
- Photographed the 2014 Employee Appreciation BBQ.
- Attended the 2014 Christmas Parade Planning meeting with Planning & Development and Parks department staff.
- Attended “Pink Feet 5K/10K Race” planning meeting with representatives from the VCSO, Parks Dept, Fire Dept, HR Dept, and Florida Hospital.
- Working with Bethune-Cookman student intern preparing for the Citys internship program.
- Working with the Volusia County School District to implement the proposed Broadcast Internship program.

Press Release/s:

- Caribbean Crew to play September Music in the Amphitheater.

Media Relations:

- Spoke to Mark Harper of the *Daytona Beach News-Journal* regarding Commissioner Barnaby’s term and what the City Charter says about finding a replacement for him.
- Provided information regarding the Get Fit for ’15 Fitness Challenge to *Mark Harper/Daytona News Journal*.

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

- Worked at the International Council of Shopping Center (ICSC) conference in Kissimmee on Monday and Tuesday. This is a large conference attended by commercial brokers, commercial developers, design firms, and retailers (restaurants, service companies, retail stores).
 - Made many contacts regarding solicitation "Restaurants, Retailers & Fooderies", showing all the known grocery store and restaurant locations within the City.
 - Met with 45+ company representatives and will begin a follow-up and formal solicitation project from this conference.
- Met with PIO staff to work on the Mayor’s “Get Fit by ’15” Fitness Challenge.
- Met with John Wanamaker, Coldwell Banker Commercial, to gather updates from the commercial realtor side of economic development.
- Met with Frank DeMarsh about doing a dual solicitation for retail projects at Deltona Village.
- As the City Liaison, attended the School Advisory Council meeting at Deltona Middle School.
- Attended the “Environmental Justice Workshop/Brownfields” workshop sponsored by the Florida Brownfields Association to learn about legislative changes and how those can be utilized, and Federal grants for Brownfields studies and clean-up.
- Attended a webinar, “How to Craft a Proposal to a Foundation” which gave basic details about how to prepare applications to maximize chances of winning foundation and community grants.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director/Deputy City Manager) thru 08/22/2014

Building Services Division:

CITY CLERK’S OFFICE (Joyce Raftery, City Clerk) thru 008/22/2014

2nd Floor HR/CC Walk-In Customers	24	
2nd Floor calls Answered	17	
Packages Received	46	
Packages Picked Up	0	
A/P Invoices Opened	67	
Newspapers	16	(5.5 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	0	
Documents imaged or modified, pages	1,410	
Large scale drawings imaged, pages.....	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 08/29/2014

- Finalizing the budget for first reading by the Commission on September 3rd.
- Participated in a conference call with AVCON regarding Lakeshore Loop Trail.
- Continued negotiations for a design contract for Lakeshore Loop Trail project
- Closing and finalizing all documentation for 2013 Bond Anticipation Note (BAN).
- Completed the July housing journal entries.
- Sent new Davis Bacon Rules for the State Revolving Fund agreement to the Davis Bacon Compliance Specialist.

FIRE/RESCUE DEPARTMENT thru 08/25/2014

Mark Rhame, Fire Chief:

- Met with City Manager, Deputy City Manager and Leigh Grosvenor regarding proposed City Ordinances.
- Met with Union Representative regarding Health Screening Benefits.
- Met with City Manager and Human Resource Manager regarding personnel issues.
- Met with Emergency Services Director of Volusia County Schools.
- Met with Orange City and Deland Fire Chiefs regarding numerous subjects.
- Met with Volusia County Sheriffs Office (VCSO) representatives regarding department interactions.

Robert Rogers, Deputy Fire Chief:

• Alarm summary 8/19/2014 to 8/25/2014	
Structure fire	0
Vehicle Fire	1
Wild land, grass, trash	1
Miscellaneous Fire	9
ALS Medicals	57
BLS & Misc. Medicals	83
Hazardous Condition	9
Service Calls	6
Good Intent	23
False Alarms	11
TOTAL	200

- Conducted a Fire Safety and Emergency Management presentation with the Mayor at the Deltona Christian Church for 40 church members.

Russell Rafferty, Deputy Fire Chief:

- Met with Chief Roger regarding station issues
- Met with Chief Rhame & Chief Rogers regarding new hire process.
- Met with Chief Rhame and VCSO Administrative Staff on street issues.
- Conducted Uniform Committee meeting.
- Conducted new hire interviews.
- Attended Open House Committee meeting.
- Met with Lt. Eckert and Engr. Hart (new hire progress).
- Completed Target Safety class.
- Set up International Pediatric Classes for Southeast Agencies.
- Set up Air One and Air Care classes.

Dean Debose, Asst. Chief:

- Coordinated Fire Department employee physicals (major task).
- Participated in Lieutenant assessment center for Sumter County Fire.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 08/27/2014

- Performance Evaluations processed: 13
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (10 this week; 1,775 to date)
- Applications received:
 - (02) Wastewater Operator
 - (04) Parks Attendant
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Scheduled physical evaluations and drug screenings for 2 new employees.
- New hire orientation: Water Operator III
- Separation processed, including exit interview: R. Dunakin, Billing & Cust. Service Manager (resigned)
- FMLA applications processed: 1
- Participated in 7 interviews for Administrative Assistant II – Fire Department.
- Coordinating with Halifax Health for upcoming additional employee Wellness Program screening on September 11th (City Hall).
- Worked with WastePro and staff to implement the annual Employee Appreciation BBQ.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 08/23/2014

Administration:

- Met with City Manager and Deputy City Manager to discuss Facility Use Agreement.
- Met with staff to discuss negotiating with Avcon.
- Met with TECC representatives.

- Met with Electrical Solutions to discuss providing access at Wes Crile & Veterans Museum for security cameras.
- Met with Schindler Elevator Company to repair the first floor elevator.
- Met with Finance staff to discuss funding for the Lakeshore Trail.
- Met with staff to discuss the Pink Feet Race.
- Met with VSCO representatives to discuss Halifax Health BBQ scheduled for August 30th.
- Processed 8 permits for pavilion and field rentals.

Facility Use Permits (08/17/14—08/23/14):

• Deltona Community Center	no permits issued	Weekly attendance – 712
• Harris M. Saxon Community Center	no permit issued	Weekly attendance – 305
• Wes Crile Park	2 permits issued	Weekly attendance – 1,457
• Skate Park	2 new passes	Weekly attendance – 215

Special Events/Programs:

- Harris Saxon Community Center: Boys and Girls Club After School Care.
- Partner Leagues:
 - Tackle Football and Cheerleading – Pop Warner Panthers continues.
 - Deltona Youth Soccer continues.
 - Men’s Softball League starts on September 8, 2014.
 - Men’s Senior League starts on September 15, 2014.

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; monitoring temperature throughout the building; cleaning restrooms and replenishing supplies; cleaning and maintaining water fountains and refrigerators; replacing light bulbs and ceiling tiles as needed; moving or assembling furniture, cubicle panels and other items for various departments as needed; landscape maintenance; sweeping and washing sidewalks, main entrance, lobby, stairwells and elevators; other miscellaneous tasks as needed.

- Assisted with set-up for Employee Appreciation BBQ.
- Escorted Wiginton to inspect/recharge all fire extinguishers throughout City Hall.

Parks Maintenance:

Weekly tasks include opening all the parks in the morning; cleaning restrooms; picking up trash and emptying garbage bins; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.), playgrounds and sidewalks; taking vehicles to Fleet for maintenance; replacing or repairing any damaged property.

- Mowed, edged and weed-whacked: Campbell, CVS Park, Dwight Hawkins, Festival, Keysville Dog Park, Lake Gleason, Manny Rodriguez, Skate Park, Thornby, Timber Ridge, Vann and Veterans Memorial.
- Relocated message boards for “back to school” at VCSO’s request.
- Picked up supplies at Ace Hardware.
- Festival Park – Installed new trash cans around dock area and pavilion; repaired sections of perimeter fence; picked up trash around dock; removed graffiti from dock area.
- Keysville Dog Park – Filled in washouts in big and small dog entrance areas.
- Skate Park – Changed out steps and platform on playground; finished work around pad; installed new swings on swing set.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Campbell, Vann Park, Dupont Lakes and Wes Crile Park.
 - Raked and lined Dupont Lakes.
 - Sprayed Campbell with TB3000 and Medinahcal.
- Sports Complex including Pony League:
 - Sprayed Pony League with TB3000 and Medinahcal.
 - Replaced sod that was moved by electrician.
 - Lined football fields; set up goals; edged markers.
 - Re-clayed tee ball fields.
 - Sod cut the Complex for future PA system.
 - Moved sod for playground, concession stand, soccer field restroom and multi-purpose field restroom.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 08/29/2014

Executive Summary:

The Planning and Development Services Department brought closure to the following projects:

1. Deltona Tractor Supply Final Plat;
2. J&J Security Final Site Plan;
3. La Petite Final Site Plan;
4. Leslie Pools Final Site Plan;
5. Commercial Sewer Study for Saxon Boulevard/Finland Drive Area;
6. IMED Church Conditional Use Application;
7. LED Signs for Houses of Worship Ordinance; and
8. Lake Baton Estates Preliminary Plat.

Planning:

The Planning Section is engaged on the following projects:

1. Halifax Crossings BPUD Rezoning Application;
2. WalMart Neighborhood Center and Retail Final Site Plan and Final Plat;
3. Florida Hospital Fish Memorial Outpatient Center Final Site Plan;
4. Fernanda Place Comprehensive Policy Plan and Future Land Use Map Amendment;
5. Lake Baton Estates Phase II Final Plat;
6. Arbor Ridge Unit 5 Final Plat;
7. Critter's Corner Final Site Plan;
8. Harmony Clinic Conditional Use Application;
9. Medical Marijuana Dispensary Ordinance;
10. Residential Prison Diversion Ordinance; and
11. Shed Design Standard Ordinance.

Housing & Community Development Section:

The Housing and Community Development Section is completing SHIP expenditures for this fiscal year to apply to owner occupied home repair. Staff continues to monitor CDBG subrecipient operations and expenditures to be in compliance with that program. Within the NSP program, there is the on-going maintenance and carry of the completed 14 homes, until eligible applicants can be qualified.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 08/22/2014

Traffic Operations:

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

- **Signs:**
 - Completed 14 sign repair work tickets throughout the City.
 - Fabricated 1 street name sign.
 - Fabricated sign for school times at Abigail & Troy.
 - Fabricated and installed two 18"x 240" R1- 5a Yield to Pedestrians signs at City Hall.
- **Asphalt:**
 - Completed 10 asphalt repair work tickets using 4 tons of asphalt.
 - 723 Goldcoast – repaired 6'x 6' section of road for Deltona Water.
- **Speed Trailer:** Sagamore & Water Dept; Sagamore & Ft Smith – removed speed trailers.
- **Message Boards:**
 - Windbrook & Mobley– controlled burn (stormwater).
 - Pioneer & Alexander – controlled burn (traffic).
 - Howland & SR 415 – back to school (traffic).
 - Doyle & Deltona Blvd – back to school (stormwater).
 - Howland & Wolfpack Run – removed message board.
- **Thermoplastic Striping:**
 - 24" white stop bars – 12'; 11'; 17'; 12'; 15'.
 - 12" white crosswalks – 52'; 68'; 67'.
- **Miscellaneous:**
 - Painted decks to sign shop.
 - Picked up barricade and signs from storage locker used by VCSO.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: routine maintenance – Howland Blvd, Providence Blvd, Elkcam Blvd.
 - Normandy Blvd – routine maintenance; repaired elbow at the backflow.
 - City Land: Public Works Depot; Fire Station 65; 1177 Hastings; 1049 Falcon; 1520 Ft Smith.
 - City Signs: Saxon Blvd Welcome sign.
- **Concrete:** Sidewalks – 1401 Gainesville – 4'x 4'; Gainesville 134'x 5'.
- **Clam Truck:**
 - Debris – 6
 - Trimming – 13
- **Slope Mowing:** Eustace – 6000'; Malaga & Randolph – 320'; Oxford & Randolph – 400'; Normandy & Tivoli – 120'; 1624 Falmouth – 120'; 1615 Falmouth – 80'; 556 Battersea – 80'; Hawks Landing – 580'; Vicksburg – 400'; 2987 Fayson – 80'; 1589 Alloway – 80'.
- **Drop Offs:**
 - Repaired drop offs and placed sod – Mitten & Van Allen – ¼ pallet; Phonetia & Rookery – ¼ pallet; 1415 Gainesville – ¼ pallet; 1409 Gainesville – ½ pallet; 1610 Langan – ¼ pallet.
 - Installed sod – 1056 Pioneer – ¼ pallet; 1014 Aaron – 16 pieces; 1001 Falcon – ¼ pallet; 698 Pyramid – 6 pieces; 540 Geneva – ¼ pallet; 268 Santoro – ¼ pallet; 445 Alexander – ½ pallet; 414 Alexander – ¼ pallet; 725 Lorraine – 12 pieces; 680 W Lorraine – 17 pieces; Fayson & Langan – ¼ pallet; 432 Alexander – ¼ pallet; 502 Blackstone – ¼ pallet.
 - Repaired drop offs (vacant lot) – 700 S Wellington; 698 Wellington; 692 Wellington; 680 S Wellington; 686 S Wellington; W Hancock.

Fleet Maintenance Division:

• Vehicles	PM – 1	Repairs – 11
• Equipment	PM – 1	Repairs – 24
• Fire Dept Station Checks	12	
• Road Calls	4	
• Parts Run/Vehicle Delivery	3	
• CDL Testing	0	

Stormwater Division:

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

- **Construction Crew:** 2620 Keysville Ave – installed 60’ of 15” HDPE pipe; one nyloplast basin and stated reshaping the swales.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed: 756 Red Coach Dr; 1018 Mayflower Ave; 1373 Trollman Ave; 1501 Tivoli; 3426 Wavecrest St; 2212 Kent Dr; 701 Eldron Ct.
 - Pond Mowed: 1771 Normandy Blvd; 849 Deltona Blvd; 2660 Eustace Ave; 932 Fairbairn Dr; 3178 Mapleshade Ave; Ft Smith/Normandy; 1911 Marlow St; 1902 Palomar Dr; 2035 Borinquen; 2025 Waters Edge Dr; 1102 Sherbrook; 1062 Monterey Dr; 2916 Covington Dr; 641 Armadillo Dr; 1912 Worthington Dr; 3205 Shallowford Dr; Fire Station 62; 783 Atmore Cir; 1649 Akron Dr; 1049 Sylvia Dr.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Ft Smith Blvd; Tivoli Dr; Deltona Blvd; Cloverleaf Blvd; Anderson Dr; Alexander Dr; Normandy Blvd.
 - Sectors mowed – 9; 10; 11; 12; 13; 14.
 - Alleys mowed – 484; 1021; 1024.
- **Right of Way Litter Crew:** Main road trash pickup – Deltona Blvd; Anderson Dr; Alexander Dr; Ft Smith Blvd; Normandy Blvd; Elkcarn Blvd; Montecito Ave; Courtland Blvd.
- **Miscellaneous:**
 - City Wide – filled the water bags around all the newly planted trees at the ponds.
 - Planted trees and plants around four ponds and one pump station.
 - 1250 Wheeling Ave – mowed and trimmed around the pump station.
 - 201 Howland Blvd – watered the trees in pots.
 - 3321 Vancouver Ave – filled in the holes around the drainage boxes with dirt.
 - Shallowford/Wilburton – trimmed weeds at the intersection.
 - 3081 Courtland Blvd – mowed the Right of Way.
 - Courtland Blvd/Shallowford – mowed the Right of Way where the grass was high.
 - Sweet Springs/Austin – mowed the high grass around the fire hydrant.
 - 1451 Gainesville Dr – mowed and trimmed around the lift station.
 - 260 Fairbairn Dr – cut up fallen tree on city property in back of residence and hauled off.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 08/24/2014

Customer Service

August 2014	Total week ending 8/24/2014
DW – Lockbox	1671
Ebox	1235
Call Center Calls	1308
Walk-ins/Drop Box	1081
On-line Payments	1335
IVR	720

Customers Disconnected for Non-Pay

August 2014	Total week ending 8/24/14
Total on Disconnect List	218
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

August 2014	Total week ending 8/24/14
Water Service	0
Meter Sets	10
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	27
Locates Received	102
Locates Completed	101
Main Leaks	0
Service Leaks	9
Sewer Repairs	2
Sewer Blockage	10
KV2 Valves	8
Service Replacements	2
Meter Change Outs	7
Service Orders	543
Disconnects	218
Drainfield Leaks	0
Meter Retirements	34