



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, Acting City Manager  
Subject: Weekly Courtesy Report  
Date: August 30, 2013

## CITY MANAGER'S OFFICE thru 08/30/2013

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

- Posted information about the Agenda for the City Commission Workshop and a reminder about the AP60 Concert to Facebook and Twitter.
- Created a photo collage of the Bethune-Cookman University (B-CU) opening day for the Mayor.
- Submitted information about the Fire Department's Muscular Dystrophy Association (MDA) drive to the Clerk's Office for the event calendar, e-blasted it, created a slide for DeltonaTV, and posted information on Facebook and Twitter.
- Submitted information about the Veterans Community Education Partnerships Victory over Japan Day commemoration to the City Clerk's Office for the event calendar and posted it on Facebook and Twitter.
- Posted the Volusia County Sheriff's Office (VCSO) "Kicks 4 Guns" event on Facebook and Twitter.
- Gathering information for the next edition of the City Newsletter and met with the City Manager to discuss it.
- Working with the Parks & Recreation Department on the promotional concept for the first Deltona Arts & Crafts Festival.
- Updated DeltonaTV schedules and programming for the week of Sept. 1<sup>st</sup>—Local September episodes:
  - Economic Development Report: Bethune-Cookman University dedication;
  - Code Enforcement Notebook: Animal Cruelty & Neglect;
  - Parks & Rec Update: Library Authors' Book Fair;
  - Fire Bulletin: Anatomy of a Stroke;
  - Deltona Audubon Report: "Raptor Attack" & Seasonal Visitors;
  - Pentagon Channel—Grill Sergeants, Fit for Duty, Armed Forces Boxing, Battleground;
  - September Health programs: Road to Recovery;
  - The American Veteran, Global Perspectives, MetroCenter Outlook, On the Issues, Arts Performances, Acoustic Spotlight, nature and environmental programming.
- Posted "City Hall Closed for Labor Day" TV slide for DeltonaTV.
- Working on the September issue of The Pride.
- Videotape production for the following local programs: Audubon Report/September, Fire Bulletin/September, Parks & Rec Update/October.
- Prepared the Commission Chambers for monthly Planning & Zoning meeting.
- Met with Jerry Mayes and Frank Whittock to review scale model concepts for Eco-Tourism displays.
- Met with reps from Duke Energy and Jerry Mayes, Steve Kinter, and Steve Moore to review process to obtain sponsorships for City projects: Commerce Park, Sports projects and Eco-tourism.
- Prepared Chambers for monthly Special Magistrate session.
- Reviewed vendor bid for new TV Playback System with Steve Narvaez.

### Press Releases:

- Deltona Fire Department—MDA/Fill the Boot

**Media Relations:**

- Provided information regarding City Incentive Packages/New Business for Mark Harper/Daytona News Journal and Blaine Tolison/WFTV-TV, Ch. 9.

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

- Attended a Records Management class hosted by the Deputy City Clerk, which covered proper and legal records retention and destruction procedures.
- Met with Duke Energy and City Staff to foster relationships and build insight into the best practices for dealing with Duke Foundation and other corporate foundations. Discussed projects presented by Duke Energy such as the Eco-Tourism assignment by the Commission, Sports Tourism, and the proposed “Deltona Commerce Park” (a “working name” only).
- Filmed a segment for DeltonaTV featuring a discussion with Eli Schaperow, an Audubon Society member, regarding Eco-Tourism and Eli’s experiences on Audubon’s “Birdsong Experience: Birding in Deltona”.
- Met with Team Volusia’s Denise Moll and John Wanamaker, to work on the Project DIAL incentive presentation scheduled for the August 26<sup>th</sup> Commission Workshop.
- Met with Mike and Clifford Williams to discuss Clifford’s needs for a potential BBQ restaurant in Deltona and the particular needs for a restaurant site.
- Met with Chris Bowley and Ron Paradise (Planning & Development Services Department), regarding research and progress on the Enterprise Zone Project.
- Met with Lee Lopez, Public Information Officer and Co-Team Leader, on the Commission-assigned Eco-Tourism Project to continue planning on the project.
- Met with Acting City Manager and City Attorney to discuss best practices regarding citizen volunteer boards.
- Attended the Commission Workshop on August 26<sup>th</sup> for a presentation by Team Volusia’s Denise Moll, John Wanamaker, and myself, regarding the incentive request from “Project DIAL” —an incoming call center proposing to bring 500 jobs to Deltona; the Commission agreed to carry forward with the incentive.
- Met with Tracey Sandell, Deltona Economic Development Advisory Board’s (DEDAB) Educational Campus and Medical Facilities subcommittee member, to discuss potential agenda items for upcoming meetings.
- Attended the Deltona Middle School’s “School Advisory Committee” (SAC) meeting as a municipal representative.
- Attended the West Volusia Economic Development Committee, representing the City of Deltona. This committee has a regional focus in economic development and job creation, allowing networking and information distribution for our area. I updated the committee on happenings in the City of Deltona and learned of the happenings in other cities from economic practitioners and committee members.
- Met with Rick Demeter, DEDAB member and Chairperson of the Educational Campus and Medical Facilities subcommittee, to discuss potential agenda items for the upcoming September 13<sup>th</sup> Subcommittee meeting.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 08/23/2013

**Building Services Division:**

Building Permits issued for the week ..... 69  
Valuation of work permitted for the week.....\$497,429  
Inspections completed for the week .....165

Total Permits issued for Fiscal Year 12/13 .....2850  
 Valuation of work permitted for the year 12/13 .....\$35,443,424

Permits Issued:

A/C Change Out .....	15
Commercial Build-out .....	1
Concrete Flat Work.....	1
Door Replacement .....	1
Electrical .....	2
Fence.....	8
Garage Door Replacement.....	1
Gas Installation .....	1
Interior Repair/Renovation .....	1
Other .....	1
Patio Cover .....	1
Pool Above-Ground.....	1
Pool In-Ground .....	1
Reroof.....	8
Right of Way.....	8
Screen Enclosure.....	3
Shed .....	6
Siding.....	1
Solar Panel .....	3
Water Heater Replacement .....	1
Window Replacement .....	4
<u>Total</u> .....	<u>69</u>

**Enforcement Services Division:**

Requests for services this week .....	344
Animals impounded at the humane societies .....	24
Citation warnings issued .....	26
Courtesy notices .....	130
Abatement notices .....	72
Citations issued .....	7
Code Enforcement telephone calls .....	126
Animal Control calls .....	101
Solid Waste calls .....	106
Citizen walk in requests for Code Enforcement assistance .....	7
Citizen walk in requests for Animal Control assistance .....	4
Citizen walk in requests for Solid Waste assistance .....	11
Properties requiring grass to be cut by contractors .....	38
Certified mailings sent out .....	87
Money collected for Animal tags, liens and return to owners .....	\$630
Foreclosures for this week: Deltona	28
County	<u>95</u>
Total	123

(at a cost of \$1,520)  
 (at a cost of \$532)

**CITY CLERK'S OFFICE** (Joyce Kent, City Clerk) thru 08/23/2013

2nd Floor HR/CC Walk-In Customers .....	36
2nd Floor calls Answered .....	15

Packages Received .....	36	
Packages Picked Up .....	1	
A/P Invoices Opened .....	85	
Newspapers .....	17	(4.75 hours)
Public Records Requests Received .....	2	
Public Record Request Amount Received .....	\$ .00	
Documents imaged, pages .....	489	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 08/30/2013

- Participated in a webinar titled “Simplified Grant Management-The Benefits for Municipalities.”
- Updated Purchasing’s Emergency Operations Plan.
- Finalized inventory for entire City.
- Working with departments to prepare purchase orders for new fiscal year.
- Received one bid for Broadcast Room Playback System from Encore Broadcast Equipment.
- Electrical Services bids due August 29<sup>th</sup>.
- RFPs due September 5<sup>th</sup> for Housing and Community Development General Contractor Services.
- Participated in various conference calls regarding pricing for Utility Bonds, Series 2013.
- Prepared MuniAgenda item and supporting documentation for first reading of FY 13/14 budget and FY 13/14 millage rate.
- Finalizing total budget for first reading of Commission on Sept. 3<sup>rd</sup>.

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 08/27/2013

**Fire Chief Staples:**

- Met with the Parks & Recreation Director to discuss several upcoming special events and the potential needs of the Fire Department and/or Fire Safety Management.
- Updated the statistical information for the FY 2013-2014 Budget document.

**Deputy Chief Rogers:**

Alarm summary 8/20/2013 to 8/26/2013	
Structure fire	3
Vehicle Fire	1
Wild land, grass, trash	0
Misc. Fire	1
ALS Medicals	65
BLS & Misc. Medicals	48
Hazardous Condition	6
Service Calls	15
Good Intent	20
False Alarms	10
TOTAL	169

**Deputy Chief Rafferty:**

- Met with Lt. Sabia regarding the New Employee Clearance Program.
- Met with Sue Houle, Logistics/Uniform Committee.
- Met with Chief Rogers regarding the Fuel Pump System.
- Conducted City Public Educational Program on Strokes.
- Completed Target Safety Fire Class.
- Worked on 12 lead transmission (E-63).
- Met with Laerdal regarding the new Training Manikin.

**Assistant Chief Debose:**

- Attended the Bethune-Cookman University ribbon cutting ceremony.
- Instructed extinguisher class for 30 Sterling Court staff personnel over the course of 2 days.
- Attended Volusia County Target Solutions user group meeting.
- Facilitated Joint Occupational Safety & Health (JOSH) Committee meeting.
- Started orientation process with new hire.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 08/28/2013

- Performance Evaluations processed: 13
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (05) added
  - Total # of Deltona JOBS Program folders taken – (05 this week; 1,550 to date)
- Applications received:
  - (13) Parks Attendant
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Scheduled physicals and drug screenings for 3 Parks Attendants and the Deputy Public Works Director.
- Attended Drug & Alcohol Policy meeting.
- Separations processed including exit interview: C. Graff, PW Tech (Termination).
- Planning/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.
- Conducted the City's FY 2013/14 Open Enrollment sessions; two sessions daily held on August 27<sup>th</sup>–29<sup>th</sup>.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 08/24/2013

**Administration:**

- Met with James Evans Well Drilling to complete the well installation at Dewey Boster baseball fields.
- Met with City Hall carpet cleaning crew to have all the City Hall carpets cleaned.
- Met with Charlie Vance.
- Conducted the Senior Advisory Sub Committee Meeting.
- Hosted the AP60 concert at the Amphitheater.
- Met with Electrical Solutions to discuss providing electricity to the batting cage at Dewey Boster.
- Met with Pro Chem to discuss purchasing janitorial supplies.
- Met with Deltona Youth Soccer Association to discuss the upcoming soccer season.

- Met with Wiginton Fire Services to conduct an inspection of all City facility fire extinguishers.
- Processed 8 permits for pavilion and field rentals.

**Facility Use Permits (08/018/13—08/24/13):**

• Deltona Community Center	no permits issued	Weekly attendance – 675
• Harris M. Saxon Community Center	no permits issued	Weekly attendance – 245
• Wes Crile Park	2 permits issued	Weekly attendance – 1,781
• Skate Park	2 new passes	Weekly attendance – 253

**Special Events/Programs:**

**Deltona Amphitheater:**

- Caribbean Crew on Saturday, September 14<sup>th</sup> from 7:00–9:00 p.m.

**Harris Saxon Community Center:**

- Boys and Girls Club After-School Program has started.

**Partner Leagues Currently Underway:**

- Florida Basketball & Volleyball Association (FBVA) summer program continues.
- Pop Warner football and cheerleading fall season continues.
- Deltona Youth Soccer fall season continues.
- Men's Senior Softball fall season at Dupont will start on September 9<sup>th</sup>.
- Men's Fall League Softball will start on September 16<sup>th</sup>.

**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: Campbell Park, City Hall, Deltona Community Center, Dewey Boster, Festival Park, Firefighters Memorial, Keysville Dog Park, Lake Gleason, Manny Rodriguez, Skate Park, Thornby, Veterans Memorial and Wes Crile.
- Deltona Community Center – Repaired restroom in the Little Red Schoolhouse.
- Dewey Boster – Borrowed dump truck from Stormwater and took loads of dirt to Triple A field (from piles next to cell tower at Depot); set up tents for Bethune-Cookman marching band performance.
- Medical Complex on Saxon – Took tents and sandbags to set up for ribbon cutting ceremony.
- Thornby – Replaced chains on swings.
- Tom Hoffman Park – Repaired leaking water fountain.

**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 Schindler Elevator to repair first floor elevator.

- Escorted Air Mechanical.
- Replaced the City flag.
- Replaced the American Flag at the Sheriff's Office.
- Set up City Hall for carpet cleaning on Saturday.

**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 Dupont, Vann, Wes Crile and Campbell Parks with TB3000 and Multipath.
  - Repaired Daktronics clock.
- Sports Complex:
  - Mowed all fields and outer perimeter, weed-whacked and edged.
  - Mowed and weed-whacked Pony League.
  - Added clay at T-ball field on Pony League.
  - Added clay to Double A field and Major field at Pony League.
  - Added irrigation line to new well and main line at Pony League.
  - Added irrigation spigot to football field.
  - Completed repairs on backstop on Pony League.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 08/28/2013

**Executive Summary:**

The Planning and Development Services Department reviewed the Overall Development Plan (ODP) for the Halifax Health Medical Offices to be located at the Bella Vista site. The rezoning action to add a new Master Development Plan (MDP) to the Development Agreement is going to the City Commission in September and the ODP will follow in approval.

**Planning:**

The Planning Section reviewed the Lake Gleason Reserve Preliminary Plat and Construction Plans. The residential subdivision received preliminary plat approval in 2008 as Lake Gleason Estates and received extensions of their approvals through State mandate. The revised plan set adds one lot for a total of 53 units. The project is located at 800 Baylor Drive, which is connected to Whitewood Drive in the southwestern portion of the City. This single family subdivision would represent the third master planned community to go forward following the former hold on the housing industry. The others that have started construction since the economic recovery in Deltona include Live Oak Estates along Doyle Road and Lake Baton Estates near Baton Drive.

**Housing & Community Development:**

The Housing and Community Development Section received approval from HUD for the Annual Action Plan for this program year. HUD is reviewing the Five Year Consolidated Action Plan previously submitted. The City also sold the home located at 1285 Fieldstone. This is the 51<sup>st</sup> home sold within the original NSP 1 program and was sold to a Very Low Income (VLI) applicant. The sale will help meet the VLI spending criteria both for the NSP 1 fund and for the NSP program as a whole. The remaining two homes within the original NSP 1 program are small units and the City is considering partnering with a non-profit agency to help sell those homes. Staff also is completing the SHIP Annual Report, due on September 15<sup>th</sup> to the State.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 08/23/2013

**Traffic Operations:**

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

- **Signs:**
  - Completed 1 sign repair work ticket in the City.
  - Fabricated and installed 2 new street name signs.
  - Fabricated and installed one 24"x 30" R2-1 "25 mph" sign at each of the following locations – 2846 Irondale; 2970 Irondale; 2836 Grayton; 2980 Grayton; 2863 Grayton; 2807 Grayton; 2807 Irondale; 2831 Bedford; 2962 Chalmer; 2960 Bedford.
  - Fabricated and installed one 30"x 30" W1-2R "Right Curve" sign at 2873 Irondale.
  - Fabricated and installed one 18"x 6" R1-3P "All Way" sign at each of the following locations – 2862 Irondale; 2855 Irondale; 3361 Commerce; 3370 Commerce.
  - Fabricate and install one 24"x 18" "Neighborhood Watch" sign at 2831 Beckwith and one at 2807 Irondale.
  - Fabricated four 24"x 18" "Neighborhood Watch" signs for stock.
  - Fabricated two 1341 black numbers for Fleet Maintenance.
  - Fabricated two 1342 black numbers for Fleet Maintenance.
- **Asphalt:**
  - Completed 11 asphalt repair work tickets – 4 tons.
  - 1601 Falmouth – repaired 23'x 1' section of road in front of driveway for Stormwater Department – ½ ton.
  - 130 Jasmine Woods – repaired 7'x 8' section of road for Deltona Water – ½ ton.
- **Message Boards:**
  - Saxon & Normandy Blvd N, and Howland & Graves – installed Stormwater message boards for back to school.
  - Howland & SR 415, and Deltona Blvd & Doyle – reprogrammed message boards to eliminate the start date of school.
- **Thermoplastic Striping:** 12" crosswalk – 95'; 90'; 85'; 95'.

**Field Operations:**

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

- **Beautification:**
  - Medians: Elcam, Providence, Howland, Normandy Blvds – routine maintenance.
  - City Signs: Howland Blvd welcome sign.
  - Miscellaneous: Public Works Depot – mowed; weedwhacked; picked up trash.
- **Concrete:**
  - Sidewalks – 755 Hartley – 5'x 4'; 589 Hartley – 7'x 4'; 1261 Anderson – repaired sidewalk – 6 tons; Cardena & Fulford – 13'x 4'.
- **Clam Truck:**
  - Debris – 20
  - Trimming – 10
- **Slope Mowing:** 1105 Treadway – 80'; Royal & Vespero – 120'; 2451 Timbercrest – 240'.
- **Drop Offs & Sod:**
  - 1767 Ft Smith – 300'.
  - 3235 Crestwood Forest – repaired drop off and installed ¾ pallet of sod.
  - 1261 Anderson – installed 2 pallets of sod.

- **Miscellaneous:**

- 171 Corolla – removed gravel that had fallen off the back of a truck.
- 1261 Anderson – used stump grinder to remove roots from Right of Way and installed sod.

**Fleet Maintenance Division:**

- Vehicles PM – 4 Repairs – 10
- Equipment PM – 1 Repairs – 22
- Fire Dept Station Checks 3
- Road Calls 7
- 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:**

- 2831 Summerfield St – reshaped the swale to stop erosion and sodded back with bahia.
- 1827 Trumbull St – cut the vines and brush off the fence and hauled off.
- 1359 Maywood Ave – repaired the damaged 15” HDPE pipe.
- 1480 Normandy Blvd E. – reshaped the swale and sodded to stop erosion.
- 1582 Falmouth Ave – took out the old broken mitered end and poured a new one back with concrete.

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

- 0.7 Drainage Acres mowed.
- Drainage Right of Ways mowed – 3040, 3063 Blaine Cir; 1509 Tubeck; 3218, 3292 Buckland; 1632, 1521 Roble Ln; 1532 Bonview Dr; 1635 Keeling; 3256 Laurel Ct; 1621 Courtland Blvd; 1510 Page; 2472 Lackland Dr; 2660 Eustace; 1447 Summit Hill.
- Ponds mowed – 1642 Akron Dr; 1641 Houston; 3045 Courtland; 1592 Clearwater Dr; 1911 Palomar; 1912 Worthington Dr; 893 Atmore Cir; 1820 Elwood St; 1925 Ft Smith; 1901 Marlow; Ft Smith/Normandy; 921 Whitewood Dr; 1765 Normandy Blvd.

- **Right of Way Mowing Crew:**

- 31 Miles of Right of Way mowed.
- Main roads mowed – Cloverleaf Blvd; Anderson St; Alexander; Normandy Blvd.
- Sectors mowed – 18; 19; 20; 21; 22; 23.
- Alleys mowed – 171; 172; 484; 485; 500; 566; 1159.

- **Right of Way Litter Crew:**

- 173.25 Gallons of litter removed.
- Main road trash pickup – Normandy Blvd extension; Humphrey Blvd; India Blvd; Newmark; Haulover Blvd; Captain Dr.

- **Miscellaneous:**

- Dewey Boster Park – hauled 8 loads of dirt to the park for Parks & Recreation.
- 1259 Tivoli – mowed and trimmed around the pump station.
- Kingway/Saxon – removed the tree in the roadway.
- 316 Montego – filled in hole next to the drainage structure.
- 1550 Normandy – repaired the drainage pipe; back filled with dirt and sodded back with bahia.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 08/25/2013

**Customer Service**

<b>August 2013</b>	<b>Total week ending 08/25/13</b>
DW – Lockbox	1660
Ebox	1058
Call Center Calls	1562
Walk-ins/Drop Box	1035
On-line Payments	1139
IVR	625

**Customers Disconnected for Non-Pay**

<b>August 2013</b>	<b>Total week ending 08/25/13</b>
Total on Disconnect List	195
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

<b>August 2013</b>	<b>Total week ending 08/25/13</b>
Water Service	1
Meter Sets	1
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	17
Locates Received	90
Locates Completed	92
Main Leaks	5
Service Leaks	7
Sewer Repairs	2
Sewer Blockage	7
KV2 Valves	9
Service Replacements	4
Meter Change Outs	9
Service Orders	462
Disconnects	195
Drainfield Leaks	0
Meter Retirements	26