



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: August 8, 2014

CITY MANAGER'S OFFICE thru 08/08/2014

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

- Posted the following information to Facebook & Twitter: Twittersiversary; National Night Out reminder; One Blood drive at Library; Hoopla; traffic congestion and a crash on I-4 at Exit 129; Commission meeting Agenda; FLOWmobile.
- Shared the following on Facebook: National Night Out photo album; library staff photo; lost and found pets and adoptions at Southeast Volusia Humane Society; Bully Armor's status regarding National Night Out; Bertha updates; Volusia County Sheriff's Office (VCSO) search for suspect involved in fatal stabbing; Friends of Lyonia post about Beck Ranch Park; Deltona convenience store robbed two consecutive nights; National Heatstroke Prevention Day—children in hot cars; "Meet Your Next Favorite Book" from Deltona Library Fans; Great Florida Birding Trail's photo of Florida Scrub Jay.
- Worked on the Mayor's "Get Fit for '15 Fitness Challenge":
 - Worked with Florida Hospital, Halifax Health and the Mayor, on the announcement for the Challenge to be made at the National Night Out event.
 - Working with the Clerk's Office to design the Challenge web page.
 - Created the poster, registration form, disclaimer and handouts.
- Assisted with setup of National Night Out:
 - Photographed and shot video at the event.
 - Photos provided to VCSO and Halifax Health.
- Eblasted and added information about the West Volusia Youth Baseball registration to the entryway signs.
- Eblasted and added information about the next FLOWMobile visit to the entryway signs.
- Updated DeltonaTV schedule and programming for the week of August 10th.
- Live broadcast of the August 4th Commission meeting and recorded for later broadcast.
- Met with Jerry Mayes to review possible eco-tourism events to promote eco-tourism in Deltona.
- Conference call with representatives from AT&T's service vendor—ID Solutions—and our IT Department staff.
- Completed the August issue of the employee newsletter The Pride.
- Completed a DeltonaTV slide for Commissioner Anthony Bellizio.

Media Relations:

- Spoke with Kelly Joyce of Fox 35 about potentially having the Mayor or a Commissioner provide an interview about the medical marijuana issue.
- Provided information regarding Commission salaries to *Al Everson/West Volusia Beacon*.

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

- Met with PIO staff to continue planning and preparation for the Mayor's "Get Fit by '15" Challenge. This program includes our two medical partners, Halifax Health and Florida Hospital Fish Memorial, plus other fitness and exercise businesses.
- Met with PIO staff to follow up on the ongoing EcoTourism Project.

- Attended a meeting of the Career Connection Cadre’s Workforce Needs Analysis Sub-committee, as a part of the Volusia School District’s preparation of High School and Middle School “Academies”.
- Met with senior staff to discuss the US Fish & Wildlife’s requests for the Deltona Scrub Jay Mitigation Project.
- As part of the Work Force Needs Analysis Subcommittee Summary, Robin King (Career Source Flagler/Volusia), Mary Bruno (Daytona State College) and I gave a three part presentation to the Career Academy Teams on: (1) Career Pathways; (2) Soft Skills; (3) Internships, Job Shadowing.
- Prepared and submitted the Deltona Economic Development Advisory Board (DEDAB) Sub-committee's agenda worksheets to the membership, along with the minutes of the prior meeting.
- Met with PIO staff to follow up on my meeting with SCORE representatives last week and develop a potential program to approach small businesses in the City.
- Met with Chris Bowley to discuss specific land development questions regarding development on Howland Boulevard.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director/Deputy City Manager) thru 08/01/2014

Building Services Division:

Building Permits issued for the week	103
Valuation of work permitted for the week	\$492,024
Inspections completed for the week	227
Total Permits issued for Fiscal Year 13/14	3,188
Valuation of work permitted for the year 13/14	\$55,721,187
Fire Safety Inspections for the week	70
Fire Safety Plan Review	14
Permits Issued:	
A/C Change Out	28
Comm Build Out Small	1
Concrete flat work	1
Door Replacement	6
Electrical Repairs	1
Electrical	1
Exterior Renovation	2
Fence	13
Fire Alarm	1
Garage Door Replacement	4
Garage Or Carport	1
Generator	2
Interior Renovation	1
Other	1
Plumbing Re-pipe	1
Pool in Ground	1
Reroof	12
Right of Way	2
Screen Enclosure	3
Shed I	1
Shed II	3
Sign Political	1

Sign Temporary	3
Sign Electrical	1
Solar Panel Install	1
Tree Removal	1
Water Heater Replacement	7
Window Replacement	3
<u>Total</u>	<u>103</u>

Enforcement Services Division:

Requests for services this week	413	
Animals impounded at the humane societies	34	
Citation warnings issued	39	
Courtesy notices	148	
Abatement notices	97	
Citations issued	3	
Code Enforcement telephone calls	182	
Animal Control calls	110	
Solid Waste calls	120	
Citizen walk in requests for Code Enforcement assistance	5	
Citizen walk in requests for Animal Control assistance	21	
Citizen walk in requests for Solid Waste assistance	2	
Properties requiring grass to be cut by contractors	30	(at a cost of \$1,240)
Certified mailings sent out	69	(at a cost of \$447)
Money collected for Animal tags, liens and return to owners	\$3,608	
Foreclosures for this week: Deltona	44	
County	<u>97</u>	
Total	141	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 008/01/2014

2nd Floor HR/CC Walk-In Customers	19	
2nd Floor calls Answered	16	
Packages Received	34	
Packages Picked Up	1	
A/P Invoices Opened	100	
Newspapers	11	(4.25 hours)
Public Records Requests Received	11	
Public Record Request Amount Received	\$1.20	
Documents imaged or modified, pages	789	
Large scale drawings imaged, pages	0	

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

- On-site visit with Auditors all week for Interim Audit.
- Finalizing materials for Aug 11th workshop for Enterprise and Special Revenue Fund budgets.
- Discussed grant related issues and Federal and State Single Audit requirements with auditors.

- Participated in a compliance webinar for the new grant reporting Code of Federal Regulations (CFR) Super Circular entitled: “**OMB Grant Reform: From Compliance to Performance**”.
- Took pictures and posted surplus items on GovDeals.

FIRE/RESCUE DEPARTMENT thru 08/04/2014

Robert Rogers, Deputy Fire Chief:

• Alarm summary 7/29/2014 to 8/4/2014	
Structure fire	1
Vehicle Fire	0
Wild land, grass, trash	2
Misc. Fire	5
ALS Medicals	44
BLS & Misc. Medicals	87
Hazardous Condition	5
Service Calls	9
Good Intent	19
<u>False Alarms</u>	<u>8</u>
TOTAL	180

Russell Rafferty, Deputy Fire Chief:

- Met with Chief Kennett of Orange City.
- Set up Florida Forestry Classes.
- Completed two Target Safety assignments.
- Set up Advanced Cardiac Class for Southeast Agencies.

Dean Debose, Assistant Chief:

- Attended Joint Occupational Safety and Health Committee meeting.
- Recruit training with the new hires.
- Facilitated blood draws for Halifax screening.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 08/06/2014

- Performance Evaluations processed: 5
- Deltona JOBS Program Folders:
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (0 this week; 1,745 to date)
- Applications received: 2–Wastewater Operator.
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Scheduled physical evaluation and drug screening for 1 new employee.
- New hire orientation: Water Operator III.
- Coordinating annual Open Enrollment for August 18th, 19th, and 20th.
- FMLA actions: 2
- Participated in 5 interviews for Office Assistant position with City Clerk’s Office.
- Participated in 5 interviews for Records Clerk position with City Clerk’s Office.

- Held meetings with Gene Gizzi and with our AFLAC representative to coordinate upcoming Open Enrollment sessions on August 18th, 19th, and 20th.
- Coordinating with Halifax Health for upcoming additional employee Wellness Program screenings on August 14th (at City Hall) and August 21st (at Deltona Water), and requesting one additional screening.
- Conducted meeting for with Health Insurance Employee Committee; preparing committee recommendations to be sent to the City Manager.
- Coordinating with WastePro and staff for the annual Employee Appreciation BBQ scheduled for August 22nd.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 08/02/2014

Administration:

- Prepared the set-up for National Night Out event at City Hall.
- Met with City Manager and Deputy City Manager to discuss a plan for sports fields and Dupont Lakes.
- Met with City staff and Halifax Health to discuss the special event on August 30th at 2090 Saxon Blvd.
- Met with Pest Master to visit and spray all City park facilities.
- Cleaned City Hall after VCSO National Night Out.
- Prepared letters and sent out to sponsors for Halloween Spooktacular.
- Processed 8 permits for pavilion and field rentals.

Facility Use Permits (07/27/14—08/02/14):

• Deltona Community Center	2 permits issued	Weekly attendance – 813
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 470
• Wes Crile Park	3 permits issued	Weekly attendance – 2,057
• Skate Park	3 new passes	Weekly attendance – 249

Special Events/Programs:

- Amphitheater Concert – Mark Hodgson Saturday, August 9th 7:00-9:00 p.m.
- Harris Saxon Community Center – Boys and Girls Club Summer Camp.
- Partner Leagues:
 - Tackle Football and Cheerleading – Pop Warner Panthers has started.
 - Deltona Youth Soccer has started.
 - Men’s Softball League starts on September 8th.
 - Men’s Senior League starts on September 15th.

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.

- Escorted Air Current to examine the 2nd floor air conditioning unit.

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: CVS Park, Campbell Park, Dewey Boster, Dwight Hawkins, Festival Park, Harris Saxon, Skate Park, Veterans Memorial and Wes Crile.
- Took tables from City Hall to Dewey Boster.
- Treated fence by the well at City Hall.
- Picked up supplies at Ace Hardware.
- Deltona Community Center – Treated deck and ramp on School House.
- Skate Park – Re-plumbed sink in concession stand; put concrete spillway near half pipes.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Campbell, Dupont Lakes and Wes Crile Park.
 - Replaced valve, sprayed Surge at Dupont Lakes.
 - Repaired irrigation clock at Wes Crile.
- Sports Complex including Pony League:
 - Sprayed Echelon (herbicide) at Complex and Pony League.
 - Sprayed Quincloroc (herbicide) at Pony League.
 - Fertilized Complex with 15-0-15.
 - Painted new fence.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 08/01/2014

Executive Summary:

The Planning and Development Services Department brought ordinances and resolutions to the City Commission this week. Ordinance No. 05-2014 was officially withdrawn by the applicant and announced at the public hearing. Ordinance No. 15-2014, LED signs for houses of worship, was adopted at second and final reading. Resolution No. 2014-08, the Conditional Use application for IMED Church was approved. Finally, Resolution No. 2014-21, the CDBG Annual Action Plan for Program Year (PY) 2014-15 was approved and will be transmitted to HUD to meet the August 16th deadline.

Planning:

The Planning Section has had several land development projects that are seeing progress and ultimate closure. The LaPetite Academy site, located at 698 Deltona Boulevard, has constructed a new parking lot with bus turnaround facility and landscaped parking lot. The Leslie Pool site, located at 2135 Howland Boulevard, modified the wheel base radius at the rear of the site for truck shipments and also re-landscaped the area. Lake Baton Estates submitted a performance bond, Preliminary Plat, Final Plat, and updated Final Construction Plans to complete Phase II of that residential project. Also, the Interlocal Agreement with the River-to-Sea Transportation Planning Organization (TPO) was approved by the City Commission and transmitted to the TPO.

Housing & Community Development Section:

The Housing and Community Development Section achieved a major milestone in the Community Development Block Grant (CDBG) program through the City Commission approval of the PY 2014-15 Annual Action Plan. This is one of five annual reports to be conducted within the Five Year Consolidated

Action Plan period. The approval of the Annual Action Plan makes annual spending priority adjustments. Staff also began adding features to the remaining homes in the NSP program to make them more saleable. This is a more fiscally responsible way to use the remaining grant funds, rather than purchase more homes at this time.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 08/01/2014

Traffic Operations:

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

- **Signs:**
 - Completed 1 sign repair work ticket.
 - Fabricated and installed 1 street name sign.
 - Fabricated equipment numbers for Fleet Maintenance.
 - Fabricated and replaced (19) 12"x 18" No Parking signs on Abigail.
- **Asphalt:**
 - Completed 4 asphalt repair work tickets using ¼ ton of asphalt.
 - Layton – repaired 2 sections of road – 3 ¾ tons.
 - Lorraine – repaired 2 road crossings.
 - Perimeter – dug out area to prep for asphalt. Location was still spongy and did not have the proper compaction. Filled area back in with recycled concrete.
- **Speed Trailer:** 1684 Hastings – removed speed trailer.
- **Message Boards:**
 - 2nd & Leland; Pioneer & Alexander – removed message boards.
 - Windbrook & Mobley – message boards still used for controlled burn.
 - Saxon & Fruitland; Howland & Wolfpack; Howland & SR 415 – installed message boards for National Night Out.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Howland, Providence, Normandy, Elkcarn Blvds – routine maintenance; pruned all crepe myrtles.
 - City Properties: 1177 Hastings Dr, 1520 Ft Smith; 1049 Falcon St – routine maintenance.
- **Concrete:**
 - Sidewalks – 1462 Finlay – 57'x 4'; 401 Courtland – 11'x 8'; 1610 Normandy Blvd E – 13'x 5'; 1128 Elgrove – 21'x 4'; 587 Normandy Blvd E - 19'x 4'.
 - Grinding: 1971 & 1937 Nemo.
- **Clam Truck:**
 - Debris – 7
 - Trimming – 16
- **Slope Mowing:** Coronet from Saxon to La Casita St – 720'; 1547, 1577 Piedmont – 280'; 2656, 2680, 2696, 2716 Hoover – 640'; 3141 Riverhead – 700'; 2780 Jewel – 100'; 2861 Monarch – 200'; 519 Nardello – 320'; 1097 Wilmington – 80'; 1401 Lambert – 160'; Dressel at Baton – 700'.
- **Drop Offs:**
 - Repaired drop off and placed sod – 511, 321, 532, 541, 641, 651, 671 Blackstone; 1402, 1456, 1499 Randolph; 1858 Alameda; Humphrey at Courtland; 697 Manchester; 566 Murphy; 1812 Kingway N; 1463 Elk Ct; 1312 Gerona; 621 Salerno.

- Placed sod at sidewalk – 1275, 1285 Fieldstone; 1422, 1442, 1452 Finlay; 831 Halstead; 972 Chippendale; 401 Courtland.
- Repaired drop off – Elkcarn & Acadian; 405 DeCarlo.
- **Miscellaneous:** Langan & Fayson – removed dirt from intersection.

Fleet Maintenance Division:

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|------------------------------|--------|--------------|
| ● Vehicles | PM – 5 | Repairs – 7 |
| ● Equipment | PM – 4 | Repairs – 11 |
| ● Fire Dept Station Checks | 4 | |
| ● Road Calls | 3 | |
| ● Parts Run/Vehicle Delivery | 4 | |
| ● 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:**
 - 1434 Summit Hill Dr – installed 120’ of 24” HDPE pipe; two nyloplast basins; hauled off materials.
 - 3070 Keyport St – cut out the hump of dirt in the center of the ditch so water can flow.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed:
30 Brisset Ct; 212 Patch Ct; 184 Oliver Ct; 223 Rosedale Dr; 2621 Libby Ct; 155, 197 Bluefield Ave; 2819 Kraft Dr; 77, 29 Courtland Blvd; 2737 Boyce Ct; 2857 Bluestone Dr; 651 Outrigger Dr; 2861 Bardahl Ct; 2912 Clovis Dr; 2850 Gallup Ct; 475 Katherwood Ct; 2903 Parkview Ct; 2766 Welton Cir; 551 Skyland Ter; 2650, 524 Deed Cir; 380, 451 El Camino Dr; 2784 Kingsdale Dr; 2554 Sheffield Dr; 699 Eldron Ct; 2408 Tipton Dr; 677, 489 Tradewinds Dr; 810 Kangaroo St; 231 Greenbrier St; 762 Mentmore Cir; 2461, 2628 Shiprock Ct; 2462, 2400 Weatherford Dr; 951 Lovington Dr; 1933 Monterey Dr; 1570 Zinnia Dr; 1701 Amboy Dr; 756 Red Coach Dr.
 - Ponds Mowed:
921 Whitewood Dr; 3275 Tallwood Dr; 2868 Slater Dr; 1706 Philadelphia Ct; 850 Farrington Dr; 783 Atmore Cir; Ft Smith/Normandy Blvd; 1911 Palomar Dr; 1911 Marlow Dr; 1912 Worthington Dr.
- **Storm System Jetted and Cleaned:** 1127 Prescott Blvd; 2096 Parkton Dr; 1240 Indian Rock Ct; 2780 O’Bannion Ter.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Newmark Dr; Haulover Blvd; Captain Dr; Tivoli Dr; Catalina Blvd; Deltona Blvd; Cloverleaf Blvd; Anderson Dr; Alexander Dr.
 - Sectors mowed – 17; 18; 19; 20; 21; 22; 23.
 - Alleys mowed – 484; 485; 498; 500; 570.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Newmark Dr; Haulover Blvd; Catalina Blvd; Tivoli Dr; Deltona Blvd; Cloverleaf Blvd; Welcome Center Rd; Elkcarn Blvd; Anderson Dr; Ft Smith Blvd; Normandy Blvd; Alexander Dr.
- **Miscellaneous:**
 - Ft Smith Blvd – filled the water bags around all the newly planted trees at the ponds.
 - 185 Sheryl Dr – mowed the approach to the water control structure.

- o 1489 Elkcam Blvd; 1071 Eva Ct; 1327 Hartley Cir; 50 Ft Smith Blvd; 3100 Riverhead Dr – mowed around the pump stations.
- o 2780 O'Bannion Ter – watered the newly laid grass at a new stormwater project.
- o 3136 Telford Ln, 1127 Brickell Dr – reinstalled drainage grates/lids back onto boxes.
- o Red Coach/Kinlock – removed the dumped yard waste from near the drainage ditch.
- o 340 Cloverleaf Blvd – hand mowed the ditch banks and the Right of Way; picked up trash.
- o 201 Howland Blvd – watered newly laid sod.
- o 1617 Providence Blvd – delivered 12 yards of fill dirt to City owned house.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 08/03/2014

Customer Service

July/August 2014	Total week ending 8/3/2014
DW – Lockbox	1363
Ebox	1005
Call Center Calls	1705
Walk-ins/Drop Box	1012
On-line Payments	1189
IVR	792

Customers Disconnected for Non-Pay

July/August 2014	Total week ending 8/3/14
Total on Disconnect List	152
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

July/August 2014	Total week ending 8/3/14
Water Service	0
Meter Sets	1
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	1
Fire Hydrant Repair	0
Replace Meter Box	30
Locates Received	121
Locates Completed	206
Main Leaks	3
Service Leaks	6
Sewer Repairs	2
Sewer Blockage	4
KV2 Valves	7

Service Replacements	3
Meter Change Outs	12
Service Orders	588
Disconnects	152
Drainfield Leaks	1
Meter Retirements	22