



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, Acting City Manager  
Subject: Weekly Courtesy Report  
Date: August 9, 2013

**CITY MANAGER'S OFFICE** thru 08/09/2013

**Acting City Manager Comments:**

We have received a notice of the Preliminary estimate of the permanent population of Deltona as of April 1, 2013 from the University of Florida Bureau of Economic and Business Research. This estimate is one factor used in determining the distribution of state revenue-sharing funds (Revenue Sharing Act, 1972).

CENSUS APRIL 2010	PRELIMINARY ESTIMATE APRIL 2013	TOTAL POPULATION CHANGE
85,182	85,469	+287

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

- Updated DeltonaTV schedules and programming—Economic Development Report, Code Enforcement Notebook, Deltona Fire Bulletin, Parks & Rec Update, Deltona Audubon Report, Grill Sergeants, Battleground, Fit for Duty, Armed Forces Boxing, UCF (Global Perspective, MetroCenter Outlook, On the Issues), nature and environmental programming for the week of August 10<sup>th</sup>.
- Working on the “Think Before You Throw” campaign kickoff:
  - Videotaped the “Think Before You Throw” Sign Raising Ceremony.
  - Coordinated a poster contest with the three Deltona middle schools.
  - Site tour of possible bus bench locations for the “Think Before You Throw” signs and waste bins.
- Working with the Office of Economic Development (OED) on invitations to the Bethune-Cookman University (B-CU) campus dedication.
- Videotaped repair and upgrade work by the Parks Department, for the AAA little league field at Dewey Boster Park.
- Met with OED, the Lake Monroe Sailing Association and City of Sanford representatives, to review opportunities for Deltona to participate in sailing and regatta activities.
- Videotaped the August DeltonaTV episodes for: Economic Development Report (County Trails), and Deltona Fire Bulletin (MDA & Fill the Boot campaign).
- Post-production for Economic Development Report, Deltona Fire Bulletin, Code Enforcement Notebook, Grill Sergeants, Battleground, Fit for Duty, and Armed Forces Boxing.
- Prepped the Commission Chambers for Tuesday August 6<sup>th</sup> Fire Department training session.
- Live broadcast of the August 5<sup>th</sup> Commission meeting and recorded for later broadcast.
- Updated City Welcome signs.
- Created MDA/Firefighters “Fill the Boot” event TV slide for DeltonaTV.
- Created Wildlife Alert/Bears TV Slide for DeltonaTV.
- Videotaped the VCSO event National Night Out.
- Finished and distributed the employee newsletter The Pride.
- Created DeltonaTV Slides for Recruitment for DEDAB and Charter Review Committees.

**Press Releases:**

- Think Before You Throw/Poster Contest

- Recruitment for DEDAB and Charter Review Committee members
- AmPop60 Concert in the Amphitheater

**Media Relations:**

- Provided information regarding the Think Before You Throw campaign to Mark Harper/Daytona News Journal.
- Provided information regarding Dunkin Donuts soft opening to Mark Harper/Daytona News Journal.
- Provided information regarding Team Volusia to Joe Crews/West Volusia Beacon.
- Provided statement of public record regarding Rob Fields to Al Everson/West Volusia Beacon.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 08/02/2013

**Building Services Division:**

Building Permits issued for the week .....	54
Valuation of work permitted for the week.....	\$980,370
Inspections completed for the week .....	176
Total Permits issued for Fiscal Year 12/13 .....	2653
Valuation of work permitted for the year 12/13 .....	\$32,816,475
Permits Issued:	
A/C Change Out .....	9
Addition .....	1
Building Residential.....	2
Concrete Flat Work.....	1
Demolition .....	1
Door Replacement .....	1
Fence.....	9
Fire Alarm.....	2
Garage Door Replacement.....	6
Garage or Carport .....	1
Interior Renovation/Repair .....	1
Patio Cover .....	1
Photovoltaic .....	1
Reroof .....	7
Right of Way.....	1
Shed .....	2
Sign .....	2
Solar Panel .....	2
Water Heater Replacement .....	1
Window Replacement .....	3
Total .....	54

**Enforcement Services Division:**

Requests for services this week .....	342
Animals impounded at the humane societies .....	24
Citation warnings issued .....	26
Courtesy notices .....	159
Abatement notices .....	73
Citations issued .....	3

Code Enforcement telephone calls	150	
Animal Control calls .....	106	
Solid Waste calls .....	88	
Citizen walk in requests for Code Enforcement assistance .....	6	
Citizen walk in requests for Animal Control assistance .....	20	
Citizen walk in requests for Solid Waste assistance .....	3	
Properties requiring grass to be cut by contractors .....	42	(at a cost of \$1,470)
Certified mailings sent out .....	115	(at a cost of \$703)
Money collected for Animal tags, liens and return to owners .....	\$475	
Foreclosures for this week: Deltona	26	
County	66	
Total	92	

**CITY CLERK'S OFFICE** (Joyce Kent, City Clerk) thru 08/02/2013

2nd Floor HR/CC Walk-In Customers .....	33	
2nd Floor calls Answered .....	11	
Packages Received .....	20	
Packages Picked Up .....	2	
A/P Invoices Opened .....	93	
Newspapers .....	19	(6.25 hours)
Public Records Requests Received .....	2	
Public Record Request Amount Received .....	\$20.95	
Documents imaged, pages .....	4,032	
Large scale drawings imaged, pages .....	0	

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

- Met with new Verizon Wireless representative.
- Prepared final agreement for sale of Dupont Lakes Park.
- Prepared bid for electrical services.
- Participated in bond ratings calls with Fitch and Standard & Poor's rating agencies for 2013 utility bond issue.
- Preparing draft budget books for budget workshop on utility fund and special revenue funds on August 12<sup>th</sup>.
- Working on finalizing all documents related to swaption termination and new bond issue.
- Working on 5 year Capital Improvement Plan schedules for budget document.

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 08/07/2013

**Fire Chief Staples:**

- Participated in a DeltonaTV taping of the monthly Fire Bulletin on the Muscular Dystrophy Association (MDA) and the Fill the Boot program that the Department and Local 2913 will partner during the Labor Day weekend, August 30<sup>th</sup> – September 1<sup>st</sup>.

**Chief Rogers:**

- Alarm summary 7/30/2013 to 8/5/2013
  - Structure fire 3
  - Vehicle Fire 1
  - Wild land, grass, trash 2
  - Misc. Fire 5
  - ALS Medicals 58
  - BLS & Misc. Medicals 55
  - Hazardous Condition 3
  - Service Calls 4
  - Good Intent 18
  - False Alarms 9

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  - TOTAL 158

**Deputy Chief Rafferty:**

- Telestaff conference call.
- Delivered surplus office equipment to City Hall.
- Completed Target Safety Trainings.
- Instructed EMS Equipment Trainings.
- Attended Capnography Class (*A capnograph is an instrument used to measure the carbon dioxide [CO 2] in a patient's exhale breath*).
- Met with Port Orange Fire American Heart Association Files.
- LifePak Maintenance performed.

**Assistant Deputy Debose:**

- Rapid Intervention Team training for those personnel that were out during the regular training.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 08/07/2013

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (05) added
  - Total # of Deltona JOBS Program folders taken – (5 this week; 1,535 to date)
- Applications received:
  - (04) Parks Attendant
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Set up interviews and prepared questionnaires for Parks Attendant.
- Prepared and submitted EEO4 report.
- Planning and coordinating Employee BBQ for August 16<sup>th</sup>.
- 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.
- Coordinating the City's FY 2013/14 Open Enrollment sessions to be held on August 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup>.

**Risk Management:**

- Received reimbursement for City property damage caused by third party.
- Conducted three safety training classes.

- Coordinated Defensive Driving Class.
- Completed Property & Casualty insurance renewal.
- Working on HVAC issues.
- Working with insurance attorney on lawsuit.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 08/03/2013

**Administration:**

- Met with West Volusia Youth Baseball President to discuss field reservations.
- Hosted and provided logistical support for the National Night Out event on August 6<sup>th</sup> at City Hall.
- Met with Lee Lopez to discuss publicity for Dewey Boster baseball fields.
- Video session with Friends of the Library.
- Met with Insight Credit Union to discuss a special event on September 7<sup>th</sup> at 1235 Providence Blvd.
- Met with Nick Sassic to discuss Risk Management issues at City Hall.
- Processed 9 permits for pavilion and field rentals.

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

• Deltona Community Center	3 permit issued	Weekly attendance – 1,118
• Harris M. Saxon Community Center	3 permits issued	Weekly attendance – 420
• Wes Crile Park	2 permits issued	Weekly attendance – 3,352
• Skate Park	2 new passes	Weekly attendance – 464

**Special Events/Programs:**

Deltona Amphitheater:

- Simulcast on Saturday, August 10<sup>th</sup> from 7:00–9:00 p.m.
- AP60 on Saturday, August 24<sup>th</sup> from 7:00–9:00 p.m.

Harris Saxon Community Center:

- Boys and Girls Club Summer Camp continues.
- Teen Game Day, Saturday, August 17<sup>th</sup> from 11:30 a.m.-2:30 p.m.

Partner Leagues Currently Underway:

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

Wes Crile Park:

- DTA Summer Camp continues.

**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, CVS Park, Deltona Community Center, Dupont Lakes, Keysville Dog Park, Lake Gleason, Sheriff's Office, Thornby, Timber Ridge, Tom Hoffman, Vann Park, Veterans Memorial and Wes Crile.
- Checked all playgrounds for vandalism and graffiti.

- Dupont Lakes – Picked up debris piles and took to 4 Jays.
- Tom Hoffman – Replaced rusted garbage pails.
- Parks Depot – Unloaded mobile message board signs.
- Veterans Memorial – Repaired perimeter chains that were vandalized.

**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 Electrical Solutions.
- Escorted Stanley Steemer to provide quote for carpet cleaning.

**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.
  - Located and moved irrigation at Vann Park; removed sod; leveled clay edges.
  - Sprayed Keysville for insect control.
  - Sprayed Thornby Trail for weed control.
- Sports Complex:
  - Mowed fields and outer perimeter, weed-whacked and edged.
  - Mowed and weed-whacked Pony League.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 08/07/2013

**Executive Summary:**

The Planning and Development Services Department is working on development review applications this week with an amendment to the Bella Vista BPUD to update the Development Agreement with a new Master Development Plan and a remodeling of the Greater Faith AME Church at 800 Deltona Boulevard. Staff also met with the Tractor Supply Company development team, and discussed the process to complete Lake Gleason Estates, Arbor Ridge, and Lake Baton Estates subdivisions with consultants for those projects.

**Planning:**

The Planning Section completed the file for the Dunkin Donuts site and witnessed the opening of the store this week. Staff created a project tracking chart for the increased number of projects both in review and to be submitted to the City for the benefit of streamlining and organizing the development review process. Staff also reviewed the Traffic Impact Analysis methodology for the proposed Sterling Park project and agreed to have the applicant proceed with the study upon formal submittal of an application.

**Housing & Community Development:**

The Housing and Community Development Section brought the Five Year Consolidated Action Plan and Annual Action Plan to the City Commission this week. The City Commission unanimously approved the document, which meets the timeline for local government adoption. The plan will be transmitted to HUD for its acceptance. The City acquired two additional homes within the NSP program and intends to rehabilitate one home and redevelop (demolish and reconstruct) the second unit. This brings the total number of homes acquired within NSP to 76—with 59 homes sold, 14 homes rehabilitated and for sale, and 3 homes under construction.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 08/02/2013

**Traffic Operations:**

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

- **Signs:**
  - Completed 5 sign repair work tickets in the City.
  - Fabricated and installed 4 new street name signs.
  - Fabricated and installed one 30”x 30” R1-1 “Stop” sign at Commerce & Flynn.
  - Fabricated four 24”x 30” R2-1 “30 mph” signs and installed at: 3201 Fifer, Beckwith & Commerce; 3406 Beckwith; 2810 Flynn.
  - Fabricated one 12”x 18” “Warning No Dumping” sign at Lockwood & dead end.
  - Fabricated and installed one 18”x 24” “Neighborhood Watch” sign at Commerce & Lockwood.
  - Fabricated and installed one 24”x 30” R2-1 “25 mph” sign at Courtland & Lockwood.
  - Fabricated and installed one 30”x 30” W1-1ar “Right Sharp Curve” sign with 15mph at 2941 Lockwood.
  - Fabricated and installed one 30”x 30” W1-1ar “Right Sharp Curve” sign with 20 mph at 3421 Commerce.
  - Fabricated and installed one 30”x 30” W1-1al “Left Sharp Curve” sign with 20 mph at 3484 Commerce.
- **Asphalt:**
  - Completed 8 asphalt repair work tickets – 4 ½ tons.
  - 438 Sunburst – repaired 10’x 10’ section of road for Deltona Water – 1.5 tons.
  - Jasmine Woods – repaired 10’x 5’ section of road for Deltona Water – ½ ton.
- **Speed Trailer:**
  - Berkshire Woods – removed speed trailer.
- **Message Boards:**
  - Saxon & Normandy Blvd N – installed message board for National Night Out.
  - Howland & Graves – installed message board for National Night Out.
- **Thermoplastic Striping:**
  - 24” white stop bar – 18’; 10’; 14’; 15’.
  - 12” crosswalk – 85’; 75’; 105’.
- **Miscellaneous:**
  - 1261 Anderson – set up detour to cut down trees.
  - 1738 Howland Blvd – removed truck tire from road.

**Field Operations:**

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

- **Beautification:**
  - Medians: routine maintenance on Elkcarn, Providence, Howland and Normandy Blvds

- City Signs: Howland Blvd welcome sign.
- Public Works Depot – mowed; weed whacked; edged; washed cooler; removed old steps.
- **Concrete:**
  - Sidewalks – Abigail – 538’x 7’x 6”.
- **Clam Truck:**
  - Debris – 6
  - Trimming – 12
- **Slope Mowing:** Tunisia & Courtland – 400’; Courtland – 2000’; 1611 Courtland – 190’; 56 Courtland – 80’; 73 Courtland – 80’; 2896 Foxdale – 120’; 157 Courtland – 160’; Snook – 640’; S Kingway – 520’; 1815 Tanner – 80’; 1949 Snook – 240’; Coble – 80’; Kingway & Lehigh – 380’.
- **Drop offs & Sod:**
  - 1320 Worthington – repaired dirt erosion under sidewalk and installed ¼ pallet of sod.
  - E Normandy from Providence to Saxon – repaired drop offs and installed 1 pallet of sod.
  - Courtland & Cabot – repaired drop off and installed ¼ pallet of sod.
  - 1892 Amboy – repaired drop off and installed ¼ pallet of sod.
  - 1579 Sunbird – repaired drop off and installed ¼ pallet sod.

**Fleet Maintenance Division:**

● Vehicles	PM – 5	Repairs – 13
● Equipment	PM – 1	Repairs – 13
● Fire Dept Station Checks	0	
● Road Calls	4	
● Parts Run/Vehicle Delivery	2	
● 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:**
  - Vicksburg St/Firwood Dr – installed a new 15” squash metal pipe under the driveway to the entrance to the city property and took out 80’ of the old HDPE 15” pipe where it dumped into the pond; installed 80’ of new HDPE 15” pipe and raised up the elevation of the pipe so the water won’t back feed from the pond into the pipe.
  - 1029 Top Ct – reshaped the swales for better water flow and took out one driveway and hauled off.
  - 1052 Monterey Dr – installed 40 crepe myrtle trees along the Right of Way on Monterey Dr/Rosetta Dr and installed water bags around all 40 trees.
  - Capital Project: Elkcarn/Nemo – formed up the spillway coming off from the U wall and finished grading the area.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed – 1933 Monterey; 2250 Enterprise/Osteen Rd; 1373 Trollman; 1379 Gainesville; 37 Courtland; 543 Skyland; 1640 Bloomfield; 1570 Zinnia; 1068 Mayflower; 756 Redcoach; 2472 Lackland; 651 Outrigger; 2861 Bardahl; 2912 Clovis; 2850 Gallup; 475 Katherwood; 2903 Parkview; 2766 Welton; 2650, 524 Deed Cir; 380, 451 El Camino; 2784 Kingsdale; 2408 Tipton; 677/ 489 Tradewinds; 699 Eldron; 2554 Sheffield; 810 Kangaroo; 2331 Greenbrier; 762 Mentmore; 2461, 2628 Shiprock; 2462, 2400 Weatherford; 951 Lovington; 2022 Galahad; 1071 Santa Clara; 2331, 2318 Matthew Cir; 1091 Joel; 2481 India; 1073 Prescott; 2546 Rusk; 2481 Beck Cir; 1974 Montfort; 2598 Travida; 985 Dean Cir; 645 Watt Cir; 2841 Maldive; 869 Galt; 2097 Wallingford; 1081 Todd; 870 Humphrey; 798 Weller; 781, 1030,

- 1001, 973 Courtland; 860, 981 Hanford; 3060 Hoban; 3027 Etta Cir; 2971 Norvell; 3001 O'Bannion; 1220 Polk; 3152 Clewiston; 3163 Post; 3115 Noah.
- Ponds mowed – 675 Goodrich; 665 Malaga; 2307 Greenwood; 1100 Ft Smith; 1912 Worthington; 1901 Palomar; 839 Goldcoast; 1309 Lodge Ter.
- **Right of Way Mowing Crew:**
  - Main roads mowed – Humphrey Blvd; Newmark Dr; Captain Dr; Catalina Blvd.
  - Sectors mowed – 2; 3; 4; 5; 6.
  - Alleys mowed – 933; 977; 1578; 1898; 1915.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Elkcam, Courtland, Normandy, India, Humphrey, Ft Smith Blvds; Newmark Dr.
- **Miscellaneous:**
  - 1638 Bloomfield Ave; 3240 Sky St; 1327 Hartley Cir; 699 Piedmont Dr; 1071 Eva Ct – mowed and trimmed around the pump station.
  - 1045 Brady Dr – mowed the Right of Way and picked up trash.
  - 201 Howland Blvd – took off the old tarp and put a new on over the lay flat hose.
  - 2848 Forest Edge Dr – retrieved a skate board out of the curbed drainage inlet for a resident.
  - 1731 Haverhill Dr – cleared weeds away from the staff gauges at Trout Lake, Big Lake and Clearwater Lake.
  - 527 Ft Smith Blvd – picked up trash on both sides of the pipe culvert.
  - Alley 566 and Alley 570 – mowed the Right of Way and picked up trash.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 08/04/2013

**Customer Service**

July/August 2013	Total week ending 08/04/13
DW – Lockbox	2015
Ebox	1269
Call Center Calls	1838
Walk-ins/Drop Box	1235
On-line Payments	1317
IVR	616

**Customers Disconnected for Non-Pay**

July/August 2013	Total week ending 08/04/13
Total on Disconnect List	210
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

July/August 2013	Total week ending 08/04/13
Water Service	0
Meter Sets	1

Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	28
Replace Meter Box	12
Locates Received	130
Locates Completed	125
Main Leaks	4
Service Leaks	4
Sewer Repairs	1
Sewer Blockage	4
KV2 Valves	3
Service Replacements	1
Meter Change Outs	2
Service Orders	639
Disconnects	210
Drainfield Leaks	0
Meter Retirements	40