



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: July 11, 2014

CITY MANAGER'S OFFICE thru 07/11/2014

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

- Posted the following information on Facebook and Twitter: Representatives from SHINE at the Library; bilingual hurricane preparedness at the Library; City hiring an office assistant for City Clerk's Office; popcorn and movie at Lyonia Environmental Center (LEC); Fall Vegetable Gardening class at LEC; Vertical Hydroponics class at LEC; Then2Now performance at July 4th Fireworks Extravaganza; Waste Pro collection postponed for holiday.
- Working to promote the Senior Breakfast: submitted information about the event to the City Clerk's Office for the Event Calendar, created a Facebook event for the event and added the information to the entryway signs.
- Continue work with the group planning National Night Out under the direction of the Volusia County Sheriff's Office.
- Shot video and photos at the July 4th Fireworks Extravaganza.
- Shot photos of the interiors of several park facilities.
- Updated DeltonaTV Schedules and Programming for the week of July 13.
- Met with the Office of Economic Development to discuss Regions Bank bike project.
- Post production: Parks Update and City Volunteers.
- Teleconference with Command Core to review DeltonaTV Request for Proposal (RFP).
- Live broadcast of the Special Commission Meeting and the Regular Commission meeting of July 7.
- Met with BrightHouse Networks representatives to review City operations.
- Working on the July edition of The Pride, employee newsletter.

Media Relations:

- Spoke with *Erica Webb of Hometown News* regarding the Deltona Amphitheater.
- Spoke with *Kathleen Rasche of the Daytona Beach News-Journal* regarding a proclamation and event for a Deltona church.
- Provided *Mark Harper of the Daytona Beach News-Journal* with information (resumés) for the City Manager position.
- Provided *Al Everson of the DeLand-Deltona Beacon* with emailed fireworks complaints from former Vice Mayor Michele McFall Conte and information (resumés) for the City Manager position.

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

- Attended the "Workforce Needs Analysis" Sub-committee meeting.
- Met with the Mayor, the City Manager and the PIO to discuss the "Mayor's Get Fit by '15" event.
- Met with John Wanamaker and staff, of Coldwell Banker AI Commercial Realty, regarding a solicitation packet under design, "Why Do Business in Deltona?"
- Met with the new DEDAB (Deltona Economic Development Advisory Board) appointee, Eric Alexander, to discuss the two DEDAB Sub-committees, DEDAB By-laws, and the Florida Sunshine Laws.

- As City Staff Liaison to DEDAB, prepared the Quarterly meeting agenda packets and the Second Quarter Sub-committee reports, prepared the Commerce Park & Performing Arts Sub-committee agenda, and attended the DEDAB quarterly meeting on July 8th.
- Met with Lee Lopez to discuss upcoming nature events that the Eco-Tourism team plans to attend, promoting EcoTourism within the City.
- Met with Phil Masley, the area representative for SCORE (“*Counselors to America’s Small Businesses*”) to promote small business growth and educational tools for our area’s small businesses.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 07/14/2014

Building Services Division:

Building Permits issued for the week.....	70
Valuation of work permitted for the week.....	\$556,378
Building Inspections completed for the week	156
Total Permits issued for Fiscal Year 13/14	2,816
Valuation of work permitted for the year 13/14.....	\$53,433,371
Fire plan review completed for the week	11
Fire Inspections completed for the week.....	63
Permits Issued:	
A/C Change Out	23
Building Residential.....	1
Door Replacement	2
Electrical	2
Fence.....	9
Garage Door Replacement.....	3
Garage/Carport.....	1
Other	2
Pool In-ground	3
Reroof	9
Right of Way.....	3
Screen Enclosure.....	2
Shed	5
Sign Political.....	2
Sign Temporary	1
Water Heater Replacement	2
Total	70

Enforcement Services Division:

Requests for services this week	333
Animals impounded at the humane societies	24
Citation warnings issued	24
Courtesy notices	150
Abatement notices	67
Citations issued	10
Code Enforcement telephone calls	144
Animal Control calls	100
Solid Waste calls	78
Citizen walk in requests for Code Enforcement assistance	6

Citizen walk in requests for Animal Control assistance	2	
Citizen walk in requests for Solid Waste assistance	3	
Properties requiring grass to be cut by contractors	19	(at a cost of \$760)
Certified mailings sent out	113	(at a cost of \$732)
Money collected for Animal tags, liens and return to owners	\$13,105	
Foreclosures for this week: Deltona	48	
	County	<u>112</u>
	Total	160

CITY CLERK’S OFFICE (Joyce Raftery, City Clerk) thru 07/04/2014

2nd Floor HR/CC Walk-In Customers	18	
2nd Floor calls Answered	102	
Packages Received	34	
Packages Picked Up	1	
A/P Invoices Opened	38	
Newspapers	11	(3.75 hours)
Public Records Requests Received	8	
Public Record Request Amount Received	0	
Documents imaged or modified, pages	7	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 07/11/2014

- Met with Public Works on capital budgets for Stormwater and Transportation.
- Preparing for Budget Workshop with Commission on July 10th.
- Attended conference call for Broadcast Equipment Upgrades.
- Conducted inventory for Public Works.
- Attended Selection Committee meeting regarding proposal for Lakeshore Trail Project.
- Posted RFP (Request for Proposal) for Fire Department Promotional Testing.
- Continued June Housing reports.
- Continued gathering information for quarterly reports for the second quarter of 2014 for all granting agencies.

FIRE/RESCUE DEPARTMENT (Acting Fire Chief Robert Rogers) thru 07/08/2014

Mark Rhame, Fire Chief:

- Met to discuss New hire book.
- Met to discuss Policy re-write and go over new firefighter orientation.
- Met with Chief Debose to discuss Promotional testing Request For Proposal.

Robert Rogers, Assistant Fire Chief:

• Alarm summary 7/1/2014 to 7/7/2014	
Structure fire	2
Vehicle Fire	0
Wild land, grass, trash	3

Misc. Fire	4
ALS Medicals	55
BLS & Misc. Medicals	76
Hazardous Condition	7
Service Calls	5
Good Intent	16
<u>False Alarms</u>	<u>6</u>
TOTAL	174

Russell Rafferty, Deputy Chief:

- Met with Chief regarding New Hire Training.
- Met with Chief regarding Policy re-write.
- Met with Chief regarding Promotional process.
- Phone conference with Opticom.
- Telestaff conference call.
- Met with Risk Management.
- Uniform Committee meeting.
- Conducted Target Safety Class.
- Set up EMS event for 4th of July event.
- Met with New Smyrna Beach Fire.

Dean Debose, Asst. Deputy Chief:

- Finalization of new hire book with Chief Swisher and Lt. Maples.
- Attended meeting to discuss Policy re-write and go over new Firefighter orientation.
- Met with Chief regarding Promotional testing Request for Proposal.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 07/09/2014

- Performance Evaluations processed: 0
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (0 this week; 1,725 to date)
- Applications received:
 - (02) Water Operator
 - (05) Contract Administrator/Paralegal
 - (12) Office Assistant
 - (28) Records Clerk
 - (05) Parks Attendant
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Scheduled physical and drug screening for Wastewater Operator and Water Operator.
- New hire orientation: (1) Stormwater Heavy Equipment Operator and (1) Stormwater Technician.
- Processed (2) FMLA requests.
- Coordinating several screening events for Employee Wellness Program.
- Coordinating 2 Employee Wellness screening events with Halifax Health for next week.
- Conducted complaint investigation.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 07/05/2014

Administration:

- Hosted the 4th of July Fireworks Extravaganza.
- Met with Sons of Italy representative to discuss a special event for March 2015 timeframe.
- Prepared Parks & Recreation Department budget for commission review.
- Processed 12 permits for pavilion and field rentals.

Facility Use Permits (06/29/14—07/05/14):

- | | | |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 680 |
| • Harris M. Saxon Community Center | no permits issued | Weekly attendance – 135 |
| • Wes Crile Park | 2 permits issued | Weekly attendance – 2,400 |
| • Skate Park | 10 new passes | Weekly attendance – 250 |

Special Events/Programs:

- City Hall: National Night Out, Tuesday, August 5th 5:30-8:30 p.m.
- Deltona Community Center: Senior Breakfast, Saturday, July 26th, 8:30-10:30am
- Harris Saxon Community Center: Boys and Girls Club Summer Camp.

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; performing other miscellaneous tasks as needed.

- Sealed benches in courtyard.
- Replaced stanchions in Human Resources and Finance Departments, per the Risk Manager.
- Storage room: Blocked return air vent, and spread Speedi-Dri around, met with contractor on cleanup.
- Delivered "National Night Out" poster to the Sheriff's Office.

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: Dewey Boster, Dupont Lakes, Dwight Hawkins, Keysville Dog Park, Lake Gleason, Thornby and Wes Crile.
- Checked flagpoles at various park locations.
- Replaced worn basketball nets on outdoor courts at various parks.
- Cleaned Depot yard.
- Sharpened mower blades.
- Picked up supplies at Ace Hardware.
- Delivered tower lights, coolers, tables and tents to Dewey from the 4th of July event.
- Deltona Community Center – Replaced transition trim to dance floor; trimmed down threshold; replaced weather strip on bottom of door in back of main hall.
- Firefighters Memorial – Replaced missing garbage can to a new location.
- Harris Saxon, Skate Parks – Installed backboards on basketball courts.

- Lake Gleason – Painted over graffiti on pavilion and restroom.
- Timber Ridge – Installed backflow.
- Wes Crile Park – Stenciled “No Running” on perimeter of splash pad.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes and Wes Crile Park.
 - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
 - Raked Wes Crile and Dupont Lakes.
 - Sprayed Wes Crile with Surge (herbicide).
 - Repaired second base anchor at Vann Park.
 - Sprayed Campbell, Dupont Lakes and Wes Crile with TB3000.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked and sliced fields at Complex; edged concrete.
 - Mowed outskirts of Complex and weed-whacked Pony League.
 - Mowed and edged Pony League and overflow parking.
 - Cleaned up complex after 4th of July event.
 - Blew firework debris from parking area of Pony League.
 - Sprayed Terra Turf and Medinahcal on Pony League to improve burned areas.
 - Rolled Pony League & fields 4, 5, 6, 7, 8 & 9.
 - Sprayed Surge (herbicide) at Complex.
 - Repaired light at concession stand.
 - Repaired rollers on 6500 mower.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 07/09/2014

Executive Summary:

The Planning and Development Services Department is wrapping up plan review for the Final Site Plans for both the RaceTrac store to be located at the intersection of Saxon Boulevard and Finland Drive, and the Saxon Sterling Silver BPUD lots 2 and 4, proposed for a WalMart Grocery store and a ±14,500 SF multi-tenant retail building. In addition, the Tractor Supply Store on SR415 is scheduled for a Development Review Committee (DRC) meeting next week.

Planning:

As part of the land development review process, City staff comments have been presented to the applicants for both the Saxon/Finland RaceRrac and Saxon/Sterling Silver WalMart grocery projects. Staff has generated comments on the TSC Final Site Plan and Final Plat as part of the DRC process. The agenda, featuring a Conditional Use application for IMED Church and the Halifax Crossing BPUD application for the July 16th Planning & Zoning Board meeting, has been formulated and provided to the applicants and Planning and Zoning members.

Housing & Community Development Section:

The Housing and Community Development Section performed Community Development Block Grant (CDBG) oriented public scoping activity at the July 4th City fireworks gathering. The preliminary results of the survey associated with the public scoping indicated that the respondents favored housing community service and community facility type projects – activities that the City is already pursuing. This information will be used to formulate and guide the CDBG Annual Action Plan (AAP). The AAP will be brought to the Commission at the first meeting in August and submitted to HUD to meet the August 16th deadline. Finally,

under the City Neighborhood Stabilization Programs, the City has 14 units for sale. The City is still entertaining only Very Low Income buyers to comply with the HUD-mandated Very Low Income set-aside requirements.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 07/04/2014

Traffic Operations:

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

- **Signs:**
 - Complete 7 sign repair work tickets throughout the City of Deltona.
 - Fabricated and installed 6 street name signs.
 - Fabricated two 18"x 24" Do Not Drink Water signs for Parks & Rec.
- **Asphalt:**
 - 1690 Norwood – repaired pot hole with ½ bag of cold patch.
 - Oxford & Normandy – repaired pot hole with ½ bag of cold patch.
- **Speed Trailer:** Gainesville Ct – removed speed trailers to catch speeding vehicles.
- **Message Boards:**
 - 2nd & Leland; Pioneer & Alexander – removed message boards for controlled burns.
 - Windbrook & Mobley – message board still being used for controlled burns.
 - Saxon & Maximillian; Saxon & Renton – installed message board for July 4th event.
- **Thermoplastic Striping:**
 - 24" white stop bar – 10'; 12'; 11'; 11'; 18'; 11'; 12'; 11'; 11'; 16'; 13'; 13'; 13'; 14'; 13' 17'.
 - 12" white crosswalks – 44'; 54'; 49'; 52'; 48'; 49'; 45'.
- **Miscellaneous:**
 - Trinity Christian Academy – picked up two buses; filled with diesel and dropped off at City Hall for July 4th event.
 - Public Works Depot – loaded all cones barricades and No Parking signs needed for July 4th event, and returned after event.
 - 1285 Fieldstone – placed three lit barricades over broken sidewalk.
 - 1270 Fieldstone – placed one lit barricade over broken water meter box.
 - City Wide – emptied all trash containers.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification** – routine maintenance:
Medians: Howland Blvd N (also trimmed live oaks), Providence Blvd, Saxon Welcome Sign.
- **Concrete** – Sidewalks :
 - 1894 Elkcarn – 47'x8'; 3645 Beal – 8'x 4'; 537 Cavalier – 20'x 5'.
 - Grinding – 2645 Beal – 1 hazardous location.
- **Clam Truck:**
 - Debris – 15
 - Trimming – 7
- **Miscellaneous:** Employees worked the July 4th event.

Fleet Maintenance Division:

- Vehicles PM – 3 Repairs – 10
- Equipment PM – 2 Repairs – 26
- Fire Dept Station Checks 7
- 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:** 2780 O'Bannon Ter – installed 40' of 18" HDPE pipe; one U wall; built one drainage box and hauled off material.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed: 1521 Ortega; 1952 Merrick Dr; 1965, 2023, 2081 Alameda Dr; 2016 Dumas Dr; 1648 Gregory Dr; 1872 Akron Dr; 1529 Ferendina Dr; 1599 Providence Blvd; 1299 Briarwood Ave; 1450, 1408 Ft Smith Blvd; 1921 Shaw St; 1003 De Carlo Dr; 2498 Roseboro Dr; 2472 Lackland Dr; 1489 Elkcarn; 317 Shadydale Ct; 1447 Lombardy Dr; 1501 Tivoli Dr; 1701 Amboy Dr; 1570 Zinnia Dr; 963 Waycross.
 - Ponds Mowed: 201 Howland Blvd; 932 Whitewood Dr; Courtland/Haulover; 1532 Laramore St; 1211 Old Mill Dr; 1634 Akron Dr; 650 Wellington Dr; Collingswood; Mapleshade.
- **Right of Way Mowing Crew:**
 - Main roads mowed: Montecito Av; Courtland Blvd; Elkcarn Blvd.
 - Sectors mowed: 23; 24; 25; 26.
- **Right of Way Litter Crew:** Main road trash pickup – Courtland Blvd; India Blvd; Elkcarn between Providence & Courtland.
- **Miscellaneous:**
 - 185 Sheryl Dr – mowed and trimmed the approach to the water control structure.
 - 1201 Saxon Blvd – weed whacked the rear side of Clearwater Lake.
 - 1896 Normandy Blvd – weed whacked the ditch from the road to the lake.
 - 1250 Wheeling Av – cut down two trees and ground stumps at the pump station.
 - 788 Chippendale St – mowed the Right of Way and picked up trash.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 07/06/2014

Customer Service

June/July 2014	Total week ending 07/06/2014
DW – Lockbox	1719
Ebox	1285
Call Center Calls	1555
Walk-ins/Drop Box	1107
On-line Payments	1491
IVR	809

Customers Disconnected for Non-Pay

June/July	Total week ending 07/06/2014
Total on Disconnect List	142
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

June/July 2014	Total week ending 07/06/2014
Water Service	1
Meter Sets	2
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	33
Locates Received	80
Locates Completed	69
Main Leaks	2
Service Leaks	8
Sewer Repairs	0
Sewer Blockage	4
KV2 Valves	8
Service Replacements	4
Meter Change Outs	3
Service Orders	463
Disconnects	213
Drainfield Leaks	0
Meter Retirements	15