



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: July 18, 2014

CITY MANAGER'S OFFICE thru 07/18/2014

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

- Posted the following information to Facebook & Twitter: Summer Science Saturday at Lyonia Environmental Center (LEC); Summer Days and Firefly Nights at LEC; Commission meeting to consider interim City Manager applications; Crafternoons at Deltona Library, Deltona Water hiring a Purchasing Agent; FLOWMobile at City Hall; reminder about child deaths in hot cars from National Highway Traffic Safety Administration; OneBlood drive at Deltona Library; and Parks & Recreation's Annual Senior Breakfast.
- Shared the following on Facebook: Viva FL 500 link showing Deltona's history; 15 more days until the start of Pop Warner football; Rail to Trail bike tour; City of Sanford photo of Lake Monroe; lost dogs; Deltona Youth Soccer's in-house soccer program; and Sunrail video on SunCard.
- Sent message to e-mail subscribers about Senior Breakfast, and created large Senior Breakfast poster.
- Working on a Mark Hodgson Concert poster.
- Created a West Volusia Youth Baseball TV slide.
- Updated the City entryway signs.
- Participated in the Emergency Operations Center drill.
- Updated DeltonaTV schedules and programming for the week of July 20th.
- Videotaped the 2014-15 Annual Budget Commission Workshop on Thursday July 10th for later broadcast.
- Videotaped Special City Commission meeting on the selection of Interim City Manager candidates on Monday July 14th for later broadcast.
- Working with Deltona Fire Department and Safe Kids, to videotape and produce a Public Service Announcement (PSA) about children left in hot vehicles and suffering from heatstroke.
- Completed the July issue of The Pride.
- Working with Jerry Mayes on the "Get Fit for '15" Challenge, and arranged a meeting with Halifax Health and Florida Hospital for Thursday July 24th to finalize event details.
- Met with Jerry Mayes and Wendi Jackson to review elements for "Why Invest in Deltona" project.
- Met with Chief Mark Rhame, Emma Santiago and Wendi Jackson to review video production outline for Children/Hot Cars PSA shoot on Friday July 18th.
- Contacted Daytona State College and Bethune-Cookman University regarding an intern partnership for broadcast students with the City.

Media Relations:

- Provided photo of District 5 Commissioner Anthony Bellizio to *Erika Webb/Hometown News*.
- Collecting information regarding "squatters" living in Deltona to *Mark Harper/Daytona News Journal*.
- Provided information regarding Terry Freeman's employment status to *Amy Pavuk/Orlando Sentinel* and *Blaine Tolison/WFTV-TV Ch. 9*.
- Provided information regarding late arriving applications for Interim City Manager, and Commission interviews of candidates, to *Al Everson/West Volusia Beacon*.

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

- Attended the “Workforce Needs Analysis” Sub-committee meeting and continued working with the workforce analysis team to study the current and projected Volusia County workforce needs, and the educational fulfillment that will be required to train them.
- Met with Dave Denny and Lee Lopez to discuss the plans for 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, the “Why do business in Deltona” solicitation packet.
- As Liaison to the Deltona Economic Development Advisory Board (DEDAB), attended the Commerce Park & Performing Arts/Historical Facility Research Sub-committee meeting.
- Met with Robert Bowden, Director of Leu Gardens, to develop regional relationships and strengthen the EcoTourism project.
- Attended a staff meeting to discuss the Film & Motion Picture special events application and process.
- Attended a meeting with Planning & Development staff to review the completed study on “Sewer at Saxon”.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 07/11/2014

Building Services Division:

Building Permits issued for the week.....	99
Valuation of work permitted for the week.....	\$513,240
Building Inspections completed for the week	196
Total Permits issued for Fiscal Year 13/14	2,914
Valuation of work permitted for the year 13/14.....	\$53,946,611
Fire plan review completed for the week	13
Fire Inspections completed for the week.....	80
Permits Issued:	
A/C Change Out	31
Building Commercial.....	1
Canopy Shelter.....	1
Commercial Build-out	1
Concrete Flatwork.....	1
Door Replacement	1
Electrical	1
Fence.....	9
Foundation Grout.....	1
Garage Door Replacement.....	4
Generator	2
Interior Repair.....	1
Pool In-ground	2
Reroof	18
Right of Way.....	1
Screen Enclosure.....	1
Shed	3
Siding.....	2
Sign	1
Sign Political.....	5
Water Heater Replacement	6

Wetlands Alterations.....	1
Window Replacement	5
Total	99

Enforcement Services Division:

Requests for services this week	303	
Animals impounded at the humane societies	42	
Citation warnings issued	15	
Courtesy notices	78	
Abatement notices	60	
Citations issued	4	
Code Enforcement telephone calls	181	
Animal Control calls	139	
Solid Waste calls	70	
Citizen walk in requests for Code Enforcement assistance	20	
Citizen walk in requests for Animal Control assistance	10	
Citizen walk in requests for Solid Waste assistance	4	
Properties requiring grass to be cut by contractors	23	(at a cost of \$920)
Certified mailings sent out	28	(at a cost of \$181)
Money collected for Animal tags, liens and return to owners	\$3,439	
Foreclosures for this week: Deltona	18	
County	48	
Total	66	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 07/11/2014

2nd Floor HR/CC Walk-In Customers	64	
2nd Floor calls Answered	17	
Packages Received	42	
Packages Picked Up	0	
A/P Invoices Opened	107	
Newspapers	19	(5.25 hours)
Public Records Requests Received	14	
Public Record Request Amount Received	\$.37	
Documents imaged or modified, pages	174	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 07/18/2014

- Attended meeting with Deltona Water regarding 5 year Capital Improvement Projects budget.
- Participated in Munis upgrade steering committee.
- Participated in City's annual Emergency Operations Center drill.
- Completing the reconciliation of the Public Works department inventory.
- Preparing to do Information Technology Department inventory in order to complete the 2014 inventory.
- RFPs (Request for Proposals) for the Fire Department Promotional Testing are due Friday, July 18th.
- Preparing contract renewals for 2014/2015

FIRE/RESCUE DEPARTMENT (Acting Fire Chief Robert Rogers) thru 07/15/2014

Mark Rhame, Fire Chief:

- Met with candidate for department Chaplain.
- Site visit to Orange County Fire Rescue Training facility and simulation lab.
- Public Relations, school visit, Pine Ridge Academy.
- Attended Commission Budget Workshop.
- Attended Firefighter memorial as representative of Deltona Fire Department.

Robert Rogers, Assistant Fire Chief:

- Alarm summary 7/8/2014 to 7/14/2014
 - Structure fire 6
 - Vehicle Fire 1
 - Wild land, grass, trash 0
 - Misc. Fire 4
 - ALS Medicals 48
 - BLS & Misc. Medicals 79
 - Hazardous Condition 2
 - Service Calls 12
 - Good Intent 12
 - False Alarms 15
 - TOTAL 179

Dean Debose, Asst. Deputy Chief:

- Command Training for all personnel.
- Introduction to Deltona Fire Department for new hires.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 07/16/2014

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,730 to date)
- Applications received:
 - (01) Water Operator
 - (45) Office Assistant
 - (65) Records Clerk
 - (05) Parks Attendant
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Sent 93 applications for Records Clerk to the department for review.
- Conducted complaint investigation.
- (3) New hire orientations: (2) Firefighters and (1) Utility Customer Service & Utility Billing Manager.
- Met with Information Technology staff and key Munis-using departments to discuss future use and implementation of software.
- Attended EOC (Emergency Operations Center) drill.
- Working with (2) employees on United Healthcare issues.
- Processed ICMA-RC employee loan.

- Coordinating interviews for Contract Administrator/Paralegal position.
- Preparing updated City Manager Administrative Memorandums for FY 2015.

Risk Management:

- Working on three third-party claims against the City.
- Attended mediation pending a filing suit for a claim against the City.
- Developed safety training schedule for remainder of calendar year.
- Coordinated Defensive Driving Class (DDC).

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 07/12/2014

Administration:

- Prepared materials for the Parks & Recreation Advisory Board, and hosted the meeting.
- Met with Our Lady of the Lakes Catholic Church to discuss a special event during Thanksgiving 2014.
- Attended the Special Commission Workshop.
- Met with Electrical Solutions to replace some lighting in the City Attorney's office.
- Met with City Manager and staff to discuss special event permit for Film & Motion Photography Production.
- Met with State Chemical Solutions to discuss chemicals for facilities.
- Attended the Emergency Operations Center drill.
- Processed 12 permits for pavilion and field rentals.

Facility Use Permits (07/06/14—07/12/14):

• Deltona Community Center	2 permits issued	Weekly attendance – 845
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 475
• Wes Crile Park	4 permits issued	Weekly attendance – 1,883
• Skate Park	9 new passes	Weekly attendance – 296

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, 8:30-10:30 a.m.
- 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.

- Met with contractor on cleanup of storage room.
- Met with Finance regarding set-up for Budget Workshop.
- Worked on urinals in men's restroom at the Sheriff's Office.
- Removed unit panel from ceiling fan in Commission Chambers.

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.

- Picked up supplies at Ace Hardware.
- Pulled message boards.
- Picked up tables, chairs, tents, etc. from Dewey from the 4th of July event.
- Dewey Boster – Painted new doors in concession stand.
- Dwight Hawkins and Keysville Dog Park – Painted over graffiti on inside of restrooms.
- Harris Saxon – Changed lock on rolling gate.
- Wes Crile Park – Changed out faucets in ladies restrooms.

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.
 - Removed plants and tilled landscape beds at City Hall.
 - Checked and cleaned drain at Vann Park.
 - Sprayed Vann Park with TB3000.
 - Marked heads at Campbell and sliced.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex; edged concrete.
 - Mowed outskirts of Complex and weed-whacked Pony League.
 - Mowed and edged Pony League and overflow parking.
 - Cleared the trails.
 - Sprayed Pony League with TB3000.
 - Repaired lights and replaced a circuit breaker.
 - Flagged sprinkler heads and sliced Complex.
 - Completed rolling fields 1-3.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 07/16/2014

Executive Summary:

The Planning and Development Services Department received a letter from HUD stating that there were no findings or concerns for the Community Development Block Grant (CDBG) program following their monitoring visit in June of this year. This is a significant achievement for the program and the Housing and Community Development Section for creating an effective and manageable system of checks and balances with the Finance Department and staying proactive and focused on the regulatory requirements to achieve deadlines and spending strategies. More importantly, the result reflects that the CDBG monies received by Deltona are being cycled into the community for maximum benefit.

Planning:

The Planning Section worked on the following projects this week:

- Submitted the Community Rating System (CRS) package and binder to the FEMA representative for their review. This included creating correspondence, maps, data analysis, and educational material.

- Met with the development team for the RaceTrac proposed to be located at the intersection of Finland Drive and Saxon Boulevard to go through their staff comments for the Final Site Plan application.
- Conducted a Development Review Committee (DRC) meeting that approved the Final Site Plan for the J&J Securities site and the Final Plat and Final Site Plan for the Tractor Supply Company site. The Final Plat will be brought to the Commission.
- Met with the development team for the Halifax Crossings BPUD site.
- Conducted a Planning and Zoning Board meeting for the Halifax Crossings BPUD rezoning application and the IMED Church Conditional Use application.
- Reviewed the Final Plat and Final Construction Plans for Arbor Ridge Unit 5.
- Worked with a property owner on lot grading and drainage issues.
- Reviewed the Farnton Master Development of Regional Impact (MDRI).
- Discussed the Final Site Plan process for the Florida Hospital project to be located on lot 1 of the Saxon Sterling Silver BPUD project.
- Wrote the Planning and Zoning Board Quarterly Report for the 2nd Quarter of 2014.

Housing & Community Development Section:

The Housing and Community Development Section worked on the Annual Action Plan (AAP) for the CDBG program. The AAP is for Program Year (PY) 2014-15 and the City has until August 16th to conduct the public participation meetings, complete the draft report, and take it to the City Commission for approval. Staff conducted one of the required public meetings at the City's annual July 4th celebration and received a good response. The draft report has been completed and the agenda memorandum, with accompanying resolution, is being created. The item will be scheduled for the Commission's public hearing on August 4th and transmitted to HUD prior to the August 16th deadline.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 07/11/2014

Traffic Operations:

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

- **Signs:**
 - Complete 33 sign repair work tickets throughout the City of Deltona.
 - Fabricated and installed 16 street name signs, two 12"x 18" No Parking signs at Amboy & Conyers, one R5-1 30"x 30" Do Not Enter sign, and one R1-1 30"x 30" Stop sign at Alley 171.
 - Fabricated six R1-1 30"x 30" Stop signs for stock and on-call.
- **Asphalt:** Asphalt truck down for repairs.
- **Message Boards:**
 - 2nd & Leland; Pioneer & Alexander; Windbrook & Mobley– installed message boards for controlled burn.
 - Saxon & Maximillian; Saxon & Renton – removed message boards for July 4th event.
- **Thermoplastic Striping:**
 - 24" white stop bar – 14'; 12'; 16'; 12'; 13'; 14'; 14'; 11'; 20'; 17'; 13'; 15'; 15'; 15'; 15' 16'; 15'; 11'; 11'; 11'; 12'; 15'; 12'; 13'; 14'; 13'; 14'; 16'; 14'; 16'; 13'.
 - 12" white crosswalks – 56'; 53'.
- **Miscellaneous:**
 - Trade & Colchester - removed old stop bar with grinder.
 - Trinity Christian – filled buses up with diesel and returned.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: routine maintenance.
 - City Land: 1049 Falcon; 1787 Ft Smith; 1520 Ft Smith; Public Works Depot; Saxon & Normandy Blvd N; 3280 Dellbrook.
 - City Signs: routine maintenance.
- **Concrete:**
 - Sidewalks:
Catalina & Deep Creek – 11'x 5'; 6'x 5'; 8'x 5'; 11'x 5'; 6'x 5'; 28'x 5'.
 - Grinding – 795 Hancock S – 2 hazardous locations; 1241 Hancock E – 4 hazardous locations.
- **Clam Truck:**
 - Debris – 23
 - Trimming – 3
- **Slope Mowing:** 2601 Haulover – 50'; 3195 Lynnhaven – 80'.
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- **Drop Offs:**
 - Installed ¼ pallet of sod by repaired sidewalk – Elkcam; Seagate S & Unionville; 2038 Keyes; 2645 Beal; Catalina; 491 Hancock Dr E;
 - Repaired drop off and install sod – 740 Whitewood – ¼ pallet; Hanford & Courtland – ½ pallet; 911 Hanford – ¼ pallet; Catalina & Eustace – ¼ pallet; 537 Cavalier – ¼ pallet.
 - Repaired drop off with recycled concrete – Elkcam & Ft Smith.
- **Miscellaneous:**
 - Normandy Blvd N – removed dirt from roadway.
 - Midland & Falmouth – assisted sheriff with recovery of stolen property.
 - City Hall – delivered grill to Parks & Recreation Department.
 - Dewey Boster Park – delivered bobcat for Parks & Rec.

Fleet Maintenance Division:

• Vehicles	PM – 1	Repairs – 10
• Equipment	PM – 2	Repairs – 21
• Fire Dept Station Checks	6	
• Road Calls	2	
• 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:**
 - 2780 O'Bannion Ter – installed 330' of 18" HDPE pipe; built two drainage boxes; began reshaping swales and hauled off materials.
 - 1401 Swiss Ln – filled in ruts in the ditch with dirt; compacted and sodded with bahia.
 - 965 Courtland Blvd – extended the 18" pipe out 10' from the sidewalk where the washout was; poured a mitered end at the end of the pipe; filled with dirt; compacted and sodded with bahia.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed:
753 Arlene Dr; 2349 Fitzpatrick Ter; 2017 Appian Ct; 640 Sullivan St; 2140, 2032 Parkton Dr; 1868 Plumtree Dr; 1731, 1590 Finland Dr; 1293 Buccaneer Ave; 230 Embassy Dr; 756, 761 Red

Coach Ave; 898 Fairbairn Dr; 819, 992 Gaucho Cir; 989, 780, 732 9th St; 751, 722 Whitewood Dr; 524 Gasper Ave; 444 Alexander Ave; 1860 Tanner Ct; 1910, 825 Lehigh Dr; 1909 Coble Dr; Brady Ditch; 815 Trumbull St; 1102 Sherbrook Dr; 1263 Seybold Dr; 1770 Amero Ave; 1728 Bavon Dr; 1961 Chapel Dr; 1945, 1977 Acadian Dr; 1942, 1896, 1810, 1782 Concert Rd; 2149 Vance Rd; 2293 Asbury Rd; 1660 Dublin Rd; 2348 Statler Ter; 1583 Carmona Ct; 2280, 2160 Clearwater Rd; 1018 Mayflower Ave; 1307 Whitewood Dr; 1383 Rural Hall St; 783 Hancock Dr; 1310 Portillo Dr; 2553 Gramercy Dr; 1701 Amboy Dr; 1501 Tivoli Dr; 2355 Weldon Ct; 1962 Paragon St; 888 Cloverleaf Blvd; 625 Leland Dr; 1379 Gainesville Dr; 1090 Courtland Blvd; 1041 Eastbrook Ave; 738 Leeward; 1990 Chapel Dr.

- Ponds Mowed:
 632 Armadillo Dr; 849 Deltona Blvd; Farrington; 2868 Slater Dr; 2307 Greenwood Dr; 705 Normandy Blvd E; 675 Goodrich Dr; 1049 Sylvia Dr.
- **Right of Way Mowing Crew:**
 - Main roads mowed: India Blvd; Newmark Dr; Humphrey Blvd; Captain Dr; Haulover Blvd; Catalina Blvd; Tivoli Dr.
 - Sectors mowed: 1; 27; 28; 29; 30; 31.
- **Right of Way Litter Crew:**
 Main road trash pickup – Elkcam Blvd; Ft Smith Blvd; Courtland Blvd; Humphrey Blvd; Newmark Dr; Captain Dr; Catalina Blvd; Tivoli Dr.
- **Miscellaneous:**
 - 1104 Norwood Dr; 1250 Wheeling Ave – mowed, trimmed, and picked up trash around the pump station.
 - 1045 Brady Dr – mowed the Right of Way and picked up trash.
 - Oslo retention pond – trimmed back the tree branches around the No Trespassing sign and the No Dumping sign so they are visible.
 - 1458 Gainesville Dr – mowed, trimmed, and picked up trash around the lift.
 - 1517 Keeling Dr – removed a fallen tree that fell from the ditch and put in Right of Way for a clam pickup.
 - 2590 Coachman; 2608 Bentley; 2990 Beckwith; 2510 Scottville – filled in washouts with dirt and compacted.
 - Ft Smith Blvd – cleaned the trash out of the ponds from Howland to Providence.
 - 201 Howland Blvd – checked the battery fluid levels in the message boards.
 - Lehigh drainage retention pond – repaired the split rail fence that had fallen.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 07/13/2014

Customer Service

July 2014	Total week ending 07/13/2014
DW – Lockbox	2281
Ebox	1292
Call Center Calls	1296
Walk-ins/Drop Box	1215
On-line Payments	1259
IVR	886

Customers Disconnected for Non-Pay

July 2014	Total week ending 07/13/2014
Total on Disconnect List	85
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

July 2014	Total week ending 07/13/2014
Water Service	1
Meter Sets	1
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	44
Locates Received	77
Locates Completed	85
Main Leaks	0
Service Leaks	6
Sewer Repairs	2
Sewer Blockage	13
KV2 Valves	4
Service Replacements	1
Meter Change Outs	3
Service Orders	440
Disconnects	85
Drainfield Leaks	0
Meter Retirements	34