



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: July 3, 2014

## CITY MANAGER'S OFFICE thru 07/03/2014

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

- Posted the following information to Facebook & Twitter: Reminder about TPO survey; MASCI working through the weekend; Records Clerk position; Parks Attendant position; Tiny Trekkers; Invasive Animal class; FDOT alert about disabled vehicle on I-4; area of low pressure warning for NWS; low pressure update from NWS; Tropical Depression 1 update; USA soccer question and Crafternoons.
- Shared the following on Facebook: Hob Nob Meet the Candidates; a Doberman mixed breed picked up in Orange City; US vs. Belgium checklist; lost female Chihuahua found in Deltona; Halifax Humane Society photo contest; successful book sale (Deltona Library Fans); Swallow-tailed Kite photo (West Volusia Audubon); lost female Shepherd mix found in Deltona; Scott McKenzie returns to Mix 105.1 and a female Cocker Spaniel found in Deltona.
- Sent out E-blast with July 4<sup>th</sup> information (closings, trash pickup and fireworks).
- Created July 4<sup>th</sup> Extravaganza event signage for Parks & Recreation, and Housing & Community Development Departments.
- Added sponsorship logos to the Senior Breakfast flyer and the July 4<sup>th</sup> flyers and posters.
- Met with Command Corp. regarding technical upgrades for DeltonaTV.
- Worked with Stewart Signs to troubleshoot the two entryway signs.
- Updated DeltonaTV schedules and programming for the week of July 6<sup>th</sup>.
- Working on the July issue of the employee newsletter The Pride.
- Created advertisement for recruiting an Interim City Manager, and submitted the ad to the Florida League of Cities, and "Ken's Clips" for distribution.
- Equipment preparations for July 4<sup>th</sup> Fireworks Extravaganza for videotaping concert and fireworks for broadcast on DeltonaTV.
- Working with Jerry Mayes and Mayor John Masiarczyk, on the "Mayor's Get Fit for '15" Fitness Challenge.
- Working with Tight Rope Systems technical staff, to resolve playback error issues.
- Post-production/editing for these local programs—Parks Update: City Volunteers, Code Enforcement Notebook: Permits Pt. 2, Audubon Report: Scrub Jay Festival.
- Working with Ryan Rinaldo on post-production and editing guidelines/instructions for broadcast video file "2014 Community Health Expo."

### Press Release/s:

- July 4<sup>th</sup> Fireworks Extravaganza

### Media Relations:

- Provided information regarding the City's July 4<sup>th</sup> Fireworks event to Anne Plock/Daytona News –Journal.
- Provided information regarding resident submittals for the temporary replacement for the District 5 seat, to Al Everson/West Volusia Beacon.
- Submitted a request for information regarding the City's gas tax to Mark Harper/Daytona News –Journal.

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

- Attended State of Florida State Representative David Santiago’s “One Volusia” event in Daytona Beach. Event is intended to unite the County and Cities, and thereby promote economic development throughout the County.
- As the “Workforce Needs Analysis” Sub-committee Chair, continued working on scheduling meetings and agenda for the Volusia County Academy Program’s Sub-Committee Chairs Committee. Purpose is to meet as a volunteer workforce analysis team to organize and synchronize the current and projected workforce needs and the educational fulfillment that will be required to train the local workforce.
- Met with Mayor Masiarczyk, Dale Baker and Lee Lopez to work on the “Mayor’s Get Fit by ’15” event.
- Met with Stephen Kintner, Vice President of Conservation for the West Volusia Audubon Society (WVAS).
- Met with Charles Rodgers, a business major at Stetson University, regarding a study on economic growth within Deltona, and was able to provide timely information for his thesis.
- As Staff Liaison to the Deltona Economic Development Advisory Board (DEDAB), prepared the DEDAB Quarterly meeting agenda packets for the July 8<sup>th</sup> meeting, and the Second Quarter DEDAB Sub-committee reports.
- Traveled to Bartow to meet with James DeGennaro, Polk County Community Development Manager, to discuss retail strategies, as Mr. DeGennaro is a specialist in that area. Mr. DeGennaro provided excellent insight and documentation for the recruitment of retail based businesses.
- Attended the Team Volusia EDC’s Economic Practitioners Council meeting in Daytona Beach.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 06/27/2014

**Building Services Division:**

Building Permits issued for the week.....	89
Valuation of work permitted for the week.....	\$358,997
Inspections completed for the week .....	241
Total Permits issued for Fiscal Year 13/14 .....	2746
Valuation of work permitted for the year 13/14.....	\$52,876,993
Fire Safety Inspections for the week.....	39
Fire Safety Plan Review.....	11
Permits Issued:	
A/C Change Out .....	17
Concrete flat work .....	2
Door Replacement .....	3
Driveway .....	1
Electrical Repairs .....	6
Electrical .....	3
Exterior Renovation .....	1
Fence .....	9
Garage Door Replacement .....	2
Glassroom 123 .....	1
Interior Repair .....	1
Monument sign .....	1
Other .....	1
Plumbing Repipe .....	1
Pool in Ground .....	2
Reroof .....	11
Retaining Wall .....	1

Right of Way .....	1
Screen Enclosure .....	1
Shed I .....	2
Shed II .....	3
Sign .....	1
Sign Political .....	1
Temp Sign .....	1
Solar Panel Install .....	4
Water Heater Replacement .....	4
Window Replacement .....	8
<u>Total .....</u>	<u>89</u>

**Enforcement Services Division:**

Requests for services this week .....	360	
Animals impounded at the humane societies .....	25	
Citation warnings issued .....	19	
Courtesy notices .....	143	
Abatement notices .....	58	
Citations issued .....	4	
Code Enforcement telephone calls .....	154	
Animal Control calls .....	129	
Solid Waste calls .....	111	
Citizen walk in requests for Code Enforcement assistance .....	3	
Citizen walk in requests for Animal Control assistance .....	11	
Citizen walk in requests for Solid Waste assistance .....	5	
Properties requiring grass to be cut by contractors .....	12	(at a cost of \$480)
Certified mailings sent out .....	48	(at a cost of \$311)
Money collected for Animal tags, liens and return to owners .....	\$17,382	
Foreclosures for this week: Deltona	9	
County	<u>32</u>	
Total	41	

**CITY CLERK'S OFFICE** (Joyce Raftery, City Clerk) thru 06/27/2014

2nd Floor HR/CC Walk-In Customers .....	22	
2nd Floor calls Answered .....	43	
Packages Received .....	44	
Packages Picked Up .....	0	
A/P Invoices Opened .....	89	
Newspapers .....	16	(5 hours)
Public Records Requests Received .....	3	
Public Record Request Amount Received .....	0	
Documents imaged or modified, pages .....	373	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 07/03/2014

- Preparing documentation for all day budget workshop on 07/10/14.

- Finished May housing journal entries.
- Began June Housing reports.
- Began quarterly reports for the second quarter of 2014 for all granting agencies.

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Robert Rogers) thru 06/30/2014

**Mark Rhame, Fire Chief:**

- Met with representative with Halifax Medical regarding a future public relations project.
- Attended Volusia County Fire Chiefs meeting.

**Robert Rogers, Assistant Fire Chief:**

- Alarm summary 6/24/2014 to 6/30/2014
  - Structure fire 1
  - Vehicle Fire 2
  - Wild land, grass, trash 2
  - Misc. Fire 3
  - ALS Medicals 76
  - BLS & Misc. Medicals 77
  - Hazardous Condition 8
  - Service Calls 11
  - Good Intent 13
  - False Alarms 9
  - TOTAL 202

**HUMAN RESOURCES DEPARTMENT** (Tom Acquaro, Director) thru 07/02/2014

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (5) added
  - Total # of Deltona JOBS Program folders taken – (5 this week; 1,725 to date)
- Applications received:
  - (02) Water Operator
  - (04) Contract Administrator/Paralegal
  - (02) Office Assistant
  - (05) Records Clerk
  - (02) Parks Attendant
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Background and Reference checks on Wastewater Operator III and Water Operator III.
- New hire orientation: (1) Stormwater Heavy Equipment Operator and (1) Stormwater Technician.
- Participated in two interviews for Office Assistant for City Clerk's office.
- Preparing FY 2014/15 budget cost impact estimates regarding merit increases and pay scale adjustment.
- Coordinating several screening events for Employee Wellness Program.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 06/28/2014

**Administration:**

- Met with Wiginton to do City Hall inspection.
- Met with CBI Contractors to provide a quote for repair of damaged drywall at City Hall.
- Met with several food vendors to explain their locations for the 4<sup>th</sup> of July celebration.
- Met with several political candidates to go over their location for the 4<sup>th</sup> of July celebration.
- Prepared supplies and equipment for setup of the 4<sup>th</sup> of July event.
- Processed 8 permits for pavilion and field rentals.

**Facility Use Permits (06/22/14—06/28/14):**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 0 permits issued | Weekly attendance – 691   |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 535   |
| • Wes Crile Park                   | 6 permits issued | Weekly attendance – 2,390 |
| • Skate Park                       | 16 new passes    | Weekly attendance – 257   |

**Special Events/Programs:**

- City Hall: National Night Out, Tuesday, August 5<sup>th</sup> 5:30-8:30 pm.
- Deltona Community Center: Senior Breakfast, Saturday, July 26<sup>th</sup>, 8:30-10:30am.
- Dewey Boster Sports Complex: 4<sup>th</sup> of July Extravaganza, 6:00-10:00pm.
- 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.*

- Picked up supplies at Ace Hardware.
- Ordered replacement doors for Dewey baseball concession.
- Sprayed planters at all parks and playgrounds for weeds.
- Delivered tables and tents to Dewey for 4<sup>th</sup> of July event (2 trips).
- Campbell Park – Cut down pine tree in back of woods; put new skid strips on floating dock.
- Deltona Community Center – Repaired toilets in handicap stalls (men and women).
- Dewey Boster – Secured concession stand after weekend vandalism; measured for two (2) new replacement doors.
- Skate Park – Checked irrigation heads, valves and clock; repaired irrigation system around basketball court.
- Timber Ridge – Repaired 2-1/2" waterline break; replaced lock on restroom door; replaced paper towel and soap dispensers.

**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 clay at Vann Park and began lining parking areas.

- 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.
  - Completed painting on stage and concession stand.
  - Completed lining parking lot.
  - Spot sprayed sedge at Complex.
  - Fertilized with 46-0-0, Medinachal and Multipath.
  - Replaced broken stair on playground.
  - Cleaned up maintenance building for the 4<sup>th</sup> of July event.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 07/02/2014

**Executive Summary:**

The Planning and Development Services Department conducted 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.

**Planning:**

The Planning Section received the survey peer review check this week to begin review of the Arbor Ridge Final Plat. Staff is now able to complete the review of the Final Plat and Final Construction Plans, bring both items to the DRC, and ultimately bring the Final Plat to the City Commission for review and approval. Staff also worked with DR Horton on the Lake Baton Estates subdivision to bring that project forward for the Phase II Final Plat and the revised Preliminary Plat and Final Construction Plans. Finally, staff worked with the Tractor Supply Company (TSC) to complete their easements for both utility provision to the site and access management from SR 415. TSC submitted a revised Final Site Plan and Final Plat per staff comments. Staff also prepared the Conditional Use application for IMED Church and the Halifax Crossing BPUD for the July 16<sup>th</sup> Planning and Zoning Board meeting.

**Housing & Community Development Section:**

The Housing and Community Development Section worked tediously to complete the Community Development Block Grant (CDBG) Annual Action Plan (AAP) and prepare it for public review and comment to solicit public input prior to finalizing the document. The AAP is for Program Year 2014-15 and will set the community spending strategy for the upcoming year. Upon community solicitation, the AAP will be brought to the City Commission and be submitted to HUD to meet their August 16<sup>th</sup> deadline. Staff received positive word from HUD in an exit interview that the CDBG monitoring visit will result in no findings or concerns. This is an outstanding achievement for the Housing and Community Development Section. Finally, the NSP home located at 915 Rockhill was completed for construction. This was a redevelopment project, meaning that the original home was demolished and replaced with a new unit. This home represents the last home in the NSP program under construction and, thus, 14 units are for sale.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 06/27/2014

**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 13 street name signs.
- **Asphalt:**
  - Completed 3 asphalt repair work tickets – ½ ton.
  - 1402 Walton – repaired 5'x 20' section of road for stormwater – 3 tons.
  - Perimeter – repaired 25'x 15' section of road for Deltona Water – 4 ½ tons.
- **Speed Trailer:** Gainesville Ct – installed both speed trailers to catch speeding vehicles.
- **Message Boards:** 2<sup>nd</sup> & Leland; Pioneer & Alexander; Windbrook & Mobley – continue using message boards for controlled burns.
- **Thermoplastic Striping:**
  - 24" white stop bar – 14'; 14'; 11'; 15'; 13'; 11'; 15'; 15'; 15'; 15'; 16'; 16'.
  - 12" white crosswalks – 80'; 77'.
- **Miscellaneous:** Gathered signs & channels from the City property at the Normandy widening project.

**Field Operations:**

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

- **Beautification:**
  - Medians: routine maintenance – Howland, Normandy, Elkcam, Providence Blvds.
  - City Signs: routine maintenance – Saxon, Howland Welcome Signs
  - City Land: 3280 Dellbrook; 1177 Hastings.
- **Concrete:** Sidewalks – S Seagate between Unionville & Sedgefield – 125'x 5'; W Village – 11'x 4'; 2038 Keyes – 19'x 4'.
- **Clam Truck:**
  - Debris – 21
  - Trimming – 17
- **Slope Mowing:** Sandlor – 300'; Sunday – 640'; Osteen Cemetery – 2720'; 535 Nardello – 280'.
- **Miscellaneous:**
  - Alley 171 – removed sand from roadway.
  - Sandlor & Ft Smith – removed dirt from sidewalk.

**Fleet Maintenance Division:**

• Vehicles	PM – 3	Repairs – 8
• Equipment	PM – 1	Repairs – 24
• Fire Dept Station Checks	12	
• Road Calls	6	
• 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'Bannion Ter – cut the roads and one driveway; took out for an upcoming storm water project and located all utilities.
  - 2510 Scottsville Ave – filled in washout next to the headwall with dirt; compacted.
  - 2241 Florida Dr – filled in washout next to the mitered end pipe with dirt; compacted.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed  
 577 Ft Smith Blvd; 2765 Huron Dr; 3048, 3145 Telford Ln; 1376 Polk Ave; 1373 Trollman Ave; 1399, 1371, 1341 Hayward Ave; 1076 Gage Ave; 1028 Yale Dr; 3390 Goldenhills St; 1040 Eastbrook; 1309 Lodge Ter; 1324, 1385 Comerwood Dr; 3350 Montcalm St; 1621, 1741 Courtland Blvd; 3218, 3292 Buckland; 1509 Tubeck Ct; 3256 Laurel Ct; 1532 Bonview Ave; 1632 Roble Ln; 3062, 3040 Blaine Cir; 1635, 1491, 1461 Keeling Dr; 1383 Rural Hall St; 1018 Mayflower; 756 Red Coach Ave; 1416 Tivoli.
  - Ponds Mowed  
 1049 Sylvia Dr; 3205 Shallowford Dr; 2036 Atmore Cir; 608 Tradewinds Dr; 2068 Atmore Cir; Seagate; Blaney Ct; 1912 Worthington Dr; 1902 Palomar Dr; 2313 Greenwood Dr; 1911 Marlow St; Summit Hill; Montego; 1052 Monterey; 1091 Ft Smith Blvd; 705 Normandy Blvd.
- **Right of Way Mowing Crew:**
  - Main roads mowed: Normandy Blvd from Ft Smith to Saxon; Deltona Blvd; Cloverleaf Blvd; Anderson Dr; Alexander Dr; Ft Smith Blvd..
  - Sectors mowed: 19; 20; 21; 22.
- **Right of Way Litter Crew:**  
 Main road trash pickup – Cloverleaf Blvd; Anderson Dr; Alexander Dr; Normandy Blvd; Ft Smith Blvd; Elkcarn Blvd.
- **Miscellaneous:**
  - 679 Hartley Cir; 1104 Norwood Dr; 1250 Wheeling Ave – mowed around the pump station
  - 911 Ledford – mowed the Right of Way to the property.
  - Alley 740; Alley 566 – mowed and picked up trash.
  - 475 Tradewinds Dr – picked up the trash in pond 10.
  - 1877 Vienna Ave – reset the storm drain structure back on the drainage box.
  - Hancock/Henderson – repaired the drainage box.
  - 2031 Canal Rd – replaced the broken lid with a new one.
  - 2501 Coachman Dr – cut up tree in ditch and hauled off.
  - Ft Smith Blvd – filled the water bags around the new trees planted around the ponds.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 06/29/2014

**Customer Service**

June 2014	Total week ending 06/29/2014
DW – Lockbox	1518
Ebox	1046
Call Center Calls	1327

Walk-ins/Drop Box	898
On-line Payments	1179
IVR	663

**Customers Disconnected for Non-Pay**

June 2014	Total week ending 06/29/2014
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 2014	Total week ending 06/29/2014
Water Service	0
Meter Sets	2
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	22
Locates Received	146
Locates Completed	144
Main Leaks	2
Service Leaks	10
Sewer Repairs	1
Sewer Blockage	3
KV2 Valves	12
Service Replacements	4
Meter Change Outs	6
Service Orders	497
Disconnects	142
Drainfield Leaks	0
Meter Retirements	44