



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: June 27, 2014

**CITY MANAGER'S OFFICE** thru 06/27/2014

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

- Posted the following information to Facebook & Twitter: Reminder about TPO survey; Construction Services closes early; Deltona Panthers signups; Tiny Trekkers at Lyonia; butterfly discussion at Lyonia; veterans parade in Lake Helen; FLOWMobile; Waste Pro Independence Day holiday; City Commission taking applications for District 5 Commissioner; seatbelt message; re-tweet of Mark Harper story on Commission vacancy; City Administrative Offices closed for Independence Day; and Fireworks Extravaganza.
- Working on preliminary publicity and signage for Volusia County Sheriff's Office National Night Out event.
- Updated flyer for the July 4<sup>th</sup> Extravaganza.
- Updated Senior Breakfast flyer.
- Provided technical support for the Johanna Knox Awards ceremony.
- Updated DeltonaTV schedules and programming for the week of June 29<sup>th</sup>.
- Completed production for local program "Economic Development Report: Volusia County Health Rankings."
- Met with Jerry Mayes and Rafael Ramirez/Halifax Health, to review the "Mayor's Get Fit for '15" health challenge.
- Created TV slides for Affordable Housing Advisory Committee membership recruitment, and Deltona Jobs Program.
- Pre-production for local program "Parks & Rec Update: City Volunteers."
- Working on the July issue of the employee newsletter The Pride.
- Met with Jerry Mayes and Wendi Jackson to review possible nature festivals, where the City could have an advertising presence.
- Videotaped an interview and "stand-up" with Mayor Masiarczyk, for the Economic Development Business Solicitation video.
- Attended Monday June 23<sup>rd</sup> Commission Workshop.
- Attended PNC "Lunch & Learn", to get info and photos for the upcoming employee newsletter.

**Press Release/s:**

- Affordable Housing Advisory Committee

**Media Relations:**

- Emailed Mark Harper of the *Daytona Beach News-Journal* about doing a story on the City Commission's need to fill the District 5 vacancy.
- Emailed Harper information about the Commission's planned all-day public budget workshop.
- Spoke with Harper about dilapidated homes in Deltona.
- 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)

- Met with State of Florida State Representative David Santiago and Eric Raimundo, his Staff Liaison, to discuss the Commerce Park, the McCollum Sweeney Consulting site readiness report, the City’s Tiger Grant application, a feasibility study for the City’s “Parallel Road Facility to I-4”, and the Saxon Sewer study that is currently under way.
- As the “Workforce Needs Analysis” Sub-committee Chair, scheduled meetings with the Volusia County Academy Program’s Sub-Committee Chairs to organize and synchronize current and projected workforce needs and the educational fulfillment required to train the workforce.
- Attended the Volusia County Council meeting regarding Orange City’s application for a Community Redevelopment Area (CRA), which passed 6:1.
- Attended a seminar, “Talking Business in Seminole”, presented by Dr. Thomas O’Neal of the University of Central Florida, which addressed the utilization of incubators for economic growth.
- Prepared “Solicitation DVD” scripts for Florida Governor Rick Scott, and Florida Chamber of Commerce President and Director of Enterprise Florida, Gray Swoope.
- Participated in the filming of the Mayor’s interview and introduction to the “Solicitation DVD”.
- Met with Lee Lopez and Rafael Ramirez, Halifax Health representative, regarding the “Mayor’s Get Fit for ’15” Fitness Challenge.
- Attended the West Volusia Economic Development Committee monthly meeting, held at the Career Source Flagler/Volusia offices in Orange City.
- Met with Randy Coslow, Project Engineer for Quinton L. Hampton Associates, Inc. the consulting engineers for the Saxon Sewer study, regarding changes to the Saxon Sewer study draft.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 06/23/2014

**Building Services Division:**

Building Permits issued for the week.....	74
Valuation of work permitted for the week.....	\$293,720
Building Inspections completed for the week .....	231
Total Permits issued for Fiscal Year 13/14 .....	2,664
Valuation of work permitted for the year 13/14 .....	\$52,563,528
Fire plan review completed for the week .....	8
Fire Inspections completed for the week.....	70
Permits Issued:	
A/C Change Out .....	23
Driveway.....	1
Electrical .....	5
Fence.....	13
Garage Door Replacement.....	1
Gas Installation .....	1
Mechanical.....	1
Patio Cover .....	1
Plumbing Re-pipe .....	1
Pool In-ground .....	1

Reroof .....	7
Right of Way.....	3
Screen Enclosure.....	1
Shed .....	3
Solar Panel .....	1
Suppression System .....	1
Water Heater Replacement .....	5
Window Replacement .....	4
<u>Total</u>	<u>74</u>

**Enforcement Services Division:**

Requests for services this week .....	296
Animals impounded at the humane societies .....	47
Citation warnings issued .....	19
Courtesy notices .....	87
Abatement notices .....	41
Citations issued .....	4
Code Enforcement telephone calls .....	127
Animal Control calls .....	140
Solid Waste calls .....	90
Citizen walk in requests for Code Enforcement assistance .....	6
Citizen walk in requests for Animal Control assistance .....	22
Citizen walk in requests for Solid Waste assistance .....	1
Properties requiring grass to be cut by contractors .....	23
Certified mailings sent out .....	42
Money collected for Animal tags, liens and return to owners .....	\$3,045
Foreclosures for this week: Deltona	32
County	93
Total	125

(at a cost of \$920)  
 (at a cost of \$273)

**CITY CLERK'S OFFICE** (Joyce Raftery, City Clerk) thru 06/20/2014

2nd Floor HR/CC Walk-In Customers .....	19
2nd Floor calls Answered .....	36
Packages Received .....	46
Packages Picked Up .....	2
A/P Invoices Opened .....	76
Newspapers .....	16
Public Records Requests Received .....	6
Public Record Request Amount Received .....	\$1.50
Documents imaged or modified, pages .....	886
Large scale drawings imaged, pages .....	0

(4.5 hours)

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 06/27/2014

- Verification that all department level budget changes have been made in Munis.
- Conducted 2<sup>nd</sup> round of budget meetings with Fire, IT, Public Works and Deltona Water.
- Met with City Manager and Deputy City Manager to discuss open/pending budget issues.
- Met with Public Works/DW accounting staff to discuss phone allocations/budget.
- Completed Fire Department inventory.
- Met with vendor regarding Audio/Visual upgrades for TV room.

- Received seven bids for janitorial supplies.
- Assisted HUD auditor, Larry Lopez, with his review of the CDGB program.
- Lakeshore Loop project negotiations continue via email.
- Attended ECHO Advisory committee meeting in Barberville.

<b>Accounts Payable Section</b>		
<b>Check Run Date:</b>	<b>6/6/2014</b>	
Checks Processed	267	\$ 956,148.30
Invoices Processed:		
Carol	221	482,218.73
Julia/Jacque	212	464,954.65
UB Refunds	144	8,974.92
	577	\$ 956,148.30
<b>Check Run Date:</b>	<b>6/20/2014</b>	
Checks Processed	392	2,331,484.88
Invoices Processed:		
Carol	314	400,945.02
Julia/Jacque	220	1,915,698.15
UB Refunds	256	14,841.71
	790	\$ 2,331,484.88

<b>Payroll Section</b>	
<b>Check Run Date:</b>	<b>6/5/2014</b>
Total Employees	304
Time Sheets Processed	608
Checks Processed	19
Direct Deposits Processed	297
Total Payroll including benefits	\$ 726,731.27
<b>Miscellaneous:</b>	
Flexible Spending Reimbursements	31
<b>Check Run Date:</b>	<b>6/19/2014</b>
Total Employees	303
Time Sheets Processed	606
Checks Processed	23
Direct Deposits Processed	293
Total Payroll including benefits	\$ 737,910.71
<b>Miscellaneous:</b>	
Flexible Spending Reimbursements	19

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Robert Rogers) thru 06/23/2014

**Mark Rhame, Fire Chief:**

- Attended Fitness Committee meeting.
- Met with Telestaff Committee, discussed software and resolved issues.
- Attended Protocol change in service update meeting.
- Attended the Volusia County Fire Chiefs Association monthly meeting.

**Robert Rogers, Assistant Fire Chief:**

- Alarm summary 6/17/2014 to 6/23/2014
 

Structure fire	3
Vehicle Fire	1
Wild land, grass, trash	3
Misc. Fire	1
ALS Medicals	63
BLS & Misc. Medicals	65
Hazardous Condition	7
Service Calls	3
Good Intent	5
False Alarms	6
<b>TOTAL</b>	<b>157</b>

**Russel Rafferty, Deputy Chief:**

- Met with Larry Kent Pub program.
- Met with Opticom to inspect system.
- Telestaff conference call.
- Picked up supplies at New Smyrna Beach Fire Department.
- Facilitated Protocol in-service.
- Monitored PALS Class as American Heart Association Regional Faculty for Halifax Hospital.

**HUMAN RESOURCES DEPARTMENT** (Tom Acquaro, Director) thru 06/25/2014

- Performance Evaluations processed: 11
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (5) added
  - Total # of Deltona JOBS Program folders taken – (5 this week; 1,720 to date)
- Applications received:
  - (02) Water Operator
  - (02) Contract Administrator/Paralegal
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Background and Physical/Drug Screening for Logistics Clerk.
- New hire orientation: (1) Stormwater Heavy Equipment Operator and (1) Stormwater Technician.
- Assisted an employee with a retirement account transfer and an ICMA-RC loan.
- Completing check requests for William S. Harvey Deltona Scholarship Awards.
- Human Resources and Finance staff met with an employee currently on medical leave to clarify pay and benefits.
- Processed (2) FMLA requests.
- Coordinating several screening events for Employee Wellness Program.
- Met with Insurance Agent of Record, Gene Gizzi, for update on City's health insurance renewal and coordinating health insurance review committee.
- Completed first budget review meeting with Finance for FY14-15.
- Provided Customer Service Training for 11 employees in the Building Services Department and Finance Department.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 06/21/2014

**Administration:**

- Processed 10 permits for pavilion and field rentals.

**Facility Use Permits (06/15/14—06/21/14):**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 2 permits issued | Weekly attendance – 877   |
| • Harris M. Saxon Community Center | 1 permit issued  | Weekly attendance – 625   |
| • Wes Crile Park                   | 5 permits issued | Weekly attendance – 2,330 |
| • Skate Park                       | 9 new passes     | Weekly attendance – 307   |

**Special Events/Programs:**

- 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.

**Parks Maintenance:**

*Weekly tasks include opening all the parks each morning; cleaning all restrooms, picking up trash and emptying garbage bins; taking goods to storage; cleaning the depot, pavilion areas, playgrounds and sidewalks; taking vehicles to Fleet for maintenance; replacing damaged dispensers and fixtures.*

- Picked up supplies at Ace Hardware.
- Sprayed planters at all parks and playgrounds for weeds.
- Campbell – Straightened out bottom rails on entrance to gate to allow closure.
- Vann Park – Cleaned up and replaced broken plexi-glass window on Clubhouse building; patched vandalized parts of Clubhouse roof.

**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.*

- Escorted Florida Hospital.
- Escorted Dan's Rental for setup of Chambers.
- Met with Human Resources staff regarding wellness program set-up.
- Did fire inspections with inspector.

**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.
  - Repaired irrigation at Wes Crile.
  - Sprayed Vann Park with Dismiss (herbicide) for sedge and broadleaf weeds.
  - Sprayed Dupont with TB3000.
- Sports Complex including Pony League:
  - Mowed, edged and weed-whacked fields at Complex, the outskirts, Pony League and overflow parking areas.
  - Sprayed parking area and Pony League for grassy weeds.
  - Fertilized Complex with 15-0-15.
  - Painted stage and concession stand.
  - Repaired irrigation.
  - Repaired sink and faucet at playground.
  - Painted restroom.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 06/25/2014

**Executive Summary:**

The Planning and Development Services Department is processing the following:

- Ordinance No. 05-2014 – Promenade at Deltona Rezoning Application.
- Ordinance No. 15-2014 – Electronic Changeable Copy Signs for Houses of Worship.
- Ordinance No. 17-2014 – Halifax Crossings MPUD Rezoning Application.
- Lake Baton Estates Landscape Plan.
- Lake Gleason Reserve Preliminary Plat.
- Tractor Supply Company Final Site Plan.
- Tractor Supply Company Final Site Plat.
- Saxon Blvd./Finland Drive RaceTrac Final Site Plan.
- WalMart Neighborhood Market Store & Retail Building Final Site Plan at the Saxon Sterling Silver BPUD site.

**Planning:**

The Planning Section received the final and updated Landscape Plans from RaceTrac within the Deltona Activity Center. The applicant is installing landscaping per the plans and is scheduled to open this month. Staff also reviewed the updated transportation impact studies for the Halifax Crossing MPUD and the Promenade at Deltona projects. Staff is receiving peer review for those transportation studies to ensure that the off-site improvements are identified in the report and that the proposed traffic methodologies are accurate. Finally, staff reviewed the updated Final Engineering Plans for the proposed Lake Gleason Reserve subdivision and responded to the applicant that the Preliminary Plat for the site needed to be amended to update the lotting pattern, must reflect the new 100-year floodplain line, and include a 20-ft. wide stabilized fire safety access.

**Housing & Community Development Section:**

The Housing and Community Development Section received a visit from HUD this week to audit the Community Development Block Grant (CDBG) program. The City, like all entitlement communities, typically receives a monitoring visit from HUD every 2-3 years. From the last meeting, the City created an operations and procedures manual for the CDBG and NSP programs, did not enter into partnerships with non-profit organizations for the NSP program, and has increased its focus on Continued Affordability, Section 3, and 15% set-aside for non-profit management. The City has spent much of its carry-over grant monies and has streamlined the CDBG program to focus only on those activities that it can both monitor and perform in a timely manner.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 06/20/2014

**Traffic Operations:**

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

- **Signs:**
  - Complete 11 sign repair work tickets throughout the City of Deltona.
  - Fabricated and installed 24 street name signs.
- **Asphalt:**
  - Completed 8 asphalt repair work tickets – 3 ¾ tons.
  - Repaired section of parking lot for Fire Department – ¼ ton.
- **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’.
  - 12” white crosswalks – 66’.

**Field Operations:**

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

- **Beautification – Medians:**
  - Howland Blvd N – routine maintenance; sprayed mulch areas & curbing with weed killer.
  - Howland Blvd S, Elkcam Blvd, Providence Blvd – sprayed mulch areas & curbing with weed killer.
  - Normandy Blvd – routine maintenance.
- **Concrete – Sidewalks:**  
 2091 Jessamine – 3’x 4’ & 5’x 4’; 449 Champlain – 5’x 4’; 1461 Olde Kensington – 4’x 4’, 4’x 4’, 7’x 4’, 3’x 4’ & 3’x 4’.
- **Clam Truck:**
  - Debris – 11
  - Trimming – 24
- **Slope Mowing:**  
 Station 63; Lombardy & Hemlock – 300’; Pilgrim & Mariner – 320’; W Hancock – 500’; Apache & Normandy -; 525 Lombardy – 240’; 1036 Lombardy; 1178 Lombardy – 160’; 2040 Nemo – 140’; Austin between Corrigan & Sweet Springs – 840’; Gramercy & Austin – 240’; Alley 1159 – 240’; 830 Hanford – 80’; 871 Hanford – 80’; 1271 Gage – 80’; 1240 Comerwood – 160’; 1184 Clarion – 560’; Gage – 400’; 3211 Hathaway – 80’; 3277 Clewiston – 120’; 1216 Hayward – 120’.
- **Drop Offs & Sod:**
  - Repaired drop off and installed sod: 2840 Elkcam – 2 ¾ pallets.
  - Repaired washout and installed sod: N Page & Saxon – 1/8 pallet; 1072 Humphrey – ¼ pallet.
  - Installed sod: 2001 Helmly – ¼ pallet.
  - Installed sod next to sidewalk: 1688 S Page – 1 ¼ pallet; 1182 Banner – ¾ pallet; 1992 W Canal – ¼ pallet.

**Fleet Maintenance Division:**

- Vehicles PM – 3 Repairs – 5
- Equipment PM – 5 Repairs – 21
- Fire Dept Station Checks 16
- Road Calls 3
- Parts Run/Vehicle Delivery 4

**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:**  
 1401 Walton – installed 240’ of 10” HDPE pipe; built three drainage boxes with ring and grates; formed up one mitered end and stated reshaping swales.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed  
 2481, 2951 India Blvd; 870 Humphrey Blvd; 798 Weller Ct; 781, 1030, 1001, 973 Courtland Blvd; 860, 981 Hanford Dr; 3060 Hoban Ct; 3027 Etta Cir; 2971 Norvell Ct; 3001 O’Bannon St; 1220 Polk Ct; 3152 Clewiston St; 3163 Post Ct; 3115 Noah Ct; 1071 Santa Clara Dr; 2097 Wallingford St; 2331, 2318 Matthew Cir; 1091 Joel Ct; 1081 Todd Ct; 1-73 Prescott Blvd; 2546 Rusk Ct; 2481 Beck Cir; 1974 Montfort Ln; 2598 Travida Dr; 985 Dean Cir; 945 Watt Cir; 2841 Maldive Ct; 869 Galt Ter; 928 Hugo Cir; 2901 Fish Cove; 1010 Treadway Dr; 1072 Lyric Dr;

- 1072, 1118 Peak Cir; 1298, 1372 Tartan Av; 1410 Walton Av; 2880 Ulmer Ct; 1309 Montoya Dr; 1333, 1311 Nadine Dr; 3070 Keyport St; 1310, 1391 Bladon Av.
- Ponds mowed  
 648 Elwood St; 921 Whitewood Dr; 1477 Normandy Blvd; 2876 Slater Dr; 650 Wellington; Tradewinds; Tipton; Eustace Av; Farrington; Loblolly; Cofield; Catalina Blvd; Joyner.
- **Right of Way Mowing Crew:**
  - Main roads mowed: India Blvd; Humphrey Blvd; Haulover Blvd; Captain Dr; Catalina Blvd; Newmark Dr; Tivoli Dr.
  - Sectors mowed: 16; 17; 18.
- **Right of Way Litter Crew** – Main road trash pickup:  
 India Blvd; Humphrey Blvd; Normandy Blvd; Newmark Dr; Tivoli Dr; Ft Smith Blvd; Haulover Blvd; Captain Dr; Catalina Blvd; Elkcam Blvd; Montecito Av; Deltona Blvd; Cloverleaf Blvd; Welcome Center Dr.
- **Miscellaneous:**
  - Ft Smith Blvd – filled water bags and watered the trees at all the ponds.
  - 1982 Canal Rd – cleaned debris away from inlets of the drainage structures.
  - 1127 Brickell Dr – filled in hole with #57 stone.
  - 1250 Wheeling Av; 51 Ft Smith Blvd – mowed and trimmed around the pump station.
  - 11<sup>th</sup> Av – mowed the Right of Way and picked up trash; mowed two ponds.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 06/22/2014

**Customer Service**

June 2014	Total week ending 06/22/2014
DW – Lockbox	1301
Ebox	1076
Call Center Calls	1365
Walk-ins/Drop Box	1003
On-line Payments	1184
IVR	712

**Customers Disconnected for Non-Pay**

June 2014	Total week ending 06/22/2014
Total on Disconnect List	154
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

June 2014	Total week ending 06/22/2014
Water Service	0
Meter Sets	2
Reclaim Meters	0
Fire Hydrant Installs	2

Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	49
Locates Received	221
Locates Completed	202
Main Leaks	3
Service Leaks	8
Sewer Repairs	0
Sewer Blockage	3
KV2 Valves	2
Service Replacements	3
Meter Change Outs	5
Service Orders	478
Disconnects	154
Drainfield Leaks	0
Meter Retirements	24