



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: March 21, 2014

**CITY MANAGER'S OFFICE** thru 03/21/2014

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

- Updated DeltonaTV schedules and programming—(TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing, (UCF) Global Perspectives, On the Issues, Metrocenter Outlook, Arts Performances, Acoustic Spotlight. (other) White House Chronicle, American Veteran, nature & environment programming for the week of March 23rd.
- Finished the City Newsletter/April-May-June issue.
- Working on the copy points for the Mayor's "State of the City" speech for the West Volusia Chamber of Commerce.
- Created TV slides, posters, flyers, social media notices and E-blasts for Spruce Up 2014, Eggstravaganza 2014, and Relay for Life 2014..
- Created TV slide for Public Works Tech Job Opportunity.
- Worked with Purchasing and IT staff to finalize Request for Quote (RFP) for TV Room Upgrades.
- Working with AMX and IT staff to resolve technical issues with the system's touch panel control screen.
- Live broadcast of the March 17<sup>th</sup> Commission meeting, and recorded for later broadcast.
- Working with the Purchasing and IT staff on the City "Welcome Sign Upgrades" project.
- Working on the April issue of the employee newsletter The Pride.
- Working with Jerry Mayes to prepare for the Nature Coast Bird & Wildlife Festival.
- Working with Purchasing to order four 25' microphone cables, for use with the 6-pin microphones at the staff desks in the Chambers.
- Working with Daytona State College to import file footage of the college, for use with Economic Development TV programming.

**Media Relations:**

- Provided information regarding Deltona Water customer charges, to Al Everson/West Volusia Beacon.
- Provided information regarding Deltona Water/Blue Spring Alliance, to Kevin Spear/Orlando Sentinel.
- Provided information regarding Rirefighter job vacancy advertisement, to Mark Harper/Daytona News Journal.

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

- As a member of the Blue Spring Watershed Alliance, attended the final meeting of the Springshed Academy, held at Blue Spring Park. Orange City.
- Attended an FDOT webinar regarding Tiger Grants (\$10 million +). Staff is studying ways and means to handle an internal parallel connector adjacent to Interstate-4, running along Normandy and Deltona Boulevards from Graves Avenue to Dirksen Road.
- Attended the regular monthly meetings of the Deltona Economic Development Advisory Board (DEDAB) Sub-committees.
- Met with Senior Management regarding available land on the Eastern side of the City, and toured potential sites for future development.

- Met with City Manager and Parks & Recreation Director regarding trails and parks development and expansion.
- Held a conference call with Team Volusia (Denise Mott and John Wanamaker) regarding the McCollum Sweeney site readiness study, in preparation for a site visit to a proposed Commerce Park on March 19<sup>th</sup>.
- Met with the City Manager and the City Attorney as well as representatives of the St. Johns Water Management District and a representative of US Fish & Wildlife, regarding the Deltona Scrub Jay Mitigation Project.
- Met with a representative of a local financial institution interested in expanding an additional location within the City.
- Met with the City Manager and the Director, Planning & Development Services, to discuss the potential for developing a working plan for a Community Redevelopment Area which would be put before the Commission.
- Met with the City Manager and a local business leader to discuss permitting and inspections.
- As Municipal Representative, attended the meeting of the Deltona Middle School's 'SAC-School Advisory Council'.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 03/14/2014

**Building Services Division:**

Building Permits issued for the week .....	84
Valuation of work permitted for the week.....	\$1,636,837
Inspections completed for the week .....	225
Total Permits issued for Fiscal Year 13/14 .....	1478
Valuation of work permitted for the year 13/14.....	\$42,174,405
Permits Issued:	
A/C Change Out .....	10
Addition .....	1
Commercial Building .....	
Door Replacement .....	5
Driveway .....	1
Electrical .....	6
Exterior Renovation .....	2
Fence .....	12
Garage Door Replacement .....	1
Interior Repair .....	1
Mechanical .....	1
Plumbing .....	3
Pool In-ground .....	1
Reroof .....	14
Right of Way .....	2
Screen Enclosure .....	2
Shed .....	2
Sign .....	1
Solar Panel Installation .....	4
Water Heater Replacement .....	8
Window Replacement .....	6
Total .....	84

**Enforcement Services Division:**

Requests for services this week .....	542	
Animals impounded at the humane societies .....	21	
Citation warnings issued .....	11	
Courtesy notices .....	175	
Abatement notices .....	31	
Citations issued .....	3	
Code Enforcement telephone calls .....	100	
Animal Control calls .....	118	
Solid Waste calls .....	105	
Citizen walk in requests for Code Enforcement assistance .....	8	
Citizen walk in requests for Animal Control assistance .....	9	
Citizen walk in requests for Solid Waste assistance .....	3	
Properties requiring grass to be cut by contractors .....	3	(at a cost of \$120)
Certified mailings sent out .....	31	(at a cost of \$202)
Money collected for Animal tags, liens and return to owners .....	\$2,075	
Foreclosures for this week: Deltona	30	
County	<u>106</u>	
Total	136	

**CITY CLERK'S OFFICE** (Joyce Raftery, City Clerk) thru 03/14/2014

2nd Floor HR/CC Walk-In Customers .....	40	
2nd Floor calls Answered .....	27	
Packages Received .....	29	
Packages Picked Up .....	1	
A/P Invoices Opened .....	102	
Newspapers .....	16	(5.75 hours)
Public Records Requests Received .....	3	
Public Record Request Amount Received .....	\$19.60	
Documents imaged, pages .....	13,756	
Large scale drawings imaged, pages .....	53	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 03/21/2014

- Met with Selection Committee for Transportation Engineering and Planning Services RFQ (Request for Qualifications).
- Preparing list of items to bring to Commission for disposal.
- Posted RFP (Request for Proposal) for Broadcast Equipment Upgrade.
- Continued preparation of February housing reports.
- Attended the SunRail Connectivity meeting with Jerry Mayes and the Transportation Coordination Team.
- Attended the ECHO Advisory Board Meeting at DeBary Hall in DeBary.
- Participated in the 2nd Tiger Grant webinar/conference call on applying for a planning grant to obtain a feasibility study for the widening of Normandy Blvd.
- Presentation of FY 12/13 audit to Commission for final approval.
- Met with Deltona Water to go over audit recommendations.
- Attending Munis User's Group training.

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Robert Rogers) thru 03/17/2014

**Acting Fire Chief Rogers:**

- Alarm summary 3/11/2014 to 3/17/2014
  - Structure fire 1
  - Vehicle Fire 0
  - Wild land, grass, trash 0
  - Misc. Fire 7
  - ALS Medicals 65
  - BLS & Misc. Medicals 78
  - Hazardous Condition 2
  - Service Calls 9
  - Good Intent 12
  - False Alarms 8
  - 
  - TOTAL 182

**Deputy Chief Rafferty:**

- Met with Opticom for install program.
- Conducted Informal Inquiry on Alarm#14-0260078.
- Met with Ten-8 for new truck inspection, and picked up new door decals from Southern Custom Creations (Sanford)
- Met with three vendors on EMS Vending Machine.

**Assistant Chief Debose:**

- Attended mandatory Sexual Harassment Training.
- Reworked the New Hire Probationary book.
- Met with mentee at Discovery Elementary School.

**HUMAN RESOURCES DEPARTMENT** (Tom Acquaro, Director) thru 03/19/2014

- Performance Evaluations processed: 8
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (10 this week; 1,680 to date)
- Applications received:
  - (07) Utility Systems Tech
  - (08) Stormwater Tech
  - (01) Contract Administrator
  - (01) Public Works Tech
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Conducted (2) new hire orientations: (2) Parks Attendants - Intermittent.
- Working with United Healthcare to review an employee dental claim issue.
- Scheduled 1 firefighter physical and drug screening.
- New job postings – Public Works Tech; Firefighter/Paramedic
- Processed (1) FMLA request.
- Coordinating make-up session of Sexual Harassment Training for employees.
- HR Manager and HR Analyst attended Volusia County HR meeting in Deland. Topics included background checks, and hiring the right individual.

- Notifying employees who haven't listed a beneficiary with FRS to complete the proper forms to do so.
- Working with an employee on Dental Claim issue.
- HR Analyst attended FRS Employer Seminar in Tallahassee.
- Preparing FY 2014/15 budget cost impact estimates regarding merit increases and pay scale adjustment.
- Coordinating Fire Chief interviews via Skype – scheduled for March 24<sup>th</sup>.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 03/15/2014

**Administration:**

- Met with Toro representative to discuss sports field maintenance.
- Met with the President of Advance Mechanical Systems, Inc. to discuss installation of the Wes Crile air conditioning system.
- Met with Dade Paper to install new paper towel dispensers at Harris Saxon and the Deltona Community Center.
- Attended the Volusia County Parks & Recreation Directors meeting in Ormond Beach.
- Met with All Rite Fencing to discuss some fencing concerns at Dwight Hawkins.
- Met with Commercial Appliances to repair stove at the Deltona Community Center.
- Met with staff to discuss a special event permit.
- Added inventory tags to new phones and adjusted inventory listings.
- Discussed possibly adding removable stairs for the front of the Commission Chambers dais for use in events like the food drive.
- Processed 12 permits for pavilion and field rentals.

**Facility Use Permits (03/09/14—03/15/14):**

• Deltona Community Center	5 permits issued	Weekly attendance – 1,067
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 355
• Wes Crile Park	9 permits issued	Weekly attendance – 1,802
• Skate Park	17 new passes	Weekly attendance – 333

**Special Events/Programs:**

City Hall:

- Arbor Day – Friday, April 25, 2104

Deltona Amphitheater:

- Concert – AP60, Saturday, April 12, 2014 at 7:00 p.m.

Dewey Boster Sports Complex:

- Easter Eggstravaganza – Saturday, April 12, 2014 from 10:00-12:00 noon.

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway:

- Men's Softball – Polar Bear League continues.
- Men's Senior League has started.

**Parks Maintenance:**

*Weekly tasks include opening and closing all the parks; cleaning and stocking restrooms; picking up and emptying trash at parks and facilities; 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.*

- Mowed, edged, weed-whacked and sprayed for ants: Deltona Community Center, Harris Saxon, Timber Ridge, Tom Hoffman and Veterans Memorial.
- Picked up supplies at Ace Hardware.
- Picked up debris at the Depot and took to 4 Jays.
- Took Scissor Lift to Diamond Street Fire Station.
- Picked up message boards and returned to Depot.
- Bleached and washed park signs.
- Removed insulation from backflows at all parks.
- Replaced torn nets on basketball courts throughout the City parks.
- Dewey O. Boster – Put bar codes on new soccer goals and bleachers.
- Dwight Hawkins – Mulched playground and swing area; replaced boards on 4 ft. wooden fence next to basketball court.
- Firefighters Memorial – Replaced perimeter fence boards.
- Harris Saxon – painted over graffiti in restroom.
- Keysville Dog Park – Replaced damaged boards on perimeter fence.
- Skate Park – Replaced signs on front of building.
- Timber Ridge – Checked timers in restrooms.
- Veterans Memorial – Checked irrigation system timer and replaced bulbs in restroom.
- Wes Crile – Worked on re-designing front planter and sign (mulch, plants); irrigation repairs in zoned areas around new fence; put stopper on rolling gate.

**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; replenishing restroom and other supplies throughout the entire building; cleaning and maintaining all restrooms, water fountains and refrigerators; 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; landscape maintenance; sweeping and washing sidewalks, main entrance, lobby, stairwells and elevators; performing other miscellaneous tasks as needed.*

- Mulched around the City Hall Complex (6 loads).

**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, edged and set Dupont Lakes.
  - Sprayed herbicide (Surge) at Dupont and Vann Park.
  - Sprayed herbicide (Drive) at Pony League, Campbell and Wes Crile.
- Sports Complex including Pony League:
  - Mowed, edged and weed-whacked fields at Complex.
  - Mowed and edged Pony League and overflow parking.
  - Built new bleacher.
  - Repaired drainage at Complex.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 03/19/2014

**Executive Summary:**

Planning and Development brought Ordinance No. 04-2014 (rezoning of property located at the northeast corner of Saxon Boulevard and Finland Drive) to the Planning and Zoning Board on Wednesday night. The Board voted to recommend that the City Commission approve the rezoning application of land currently zoned P (Public Use) and OR (Office Residential) to C-2 (General Commercial). The C-2 is consistent with both the Commercial future land use designation for the site and C-2 zoning to the east and west of the property. While approval of the C-2 on-site would allow for any of the permitted uses within the C-2 zoning district, the applicant is proposing placement of a RaceTrac facility at this site.

**Planning:**

The Planning Section tracked the progress of the following projects that have recently moved from the planning and approval stage to construction:

1. Lake Baton Estates residential subdivision;
2. RaceTrac convenience store within the Deltona Activity Center;
3. Halifax Medical Facility at the intersection of Finland Drive and Saxon Blvd; and
4. Circle K at the northeast corner of Elkcam Blvd. and Howland Blvd.

These projects represent private investment within the City and are ahead in the process of projects currently going through levels of entitlements, such as the following:

1. Saxon Sterling Silver BPUD;
2. Tractor Supply Company Final Site Plan and Final Plat;
3. Halifax Crossings antiquated plat vacation and rezoning to MPUD; and the
4. Scarpello Property rezoning application to C-1 (Retail Commercial).

**Housing & Community Development Section:**

The Housing and Community Development Section received notice from HUD this week that the City's allocation for the Program Year 2014 includes \$440,094 in CDBG funds and \$372,602 for HOPWA (Housing Opportunities for Persons with AIDS) funds. In the past, the City has assigned HOPWA funds to Volusia County, which it will look to partner with an agency this year to operate those funds for the City.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 03/15/2014

**Traffic Operations:**

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

- **Signs:**
  - Complete 2 sign repair work tickets throughout the City of Deltona.
  - Fabricated & installed 14 new street name signs.
  - Fabricated six "Zone" signs for Wastewater Department.
- **Asphalt:** Completed seven asphalt repair tickets – 6 tons.
- **Thermoplastic Striping:** Restriped 7 stop bars – 70'.

**Field Operations:**

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

- **Beautification:** Mowed, weedwhacked, edged, removed litter, trimmed trees:
  - Medians – Providence Blvd, Elkcarn Blvd, Normandy Blvd, Howland Blvd;
  - City Homes – 3274 Dellbrook, 1177 Hastings, 1787 Ft Smith, 1049 Falcon, Saxon & Normandy;
  - City Signs – Saxon Blvd;
  - Public Works Depot.
- **Concrete:**
  - Sidewalks: 451 Kettering - 29'x 4'; 331 Haversham – 8'x 4'; 366 Haversham – 5'x 4'; 351 Haversham – 23'x 4'.
  - Grinding: 2392, 1400 Ashbourne Way; 1387, 1535 Brayton Cir; 436, 228, 396 Kettering; 448, 483, 501, 351, 331, 229, 216, 386, 376 Haversham.
- **Clam Truck:**
  - Debris – 4
  - Trimming – 2
- **Slope Mowing:** 2351, 2401 Candlewick – 800'; 1824, 1885, 1980, 2031, 2040, 2090 Montecito – 880'; 1810 Talco – 240'; 1581, 1591, 1630 Timbercrest – 240'; 2401, 2411, 2461, Tracy Ln – 400'; 2601, 2635, 2647 Candler – 640'; 2605, 2624 Hillview – 140'; 1777 Efland – 80'; Efland & Corolla – 100'; 1780, 1832 Corolla – 280'; 1799, 1801, 1810 Morven – 200'; 1794, 1781 Converse – 160'; 1769, 1778 Baldock – 160'; Adelia Blvd – 380'; 2648 Keysville – 60'; Keysville & Candler – 120'; 2619 Bonita – 60'; 2040 Nemo – 120'; 1971 Piper – 80'; 2661 Millwood – 80'; 2080 Glenlock – 60'; 2108 Brewster – 500'; 2571 Newmark – 380'; 1764 Mayhill – 80'; 1782 Curry – 80'; 2397 Oberlin – 480'; 2370 Alton – 400'; 1684 Concert – 40'; 2531 Dumas – 160'.
- **Drop Offs & Sod:**
  - Repaired drop off and sod – 2760 Pinegrove; 1266 Voltaire; 2719 Sedgefield; 2714 Timberlake; 1438 Roseboro; Acadian & Elkcarn; 1471, 1481 Woodfern; 2576, 2585 Tryon; 1421, 1425, 1429 Summit Hill; 2694, 2696 Leafy Way; 2750, 2789 Maureen.
  - Sod next to sidewalk – 451 Haversham.
- **Miscellaneous:** Emptied all City owned trash containers throughout the City.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 4 | Repairs – 8  |
| • Equipment                  | PM – 4 | Repairs – 20 |
| • Fire Dept Station Checks   | 7      |              |
| • Road Calls                 | 3      |              |
| • Parts Run/Vehicle Delivery | 3      |              |
| • 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:**
  - 1091 Swanson Dr – installed 240' of 15" HDPE pipe and started reshaping the swales.
  - 919 Picasso Ave – installed 60' of 10" HDPE sock pipe; 40' of 10" HDPE pipe; 3 drainage basins; formed up two driveways and poured back with concrete; started reshaping swales.
  - 699 Armadillo Dr – removed the headwall; cleared out the brush and reshaped the ditch and swales.

- Banner Ter/Deltona Blvd – cut the road next to a drainage box where a hole had opened up; took out the road and used the aqua tech to suck down and repair the box.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed: 1310 Portillo Dr; Alley 570; 1729 Vivian; 1967 Chapel 1990 Chapel 1501 Tivoli; 815 Trumbull; 2032 Parkton; 2472 Lackland; 625 Leland Dr; 1082 Monterey Dr; 1757 Chapel Dr; 317 Shadydale Ct -; 184 Oliver Ct; 756 Red Coach; 1177 Winterville; 1003 De Carlo Dr; 1383 Rural Hall St; 989 9<sup>th</sup>; 984 Gaucho; 220 Embassy Dr; 1292 Buccaneer Ave; 2911 Day Rd; 1977 Acadian Dr; 2140 Parkton Dr; 2030 Parkton Dr; 1731 Finland.
  - Pond mowed: 1030 Seagate; 1911 Marlow St; 2313 Greenwood Dr.
- **Right of Way Mowing Crew:**
  - Main roads mowed: Half of Courtland Blvd; India Blvd; Humphrey Blvd; Newmark Dr; Haulover Blvd; Captain Dr; Catalina Blvd.
  - Sectors mowed: 11; 12; 13; 14; 15.
- **Right of Way Litter Crew:** Main road trash pickup – Elkcam Blvd; Courtland Blvd; India Blvd; Humphrey Blvd; Newmark Dr; Haulover Blvd; Captain Dr; Catalina Blvd; Tivoli Dr; Deltona Blvd; Cloverleaf Blvd; Anderson Dr.
- **Miscellaneous:**
  - City wide – Inspected and checked all the pump stations for vandalism and operability.
  - 1091 Swanson Dr – watered newly laid sod.
  - 3100 Riverhead Dr; 1250 Wheeling Ave – mowed and weedwhacked around the pump station, picked up trash.
  - Normandy Blvd/Arlene Dr – sprayed the weeds in the sidewalk and the wall.
  - 201 Howland Blvd – removed the dirt from around the back flow near the dirt bin and screwed a piece of plywood against the two posts to keep the dirt from going onto the back flow.
  - 201 Howland Blvd – checked all the portable pumps to make sure they run.
  - 1399 Freeport Dr – cleaned the debris off the screen in front of the pipe outfall for the lake.
  - 788 Chippendale St – mowed the Right of Way and picked up trash.
  - Vicksburg/Union – removed tree that was down in the road and put in Right of Way for a clam pick up.
  - 1601 Falmouth – hand mowed the Right of Way next to the drainage box.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 03/16/2014

**Customer Service**

<b>March 2014</b>	<b>Total week ending 3/16/2014</b>
DW – Lockbox	1656
Ebox	1281
Call Center Calls	1207
Walk-ins/Drop Box	1058
On-line Payments	1405
IVR	746

**Customers Disconnected for Non-Pay**

<b>March 2014</b>	<b>Total week ending 3/16/2014</b>
Total on Disconnect List	81
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

<b>March 2014</b>	<b>Total week ending 3/16/2014</b>
Water Service	0
Meter Sets	5
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	8
Locates Received	292
Locates Completed	289
Main Leaks	2
Service Leaks	5
Sewer Repairs	1
Sewer Blockage	1
KV2 Valves	9
Service Replacements	1
Meter Change Outs	7
Service Orders	516
Disconnects	81
Drainfield Leaks	0
Meter Retirements	135