



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, Acting City Manager  
Subject: Weekly Courtesy Report  
Date: November 14, 2013

**CITY MANAGER'S OFFICE** thru 11/14/2013

**Acting City Manager Comments:**

Due to the Thanksgiving holiday, no garbage collection service will be provided by Waste Pro on Thanksgiving Day, November 28<sup>th</sup>. Instead, service will be provided the following day, Friday November 29<sup>th</sup>. Service that would have been provided on Friday will be provided on Saturday, November 30<sup>th</sup>. For any questions, contact Solid Waste Customer Service at 386-878-8723.

On Tuesday of this week, the Sant Johns River Water Management District (SJRWMD) issued the City of Deltona a Consumptive Use Permit (CUP). The CUP is good for 20 years. It has taken approximately three years to accomplish. This means that we have our water supply for the next twenty years, which includes increases for growth. The conditions in our permit require us to complete various Capital projects and continue to monitor wetlands and lake levels.

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

- Updated the DeltonaTV programming—(TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing; (UCF) On the Issues, MetroCenter Outlook, Global Perspective, Acoustic Spotlight, Arts Performances; (other) White House Chronicle, The American Veteran, Road to Recovery, nature and environmental programming—for the weeks of November 17<sup>th</sup> and 24<sup>th</sup>.
- Assisted the Economic Development Department with the Quest Diagnostics Ribbon Cutting ceremony.
- Attended the Eco-Tourism Project stakeholders meeting.
- Contacted Nick Pizza to secure emcee talent for the Christmas Parade.
- Finished the November issue of the Pride.
- Worked with the IT Department for videotape coverage of the Fall Business Forum on November 14<sup>th</sup>.
- Worked with IT and the Clerk's Office for audio recording coverage of the West Volusia Roundtable on November 16<sup>th</sup>.
- Finished the posters and bus shelter posters for the Christmas Parade.
- Met with Volusia County School Board staff and the Burger King Digital Project.
- Met with staff to plan logistics for the Eco-tourism project.
- Videotaped interview with Giuli Schacht for the Eco Development Solicitation DVD and an hour long special program.
- Reviewed audio operations with Crystal Edwards/Parks Department for the Arts Festival at City Hall.
- Photographed the dedication of the City's flag disposal safe box at Veterans Park.
- Assisted in the audio set-up for Vice Mayor Denizac's meeting supporting the Suarez family.

**Press Release/s:**

- Gift of Food Community Drive – general information, plus a solicitation for local food bank participation.
- Deltona Christmas Parade

**Media Relations:**

- Provided information and City’s Statement of Public Record response regarding sign violations to Ryan Hughes/WFTV Ch. 9.
- Provided information regarding Vice Mayor Denizac’s Project Dial correspondence to Mark Harper/Daytona News Journal.

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

- Met with staff regarding logistics for the Commission-assigned Eco-tourism project.
- Attended the video-taping of an interview with Giuli Schacht, President of the Volusia Creative Alliance, which is part of the economic development solicitation DVD being developed by staff.
- Attended the West Volusia Regional Chamber of Commerce’s “PM Connection” presentation.
- Attended the Volusia County Department of Economic Development’s Q3 Report session in Daytona Beach.
- As City Liaison, attended the monthly meetings of the Deltona Economic Development Advisory Board’s (DEDAB) Commerce Park Research Sub-committee, and the Educational Campus and Medical Facilities Research Sub-committee. Guest speaker at the latter meeting was Dr. Katrina Bell, Dean of School of Adult Education and Division of Alternative Student Services, presenting on the types of courses currently offered at the Daytona State College campus in Deltona, and the number of GED Certificate enrollments and completions.
- Attended the Blue Springs Alliance Steering Committee Planning meeting.
- Attended a meeting of the Ford Next Generation Learning’s Next Steps Team, working with the Master Plan on Creating Goals to be utilized in the Volusia County School System’s “Campus Career Program”.
- Co-hosted an “Eco-tourism Stakeholders” meeting. Stakeholders had an opportunity to define concerns, goals and strategies.
- Met with Frank DeMarsh and Bobby Luthra, landowners and representatives for the majority of the property in the Deltona Activity Center, to discuss beautification of the entrance (SR-472/ Howland Boulevard) off I-4.
- As Municipal Representative, attended the meeting of the Deltona Middle School’s “School Advisory Committee” (SAC).
- Hosted the ribbon cutting ceremony at the Quest Diagnostic Lab at 915 Doyle Road (Quest’s 2<sup>nd</sup> Deltona location).
- Attended the “Larry Kent Digital Project” meeting. Mr. Kent, a local businessperson, and the Volusia County School District’s “Career Academy” advisors are working on a project to expand digital filming classes at Pine Ridge High School.
- Attended a dedication of the “Retired Flag” drop-off box ceremony at Deltona’s Veteran’s Park. This is a drop-off point for United States flags so that they may be retired with dignity and honor.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 11/08/2013

**Building Services Division:**

Building Permits issued for the week .....	55
Valuation of work permitted for the week .....	\$367,632
Inspections completed for the week .....	190
Total Permits issued for Fiscal Year 13/14 .....	358
Valuation of work permitted for the year 13/14 .....	\$2,832,718

Permits Issued:

A/C Change Out .....	9
Building Residential.....	1
Concrete Flatwork .....	1
Door Replacement .....	2
Electrical .....	2
Fence.....	7
Foundation Grout.....	1
Garage Door Replacement.....	1
Photovoltaic .....	1
Plumbing.....	6
Pool In-ground .....	1
Reroof .....	2
Right of Way.....	1
Screen Enclosure.....	2
Shed .....	2
Siding.....	1
Solar Panel Installation .....	2
Water Heater Replacement .....	3
<u>Window Replacement</u> .....	<u>10</u>
<b>Total</b> .....	<b>55</b>

**Enforcement Services Division:**

Requests for services this week .....	305
Animals impounded at the humane societies .....	31
Citation warnings issued .....	42
Courtesy notices .....	137
Abatement notices .....	40
Citations issued .....	19
Code Enforcement telephone calls .....	110
Animal Control calls .....	111
Solid Waste calls .....	80
Citizen walk in requests for Code Enforcement assistance .....	17
Citizen walk in requests for Animal Control assistance .....	8
Citizen walk in requests for Solid Waste assistance .....	10
Properties requiring grass to be cut by contractors .....	24
Certified mailings sent out .....	87
Money collected for Animal tags, liens and return to owners .....	\$4,899
Foreclosures for this week: Deltona	19
County	69
Total	88

(at a cost of \$960)  
 (at a cost of \$311.61)

**CITY CLERK'S OFFICE** (Joyce Kent, City Clerk) thru 11/08/2013

2nd Floor HR/CC Walk-In Customers .....	24
2nd Floor calls Answered .....	17
Packages Received .....	41
Packages Picked Up .....	1
A/P Invoices Opened .....	111

Newspapers .....	17	(6 hours)
Public Records Requests Received .....	3	
Public Record Request Amount Received .....	45¢	
Documents imaged, pages .....	6,561	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 11/15/2013

- Continued working on grant status reports for the upcoming auditor’s visit.
- Attended the Eco-Tourism Stakeholders meeting to discuss the projects, funding and direction of the group. Established scheduled meetings to occur on the 2<sup>nd</sup> Tuesday of every other month.
- Watched a webinar on closing out the Neighborhood Stabilization Program (NSP). Discussion included the requirements and changes that HUD has made to the computerized grants reporting system that will be used to facilitate grant close out.
- Preparing year end audit schedules and prep work.
- Participated in City’s Wellness Fair.
- Webinar – “Changing Payment Card Industry Standards”.
- Received one bid for 2014 Fireworks.
- Attending online National Institute of Government Purchasing class.
- Bids for Realtors due November 21, 2013.

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 11/13/2013

**Fire Chief Staples:**

- Met with Chiefs Johnson and McDaniel on transition of the department to Chief Rogers. Chiefs Rogers and Rafferty also met to discuss interoperability, joint training, and combining Special Operations personnel and equipment resources going forward.

**Deputy Chief Rogers:**

- Alarm summary 11/5/2013 to 11/11/2013
 

Structure fire	6
Vehicle Fire	0
Wild land, grass, trash	1
Misc. Fire	8
ALS Medicals	43
BLS & Misc. Medicals	60
Hazardous Condition	2
Service Calls	9
Good Intent	24
<u>False Alarms</u>	<u>8</u>
TOTAL	171

**Deputy Chief Rafferty:**

- Met with Orange City and Deland Fire Chiefs.
- Met with Daytona State College regarding rider program.
- Met with Chief Swisher regarding Special Operations program.

- Met with Lt. Blake and Engineer Christman on Q/A Program.
- Met with Lt. Fitzpatrick regarding Brush Truck Program.
- Attended the Florida Fire Chiefs Fire Rescue East Committee Meeting in Orlando.
- Met with Chief Rogers regarding Special Operations.
- Covered Battalion for two structure fires.
- Completed 4 Target Safety Training sessions.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 11/13/2013

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (10 this week; 1,600 to date)
- Applications received:
  - (01) Waste Water Operator
  - (02) Utility Systems Tech
  - (01) Water Operator
  - (04) Fire Chief
  - (00) Network Analyst
- Processed 1 FMLA request.
- Conducted Employee Wellness Fair scheduled on November 13<sup>th</sup> with 23 vendors in attendance.
- Organized Accident Investigation webinar with 11 supervisor/managers in attendance.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 11/09/2013

**Administration:**

- Met with a group of citizens to discuss Eco-tourism in West Volusia County.
- Met with Pest Master to visit our park facilities for quarterly inspections.
- Hosted the Arts & Crafts Festival at City Hall.
- Met with Bethune-Cookman University Athletic Director, Lynn Thompson, to discuss soccer at Dewey Boster.
- Met with Volusia Mechanical to get a quote for replacing the air conditioner at Dewey Boster Baseball Concession.
- Parks personnel attended Hazcom training class.
- Met with Commission to discuss additional recreational facilities.
- Processed 9 permits for pavilion and field rentals.

**Facility Use Permits (11/03/13—11/09/13):**

- |                                    |                   |                           |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center         | 2 permits issued  | Weekly attendance – 698   |
| • Harris M. Saxon Community Center | 2 permits issued  | Weekly attendance – 500   |
| • Wes Crile Park                   | no permits issued | Weekly attendance – 1,643 |
| • Skate Park                       | 14 new passes     | Weekly attendance – 488   |

### **Special Events/Programs:**

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.
- Teen “Fall Dance” November 16<sup>th</sup> from 6:00-10:00 p.m.

Partner Leagues Currently Underway:

- Florida Basketball & Volleyball Association (FBVA) fall program continues.
- Pop Warner football and cheerleading fall season has ended.
- Deltona Youth Soccer fall season continues.
- Men’s Senior Softball fall season at Dupont continues.
- Men’s Fall League Softball continues.

### **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 and weed-whacked: Festival Park and Parks Depot.
- Dewey Boster – Picked up Halloween bins and returned to storage.
- Dupont Lakes – Trimmed trees around parking lot and between fields; replaced damaged perimeter fence boards.
- EVAC Building – Worked on Christmas parade floats for parks and grand marshal.
- Firefighters Memorial – Mulched playground areas; installed new slide including footers.
- Veterans Memorial – Prepped park for Veterans Day event– pressure washed howitzer and helicopter; trimmed trees around displays.

### **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.*

### **Sports Turf Maintenance:**

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Wes Crile Park.
  - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
  - Raked and lined Dupont Lakes.
  - Over-seeded Veterans Park.
  - First mowing of over-seed at Campbell, Dupont Lakes and Wes Crile Parks.
- Sports Complex including Pony League:
  - Over-seeded fields 1-3.
  - Painted restrooms at Complex.
  - First and second cut of fields 4-9 and Pony League.
  - Sprayed fields 4-9 with Triplex Micro and Rx Supreme.
  - Worked on drainage.

## **PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 11/13/2013

### **Executive Summary:**

Planning and Development Services received the approved Community Assistance Visit report from FEMA last week and began the Community Rating System (CRS) process. The CRS process is being assisted from FEMA through revised Flood Insurance Rate Map panels (FIRMs) that propose to provide more accurate floodplain data and take more homes out of the 100-year floodplain. The first step is to analyze the new 100-year floodplain data and determine an order of magnitude or ranking to establish base flood elevations (BFEs). The second step is to adopt new legislation that ties the floodplain data to the 2013 Florida Building Code. Staff is analyzing both the regulations and the map data.

### **Planning Section:**

The Planning Section received a request from the applicant to process a rezoning amendment for the Saxon Sterling Silver BPUD along Saxon Boulevard. Staff is reviewing the application for sufficiency and will issue a letter upon approval. Staff also issued DRC comments on the Monastery Substation for Duke Energy, to be located within the Deltona Village BPUD west of N. Normandy Boulevard. Staff assisted Jerry Mayes with the ecotourism effort, and is completing the Capital Improvements Element final draft that is updated annually.

### **Housing & Community Development Section:**

The Housing and Community Development Section prepared the agenda package for selection of General Contractors for the NSP program. The Request for Proposal (RFP) for the other consultants within the NSP program closes this Friday (November 15<sup>th</sup>), and staff will be bringing a list of short-listed consultants to the Commission in the future. Finally, staff received contracts on NSP homes and is completing rehabilitation of the remaining homes to be placed on the market.

## **PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 11/08/2013

### **Traffic Operations:**

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

- **Signs:**
  - Completed 8 sign repair work tickets in the City.
  - Fabricated and installed 11 new street name signs.
  - Fabricated and installed one 48"x 24" W1-7 multidirectional arrow at Swallow and Urbana, and two 12"x 18" No Parking signs at Elkcam & Adelia.
  - Fabricated and installed one 24"x 30" R2-1 25 MPH speed limit sign at 11<sup>th</sup> Ave.
  - Fabricated three 24"x 30" R2-1 25 MPH speed limit signs for stock.
  - Fabricated two 12"x 18" No Parking signs for stock.
  - Fabricated four new addresses for Deltona Water signs.
- **Asphalt:**
  - Repaired 7 asphalt repair work tickets – ¾ ton.
  - 1853 E Glancy – repaired 9'x 21' section of road for Stormwater – 1 ¾ tons.
  - Fisher Treatment Plant – repaired 31'x 1' section of road for Deltona Water - ½ ton.
  - Perimeter between Hibiscus & Cypress – repaired road crossing – 1 ½ tons.
- **Thermoplastic Striping:**
  - 24" white stop bar – 10'; 12'; 10'; 11'; 16'; 15'; 16'.
  - 12" crosswalk – 46'; 51'; 47'; 96'; 92'.

- **Miscellaneous:**

- Antilles & N Normandy – installed yellow high intensity prismatic to new section of guardrail.

**Field Operations:**

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

- **Beautification:** Elkcarn, N Howland, Providence Blvd medians – checked and repaired irrigation as needed.
- **Concrete:** No concrete work.
- **Clam Truck:**
  - Debris – 13
  - Trimming – 33
- **Slope Mowing:** 1418 Birwood – 80'; Lamplighter & Birwood – 240'; Alley 498 – 160'; 1710 Hernando – 80'; 1389 Section Line – 200'; 1369 Section Line – 80'; Timber Ridge Park – 1200'; 1250 Maximillian – 375'; 1251 Maximillian – 80'.
- **Drop Offs & Sod:**
  - Installed ¼ pallet of sod at 1572 Darlington; 1762 Mayhill; 2342 Montano; 1861 E Cooper; 1182 S Cooper; 1131 Sherbrook; 1121 Sherbrook; 2080 Deborah; 1628 April; 1013 Belvedere.
  - Installed sod at sidewalk repair at 1307 Normandy ¼ pallet; 1327 Normandy ¼ pallet; Courtland & India ¼ pallet.
  - Repaired drop off and installed sod at 1717 Hernando – 2 ¾ pallets; Shawsbury Way – 10 pieces.
- **Miscellaneous:**
  - City wide – emptied all city trash containers.
  - Public Works Depot – cleaned up area and restacked pallets.
  - Florida Dr – returned shopping cart to Publix.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 6 | Repairs – 11 |
| • Equipment                  | PM – 0 | Repairs – 13 |
| • Fire Dept Station Checks   | 8      |              |
| • Road Calls                 | 2      |              |
| • Parts Run/Vehicle Delivery | 3      |              |
| • CDL Testing                | 1      |              |

**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:**

- 1853 E Glancy Dr – replaced 40' of 15" metal with 40' of 15" HDPE pipe and extended the pipe into the ditch with 40' of 15" HDPE pipe; installed one nyloplast basin; extended the pipe out under the driveway on each side of the driveway; reshaped the swales and sodded.
- 1303 Buccaneer Dr – cut and took out three driveways and three road crossings and hauled off; installed 40' of 18" HDPE pipe and built two drainage boxes with grates.
- 1640 Oxford Dr – used the aquatech to suck down and repair around the drainage box; installed a 13' piece of 4" pipe under the sidewalk to capture the water coming from the woods.
- 3006 Foxboro Cir – reshaped the swales with check dams to keep the water in the swale from going into the residents' yard.
- 720 Lorraine Dr – reshaped the swale from the driveway to the drainage boxes on each side of the driveway so the water won't stand in the driveway.

- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed – 273 Council Bluffs; 2885, 2163, 2107 Newmark; 2633 Salters Ct; 1509, 1481 Humphrey Blvd; 2726 Ancho Ct; 1581, 1393, 1369, 2401, 2321 Timbercrest; 2025 Watersedge; 2097 Wallingford; 3041, 2963, 2899, 2825 Fayson Cir; 2771 Summerfield; 2811 Conyers Ct; 1693 Amboy; 1894 Maderia; 1789 Villa; 2911 Day Rd; 2841 Canal; 1922 English; 2812 Hayes; 2941 Cardinal; 1521 Ortega; 1952 Merrick; 1965, 2023, 2081 Alameda; 2016 Dumas; 1648 Gregory; 1872 Akron; 1529 Ferendina; 1599 Providence; 1299 Briarwood; 1450, 1408 Ft Smith; 1921 Shaw; 753 Arlene; 2349 Fitzpatrick; 2017 Appian Ct; 640 Sullivan; 2140, 2032 Parkton; 1868 Plumtree; 1731, 1590 Finland.
  - Ponds mowed – Tipton; 632 Armadillo; 2036, 2049 Atmore Cir.
- **Right of Way Mowing Crew:**
  - Main roads mowed – Courtland Blvd; India Blvd; Humphrey Blvd; Newmark Dr; Haulover Blvd.
  - Sectors mowed – 21; 22; 23; 24; 25; 26; 27.
  - Alleys mowed – 500.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Haulover Blvd; Captain Dr; Catalina Blvd; Humphrey Blvd; Newmark Dr; Courtland Blvd; India Blvd.
- **Miscellaneous:**
  - 433 Saxon Blvd – cut drainage ditch.
  - 2030 W Parkton Ave – trimmed the trees in the drainage ditch and hauled them off.
  - 1638 Bloomfield Ave – painted the pump motors and the suction pipes at the pump station.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 11/10/2013

**Customer Service**

<b>November 2013</b>	<b>Total week ending 11/10/2013</b>
DW – Lockbox	2033
Ebox	1576
Call Center Calls	1403
Walk-ins/Drop Box	1341
On-line Payments	1158
IVR	728

**Customers Disconnected for Non-Pay**

<b>November 2013</b>	<b>Total week ending 11/10/2013</b>
Total on Disconnect List	88
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

<b>November 2013</b>	<b>Total week ending 11/10/2013</b>
Water Service	3
Meter Sets	1
Reclaim Meters	0
Fire Hydrant Installs	2
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	16
Locates Received	224
Locates Completed	175
Main Leaks	2
Service Leaks	3
Sewer Repairs	1
Sewer Blockage	2
KV2 Valves	0
Service Replacements	0
Meter Change Outs	11
Service Orders	429
Disconnects	88
Drainfield Leaks	0
Meter Retirements	31