



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: November 8, 2013

CITY MANAGER'S OFFICE thru 11/08/2013

Acting City Manager Comments:

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

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) On the Issues, Global Perspectives, MetroCenter Outlook, Arts Performances, Acoustic Spotlight; (Other) The American Veteran, White House Chronicle, nature & environmental programs—for the weeks of: November 10th, 17th, 24th.
- Videotaped two interviews—Daytona State College President Dr. Carol Eaton & Film Commission representative Giuli Schacht—for the Economic Development solicitation DVD and the 1 hour TV special with Jerry Mayes.
- Created posters for Deltona Fall Business Forum, Holiday Parade of Homes, and Deltona Christmas Parade.
- Created TV slide for “City Hall Closed for Thanksgiving Holidays.”
- Working with department Directors to finalize draft of Media Policy for City employees.
- Live broadcast of the November 4th Commission meeting and also recorded it for later broadcast.
- Pre-production/planning for the December videotape sessions for local programming to air in January 2014.
- Working on the November issue of The Pride.
- Working with Purchasing Department, for Request For Proposal (RFP) to replace the message board components for the City welcome signs on Howland and Saxon Boulevards.
- Contacted Galaxy Middle School to review information regarding the “Think Before You Throw” poster contest presentation at the December 16th Commission meeting.
- Contacted Saul Saenz and Nick Pizza regarding emcee duties for the Deltona Christmas Parade.
- Provided public records request (correspondence) to Volusia County Councilwoman Pat Northey.

Press Release/s:

- Christmas Parade
- Food Drive
- Holiday Parade of Homes
- DeltonaTV November Local Program episodes

Media Relations:

- Provided information regarding a dog bite incident to *Jose Dieppa/Central Florida News 13*.
- Provided information regarding Deltona holiday events to *Kathleen Rasche/Penny Saver*.
- Provided information regarding the proposed Race Trac store on Saxon Blvd. to *Mark Harper/Daytona News-Journal*.

- Provided information regarding the City “Gift of Food” Community Drive to Lisa McDonald/WKMG-TV Ch. 6.
- Provided information regarding the proposed RaceTrac store on Saxon Blvd. to Al Everson/West Volusia Beacon.
- Provided same information from previous week regarding the City “Gift of Food” Community Drive to Al Everson/West Volusia Beacon.

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

- Met with Commissioner Fred Lowry to discuss economic development within the City.
- Attended the Florida Brownfields Association’s booth at the Florida Local Environmental Resource Association’s conference.
- Met with staff regarding the proposed Business Forum, scheduled for the morning of November 14th, and the Deltona Economic Development DVD Project.
- Lee Lopez and I met with Daytona State College President Carol Eaton to film an interview which will be aired on DeltonaTV/Brighthouse Channel 199, as well as a cameo spot for the Deltona Economic Development DVD Project.
- Met with Chris Bowley, Ron Paradise, and Tom Pauls, Planning & Development Services, to discuss the City’s Comprehensive Plan and future land uses.
- Chris Bowley and I attended sessions at the Florida Redevelopment Association’s annual conference. Mr. Bowley was a speaker at one of the FRA’s breakout sessions while I attended a session on Brownfields. After the Conference we met with Tom Sash of Windsor-Thomas Group. Mr. Sash is playing an active part in lot consolidations within the City, such as the RaceTrac project planned at Saxon Boulevard and Finland Drive.
- Met with Michael Murray, representing Metro-PCS at Howland Boulevard and SR-415. He plans to open a new business in the Shoppes of East Deltona, the retail strip in the WalMart plaza.
- Attended a meeting of the St. Johns River-to-Sea Loop Council. The discussion was about the viability of touring programs through the five-county St. Johns River-to-Sea Loop, and how to work for maximum civic and social benefits, while keeping the project financially rewarding for those that invest money in the activity.
- Attended the City Commission meeting. A new Deltona Economic Development Advisory Board (DEDAB) member was selected, the RaceTrac project(s) were moved ahead, the Goodwill location was approved, and the DEDAB’s quarterly report was presented by Rick Demeter, the incoming Chairperson for 2014.
- Attended the Team Volusia Economic Development Practitioners meeting in Daytona Beach.
- Met with Jack Kesler, DEDAB Commerce Park Sub-committee Vice-Chair, to discuss the committee’s 2nd Topic, Quest Diagnostics’ Ribbon Cutting event and the upcoming Business Forum.
- Began delivery of the posters to exhibitor locations for the “Think Before You Throw” posters.
- Met with City staff and Daytona State College staff to discuss mutually beneficial projects.
- Met with staff regarding development in the ‘Deltona Activity Center’.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 11/02/2013

Building Services Division:

Building Permits issued for the week	66
Valuation of work permitted for the week.....	\$490,500
Inspections completed for the week	188
Total Permits issued for Fiscal Year 13/14	303

Documents imaged, pages 5,890
Large scale drawings imaged, pages 0

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

- Continued working on grant status reports for the upcoming auditor's visit.
- Preparing Housing Reports for month end October 31st.
- Updated October financial schedules.
- Working on year end schedules and reports.
- Completed review and submittal of the 2013 Annual Survey of Local Government Finances.
- Attended NIGP Central Florida Chapter Reverse Trade Show in Winter Park.
- Reposted bid for Real Estate Brokers for NSP.
- Posted bid for Fireworks for 2014.
- Closed PO's for FY 2012/2013 and working on additional audit items.
- Taking an online class titled "Fundamentals of Leadership and Management" to update Certified Public Purchasing Officer and Certified Professional Public Buyer certifications.

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

Fire Chief Staples:

- Participated in the Citywide Emergency Management Tabletop Drill and CEMP/COOP reviews.
- Met with the Acting City Manager and HR Director to begin the process of hiring a replacement Fire Chief, and posted an ad on the Florida Fire Chiefs' Association web page.

Deputy Chief Rogers:

- Alarm summary 10/15/2013 to 10/21/2013
 - Structure fire 2
 - Vehicle Fire 1
 - Wild land, grass, trash 1
 - Misc. Fire 6
 - ALS Medicals 73
 - BLS & Misc. Medicals 73
 - Hazardous Condition 4
 - Service Calls 3
 - Good Intent 25
 - False Alarms 6
 - TOTAL 194**
- Conducted CEMP training and EOC Table Top Drill with all Emergency EOC staff.

Deputy Chief Rafferty:

- Met with Chief Staples and Deputy Chief Rogers.
- Completed Target Safety classes.
- Attended Emergency Operations Center Training at City Hall.
- Completed Minimum Equipment list and submitted to County EMS.

Assistant Chief Debose:

- Attended Bunker Gear care class put on by Gary Rhodes from Globe.
- Attended Emergency Management Training/Drill facilitated by Chief Rogers.
- Met with mentee at Discovery Elementary School.
- Continual work on Target Solution assignments.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 11/06/2013

- Performance Evaluations processed: 12
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (10 this week; 1,585 to date)
- Applications received:
 - (01) Waste Water Operator
 - (04) Utility Systems Tech
 - (02) Water Operator
 - (02) Fire Chief
 - (00) Network Analyst
- Coordinated with several Department Directors regarding personnel actions.
- Processed 1 FMLA request.
- Met with Halifax Health regarding the City's FY 2013/14 Wellness Program.
- Finalizing plans for employee Wellness Fair scheduled for November 13th.
- HR Manager and HR Analyst attended United HealthCare Customer Advisory committee. Topics included Pharmacy changes, Wellness programs, and updates to myuhc.com
- Key HR staff participated in HIPPA & Affordable Care Act webinar, and Accident Investigation webinar.

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

Administration:

- Met with Hills Fencing to obtain a quote for some park fencing.
- Conducted a staff meeting with VCSO, Fire Department and additional staff to discuss a special event.
- Attended a Christmas Parade Planning meeting.
- Met with Dave Denny, Jerry Mayes and Deltona State College staff to discuss several initiatives.
- Attended the planning meeting for Relay for Life.
- Coordinated the Santa North Pole event with Volusia County for use of the conference room.
- Developed Senior Advisory Sub Committee Agenda.
- Set up the Commission Chambers for the Arts & Crafts Festival.
- Processed 9 permits for pavilion and field rentals.

Facility Use Permits (10/27/13—11/02/13):

• Deltona Community Center	no permits issued	Weekly attendance – 991
• Harris M. Saxon Community Center	3 permits issued	Weekly attendance – 750
• Wes Crile Park	1 permit issued	Weekly attendance – 1,747
• Skate Park	5 new passes	Weekly attendance – 298

Special Events/Programs:

City Hall:

- Arts & Crafts Festival - Saturday, November 9th 10:00 a.m. to 2:00 p.m.

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.
- Teen "Fall Dance" November 16th 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 continues.
- 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: City Hall, Keysville Dog Park, Sheriff's Office, Thornby Park, Veterans Memorial and Wes Crile.
- Checked all playgrounds for vandalism and graffiti.
- Dupont Lakes – Box-bladed parking lot.
- Manny Rodriguez – Replaced nets on basketball court.
- Skate Park – Picked up tree limb debris and took to 4 Jays.
- Veterans Memorial – Mulched park in preparation for Veterans Day; formed slab for flag drop box next to restroom area; filled holes in parking lot; poured slab for flag burning drop box.

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.
 - Checked and repaired irrigation at Vann Park.
 - Repaired irrigation at Dupont Lakes.
 - Baited ant hills at Dupont, Vann Park and Wes Crile.
 - Weedwhacked, mowed and over-seeded Vann Park.

- Trimmed brush off fences at Vann Park and Wes Crile.
- Moved irrigation at Vann Park for better coverage on tee-ball field.
- Sports Complex including Pony League:
 - Pressured washed restrooms and surrounding areas.
 - Painted all restrooms.
 - Overseeded overflow parking at complex.
 - Mowed new field at Pony League and fields 1-3 at Complex.
 - Took down the Spooktacular trail.
 - Baited ant hills at Pony League and weed-eated new field.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru /2013

Executive Summary:

Planning and Development Services is seeing an increase in development review application activity. Within the past month, the staff conducted the following:

- Tractor Supply Company rezoning application;
- The Vacation of the 2nd Addition to the Carnell Plat antiquated subdivision;
- The Overall Development Plan for the Bella Vista BPUD/Halifax Hospital Medical Office;
- The Goodwill Industries Donation Center at Deltona Landings;
- Live Oak Estates Final Plat Amendment;
- The Lake Baton Estates Phase II Final Plat; and
- The Duke Energy Monastery Substation.

Planning Section:

The Planning Section brought the Live Oak Estates Final Plat to the Commission this week and it was approved unanimously. Staff also received calls to begin a rezoning application for the site at the corner of Finland and Saxon Bv., the restart of the RaceTrac along Howland Boulevard, the creation of an outparcel within the Lowe's plaza, and the potential site for a new self-storage facility. Staff also signed-off on the Business Tax License for the new Subway located next to the Dunkin Donuts store.

Finally, staff received approval for the Community Assistance Visit (CAV) conducted by the State for FEMA. The approved CAV allows the City to move forward with an application for a Community Rating System (CRS) to ultimately assist residents with reduced flood insurance rates.

Housing & Community Development Section:

The Housing and Community Development Section processed Community Development Block Grant (CDBG) expenditures, and did a projection of the remaining monies within the NSP program to complete construction efforts. Since the NSP 1 expenditure deadline was achieved, staff will be focusing on the NSP 3 expenditure deadline. Approximately \$270,000 remains to be spent of the overall \$1.96 million NSP 3 grant fund.

Staff also presented at the Florida Redevelopment Association (FRA) State Conference on the topic of affordable housing. It was an opportunity to showcase our efforts in the SHIP, NSP, and CDBG programs, discuss Deltona to a statewide audience, and to show housing in relation to transportation systems in the future to make Deltona more sustainable.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 11/01/2013

Traffic Operations:

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

- **Signs:**
 - Completed 28 sign repair work tickets in the City.
 - Fabricated and installed 8 new street name signs.
 - Fabricated fifteen 24"x 18" "No Trespassing" signs for the Stormwater Department.
 - Fabricated thirty 2013 – 1016 storm ready decals for the Fire Department.
- **Asphalt:**
 - Repaired 2 asphalt repair work tickets – ½ ton.
 - 164 Perimeter – repaired 15'x 8' section of road for Deltona Water – 1 ½ tons.
 - Horseshoe & Akron – repaired road edge for Stormwater – ½ ton.
- **Speed Trailer:**
 - 2612 Kimberly – removed speed trailer to catch traffic heading towards Lawler.
 - Trumbull between Urbana & Normandy - removed speed trailer.
- **Message Boards:** Saxon & Renton, Saxon & Maximillian – removed message board.
- **Thermoplastic Striping:**
 - 24" white stop bar – 10'; 11'; 14'; 10'; 12'; 11'; 13'; 11'.
 - 12" crosswalk – 52'; 67'; 53'; 66'; 73'; 68'; 64'; 57'; 68'; 56'.
- **Miscellaneous:**
 - 11th Ave – directed traffic for ribbon cutting ceremony.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
- **Clam Truck:**
 - Debris – 10
 - Trimming – 16
- **Slope Mowing:** Alley 219 – 200'; E Slater – 900'; 3255 Quail – 80'; 1640 Oxford – 160'; 635 Malaga – 280'.
- **Drop Offs & Sod:**
 - Repaired drop off with fill dirt at 1155 Swanson; 1312 Tartan; 2113 Wallingford; 2082 N Hyde; 59 Holbrook; 672 Tradewinds; 754 Maltby; 2483 Tipton; 2410 Pavilion; 670 Outrigger; Greenbrier & Kangaroo; 2501 Shiprock; 2493 Shiprock; 2485 Shiprock; 2477 Shiprock; 2310 Weatherford; 922 Mentmore; Mentmore & Greenbrier; Mentmore & Belen; 935 Leeward; 746 Leeward; Trumbull; 1302 Belmar.
- **Miscellaneous:**
 - City wide – emptied all City trash containers.
 - Dewey Boster park – helped take down material for Spooktacular.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 3 | Repairs – 8 |
| • Equipment | PM – 3 | Repairs – 26 |
| • Fire Dept Station Checks | 3 | |
| • 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:**

- 1688 Topaz – rebuilt the drainage box; backfilled under the driveway with fill dirt and compacted.
- 918 Leyburn Dr – used the aquatech to suck down and repair a hole in the drainage pipe; back filled and compacted.
- 2537 Bevans Ct – dug out the grass around the drainage basin and the driveway; formed up a 10x10 spillway and poured with concrete to stop erosion from the water blow off.
- 1610 Horseshoe Ter – poured back two driveways and one 3x2 piece of concrete; cut out the broken pieces of asphalt in the road and sodded the swale.

• **Drainage Area Maintenance (Aebi Mowing):**

- Drainage r.o.w. mowed – 1003 De Carlo; 3048, 3145 Telford; 1362, 1373 Trollman; 1341, 1371, 1399 Hayward; 1076 Gage; 1028 Yale; 3390 Goldenhills; 1040 Eastbrook; 1309 Lodge; 1324, 1385 Comerwood; 1266, 1276 Swiss; 3350 Montcalm; 1621, 1697, 1741 Courtland; 3218 Buckland; 1509 Tubeck; 3256 Laurel; 1532 Bonview; 3292 Buckland; 1632 Roble; 3063, 3040 Blaine; 1635, 1491, 1517 Keeling.
- Ponds mowed – 912 Fairbairn; 921 Whitewood.

• **Right of Way Mowing Crew:**

- Main roads mowed - Elkcam Blvd; Courtland Blvd.
- Sectors mowed – 15; 16; 17; 18; 19; 20.
- Alleys mowed – 171; 172; 484; 498; 566; 740; 1159.

• **Right of Way Litter Crew:**

- Main road trash pickup – Tivoli Dr; Deltona Blvd; Cloverleaf Blvd; Anderson Dr; Alexander Dr; Elkcam from Howland to Providence; Ft Smith Blvd; Normandy Blvd.

• **Miscellaneous:**

- City Wide – mowed; weedwhacked; picked up trash in Right of Way of all alleyways.
- 1399 Freeport Dr – cleared the blockage in front of the headwall and replaced the broken piece of PVC over the headwall opening of the pipe.
- 1659 Waycross Dr – filled in depression with dirt.
- City Wide – checked all pump station outfalls for obstructions, debris and erosion.
- Meadowlark – Aebi mowed the outfall for Clear Lake pump station.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 11/03/2013

Customer Service

October/November 2013	Total week ending 11/03/2013
DW – Lockbox	1846
Ebox	1161
Call Center Calls	1665
Walk-ins/Drop Box	1110
On-line Payments	1114
IVR	554

Customers Disconnected for Non-Pay

October/November 2013	Total week ending 11/03/2013
Total on Disconnect List	192
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

October/November 2013	Total week ending 11/03/2013
Water Service	1
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	1
Fire Hydrant Repair	0
Replace Meter Box	17
Locates Received	200
Locates Completed	197
Main Leaks	5
Service Leaks	7
Sewer Repairs	0
Sewer Blockage	0
KV2 Valves	6
Service Replacements	2
Meter Change Outs	23
Service Orders	536
Disconnects	192
Drainfield Leaks	0
Meter Retirements	13

CITY OF DELTONA RESIDENTS:



wishes everyone a

Happy
THANKSGIVING


**NO COLLECTION service provided
on Thanksgiving Day
November 28th, 2013**

Thursday, November 28th
will be serviced on
Friday, November 29th
&
Friday November 29th
will be serviced on
Saturday, November 30th



Visit the City of Deltona's
website at: www.deltonafl.gov