



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dale Baker, Acting City Manager
Subject: Weekly Courtesy Report
Date: September 12, 2014

CITY MANAGER'S OFFICE thru 09/12/2014

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

- Posted the following information on Twitter: Newmark Drive closed at Fort Smith Boulevard; Fire Department hiring firefighter/EMT; introduction to Mango at Library.
- Shared the following on Facebook: Deltona Panthers having league pictures; Orange City/DeBary yard sale for animal control; video of gopher turtle in Lyonia; NOAA hurricane updates; and Florida Hospital's Women's Health Conference.
- Sent an e-mail blast to Deltona Parks & Recreation followers about the upcoming Caribbean Crew concert.
- Submitted the October, November, December edition of the City Newsletter to the City Manager's Office for review.
- Updated DeltonaTV schedules and programming for the week of September 14th.
- Worked with Command Corp installers:
 - Testing new Tight Rope equipment in the TV room;
 - Training with the installers on the new Panasonic video switcher.
 - Assisted with the file transfers for the new Compix graphics generator.
 - Conference call with Steve Narvaez, Command Corp, and ATT representatives to initiate U-verse installation process for DeltonaTV.
- Working on the Mayor's Get Fit for '15 Fitness Challenge:
 - Reviewed dates, topics, times and locations for the seminars with Jerry Mayes, and updated the Calendar of Seminars, posters, handouts and the webpage.
 - Met with representatives from Florida Hospital and Halifax Health to review progress
 - Contacted the seminar vendors regarding Registration Night on September 24th.
 - Followed up with potential funding and gift sponsors.
 - Secured \$150 sponsorship from Dave's Fence Company.
 - Working with Florida Hospital and Halifax Health on the participation waiver.
 - Met with Nick Sassic to review insurance and liability issues.
 -
- Continued post-production on the "Children in Hot Cars" PSA; "Children in Hot Cars" episode for Fire & Safety Bulletin; Economic Development: Volusia Health Dept Pt. 2; and Parks & Rec: ADA Issues.
- Production video schedule for the October episodes of: Code Enforcement Notebook, Parks & Rec Update, Audubon Report, and Economic Development Report.
- Site visit to the Thornby Park Nature Trail, with Jerry Mayes and Eli Shaperow.
- Assisted the Economic Development Manager with the Deltona Skating Rink ribbon-cutting ceremony.
- Working on the September issue of The Pride.
- Updating the Get Fit for '15 Fitness Challenge posters and handouts with the seminar schedule.
- Updated the Get Fit for '15 Fitness Challenge webpage with the seminar schedule.

Press Releases/s:

- Get Fit for '15 Fitness Challenge Seminar Schedule

Media Relations:

- Spoke to Henry Frederick of *HeadlineSurfer.com* regarding payments received from 20/20 Media. Sent him a copy of a Notice of Default sent to the company by the City Attorney on August 18th along with the contract.
- Spoke with Katie Toth of *Money Magazine* numerous times regarding statistical and demographic information about Deltona.
- Provided information regarding the Halifax Crossings development, and the proposed City Budget, to *Mark Harper/Daytona News Journal*.
- Provided information regarding the Halifax Crossings development to *Angela Jacobs/WFTV-TV Ch.9*.
- Provided information regarding the proposed City Budget, and the Council on Aging, to *Al Everson/West Volusia Beacon*.

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

- Met with Lee Lopez and Florida Hospital and Halifax Health staff to continue planning and preparation for the Mayor’s “Get Fit by ’15” Fitness Challenge.
 - Continued solicitations for donors.
 - Delivered an event poster and flyers to Patti Stevens at YMCA, which will be one of the Health Sponsors providing services.
 - Attended the Board Meeting of the West Volusia Audubon Society. The Society will participate in the challenge by acting as tour guides on healthy nature walks at Audubon Park and Lyonia Preserve.
- Met with Eli Schaperow to discuss the Daytona State College Birding Trail, and to prepare for filming a Deltona TV segment on September 26th.
- Continued following up on multiple International Council of Shopping Center (ICSC) conference contacts and leads.
- Worked with PIO staff to prepare and supervise the ribbon cutting for the grand re-opening of the restored RINK, the skating rink on Doyle Road.
- Met with Mark Harper of the News-Journal for an interview on the current status of the Deltona Scrub Jay Mitigation Project.
- Attended the September 8th Commission Workshop regarding Council on Aging.
- On September 10th, met with Lee Lopez and Eli Schaperow at Thornby Park to walk the trail, take pictures, etc.
- Attended a free webinar: “Leveraging the Private Sector – International Experiences”, which discussed how private sector resources are frequently applied to designing, building, financing and/or maintaining infrastructure, including roads and bridges, public buildings, ports and airports, transit systems, parking and traffic control systems, water and wastewater projects, schools, hospitals, prisons and other public buildings.
- As the City Staff Liaison, prepared the Commerce Park & Performing Arts/Historical Facility agenda packages for the September 12th meeting of this advisory board sub-committee. This meeting is open and the public is encouraged to attend.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 09/05/2014

Building Services Division:

Building Permits issued for the week 48
Valuation of work permitted for the week\$286,683
Building Inspections completed for the week166

Packages Picked Up	1	
A/P Invoices Opened	93	
Newspapers	16	(5.5 hours)
Public Records Requests Received	5	
Public Record Request Amount Received	\$7.95	
Documents imaged or modified, pages	3,436	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 09/12/2014

- Finalizing budget for the second reading on Sept. 15th.
- Reconciled 2013/2104 inventory; inventory is complete.
- Preparing documentation for end users regarding fiscal year 14-15 purchase orders.
- Working with Avcon, Inc. and FDOT to ensure the trail project keeps progressing.
- Sold items on GovDeals.com.

FIRE/RESCUE DEPARTMENT thru 09/10/2014

Mark Rhame, Fire Chief:

- Attended Volusia County Sheriffs Office (VCSO) recognition ceremony honoring Lt. Sabia.
- Attended all day training on State-wide Emergency Response Training.
- Met with University High School staff regarding mutual interest programs.
- Presented Firefighter Nabicht one year shield.
- Held two Step 1 grievance hearings.

Robert Rogers, Deputy Fire Chief:

- Alarm summary 9/2/2014 to 9/8/2014

Structure fire	0
Vehicle Fire	0
Wild land, grass, trash	1
Miscellaneous Fire	5
ALS Medicals	68
BLS & Misc. Medicals	59
Hazardous Condition	5
Service Calls	4
Good Intent	12
<u>False Alarms</u>	<u>10</u>
TOTAL	164

Russell Rafferty, Deputy Fire Chief:

- Attended Open House/Pink Heels Committee meeting.
- Conference call with Telestaff regarding overtime.
- Attended Step 1 grievance meeting.
- Met with University High School staff regarding mutual interest programs.
- Attended meetings regarding upcoming Open House event.
- Met with Chief Littell regarding public education assignment.

- Met with Risk Manager regarding workers compensation issues.
- Completed State Advanced Life Support Application.
- Met with Dr. Springer regarding Paramedic Clearance Procedure.
- Met with Deltona High School EMS riders.
- Met with IT regarding EMS programs.
- Conference call with Knox Systems regarding software issue.
- Instructed Standard Operating Procedure classes.
- Attended State Response Training Class at County Emergency Operations Center.

Dean Debose, Assistant Chief:

- Worked on Target Solution assignments.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 09/10/2014

- Performance Evaluations processed: 13
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,785 to date)
- Applications received:
 - (05) Parks Attendant
 - (01) Lieutenant
 - (12) Parks Maintenance Tech I
 - (03) Stormwater Tech
 - (01) Wastewater Operator
 - (01) Firefighter/EMT
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- New job postings – Stormwater Tech, Firefighter/EMT. Admin Asstistant I (internal).
- Scheduled 1 pre-employment physical and drug screening (Office Assistant).
- Processing status changes for merit increases for all departments.
- New hire orientation: Water Operator III, Utility & Customer Service Manager, and Purchasing Agent.
- Separation processed including exit interview: S. Fernandez, Administrative Assistant (resignation in lieu of termination).
- FMLA applications processed: 2
- Conducted termination hearing for a Public Works Department employee.
- Coordinating with Halifax Health for upcoming additional employee Wellness Program screening on September 11th (City Hall).
- Processing status change forms for reclassifications.
- Coordinating with senior management and Local 2913 regarding their desire to negotiate the impact of the FY 2014/15 health insurance renewal.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 09/06/2014

Administration:

- Met with James Evans Well Drilling to discuss repairing the City Hall well.
- Met with Game Changer Sports Academy to discuss youth basketball.

- Met with Nature Conservancy to discuss Scrub Jay mitigation.
- Met with Trinity Christian School representative to discuss field usage at Dewey Boster Soccer Complex.
- Processed 8 permits for pavilion and field rentals.

Facility Use Permits (08/31/14—09/06 /14):

- | | | |
|------------------------------------|------------------|--------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 720 |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 396 |
| • Wes Crile Park | 3 permit issued | Weekly attendance – 1682 |
| • Skate Park | 5 new passes | Weekly attendance – 136 |

Special Events/Programs:

- Harris Saxon Community Center: Boys and Girls Club After School Care.
- Partner Leagues:
 - Tackle Football and Cheerleading – Pop Warner Panthers continues.
 - Deltona Youth Soccer continues.
 - Men’s Softball League has started.
 - Men’s Senior League starts on September 15th.

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; other miscellaneous tasks as needed.

- Picked up flag clasps and bungee cords for flags.
- Replaced soap dispenser in 2nd floor restroom.
- Lowered flags to half-mast.
- Escorted Massey Pest Control Service.

Parks Maintenance:

Weekly tasks include opening all the parks in the morning; cleaning restrooms; picking up trash and emptying garbage bins; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.), playgrounds and sidewalks; taking vehicles to Fleet for maintenance; replacing or repairing any damaged property.

- Picked up supplies at Ace Hardware.
- Delivered supplies to Deltona Community Center.
- Placed message boards roadside to advertise for concert at the amphitheater.
- Lowered flags to half-mast at Veterans and Wes Crile Park.
- Delivered boxes of new chairs to Dewey Boster.
- Harris Saxon – fixed exit gate.
- Skate Park – repaired toilet.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Campbell and Wes Crile Park.
 - Raked and lined Dupont Lakes.
 - Sprayed fields at Wes Crile with Medinacal.

- Sprayed TB3000 on fields at Dupont Lakes, Vann Park and Wes Crile Park.
- Cleaned excess sand from sodded areas.
- Sprayed RoundUp on clay areas at Vann Park.
- Sports Complex including Pony League:
 - Mowed and edged valve boxes on fields at Complex.
 - Rolled Complex and sod.
 - Pony League – pressure washed, sprayed with TB3000 and RoundUp on clay area.
 - Fertilized Sports Complex fields 2,3,5 & 8.
 - Lined and prepped field 4 for soccer game.
 - Lined football field.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 09/12/2014

Executive Summary:

The Planning and Development Services Department has been invited to attend FDOT planning sessions for both the Project Advisory Group for the Volusia Connector Study and the District-wide Community Planning Workshop. Both efforts represent continued reinvestment and long-range planning within the Central Florida region and expansion of transportation facilities and modes within Volusia County. Recent examples have been the extension of SunRail into the County, an expanded recreational trail network, and the beginnings of analysis for the widening of Interstate 4.

Planning:

The Planning Section met with the applicants for the Saxon Sterling Silver BPUD site. Both plan sets for the WalMart Neighborhood Center with retail building and the Florida Hospital Fish Memorial Outpatient Center are in for review. Staff also completed Commission Agenda Memos for the October 6th Commission hearing. These include Amendments to Shed Design Standards (Ordinance No. 27-2014), Affordable Housing Advisory Committee Appointments (Resolution No. 2014-33), Conditional Use and Variance Applications for property at 1948 Saxon Boulevard (Resolutions No. 2014-22 and 2014-24), and Conditional Use Application for East Coast Dragon Tattoo Parlor (Resolution No. 2014-29). Finally, staff assisted the Economic Development Manager in mapping potential scrub-jay areas per the Miller Legg study.

Housing & Community Development Section:

The Housing and Community Development Section worked on the resolution for the Affordable Housing Advisory Committee (AHAC). Staff also worked with the Finance Department and HUD to draw-down expenditures and close-out some Community Development Block Grant (CDBG) accounts. Staff provided information concerning the CDBG subrecipient amounts and activities for the Council on Aging. Finally, staff assisted in recapturing SHIP funds for a home, for program compliance.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 09/07/2014

Traffic Operations:

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

- **Signs:**
 - Completed (14) sign repair work tickets through the City.
 - Fabricated (12) new street name signs and installed (8) new street name signs.
 - Fabricated and installed (1) 30"x30" R1-1 Stop sign at N. 3rd Ave.

- Fabricated and installed (1) 30"x30" R1-1 Stop sign at Persian St. & Brady Dr.
- Fabricated and installed (1) 30"x30" R1-1 Stop sign at Waycross Cir. & Vivian Dr.
- Fabricated and installed (1) 30"x30" R1-1 Stop sign at E. Waycross Cir & Waycross Ct.
- Fabricated and installed (1) 30"x30" R1-1 Stop sign at N. 3rd Ave.
- Fabricated and installed (6) 30"x30" S1-1 School Crossing signs, (4) W16-9P 24"x12" ahead signs, (2) S5-1 24"x48" 20 mph when flashing signs at Tivoli Dr. & Baton St.
- **Message Boards:**
 - Newmark Dr. & Gregory Dr. – Installed (1) message board for closure of intersections at Ft. Smith & Newmark Dr.
 - Ft. Smith Blvd & Newmark Dr. – Installed (2) message boards for closure at intersection.
- **Thermoplastic Striping:**
 - 24" white stop bars – 12', 15', 13', 13', 13', 19', 11', 12', 16', 15', 10', 11', 23', 11', 14', 16'
 - 12" white crosswalks – 54', 63', 63', 97', 56'

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Normandy Blvd, N. Howland Blvd, Elkcam Blvd, Providence Blvd.
 - City Signs – Saxon Welcome Sign
- **Concrete:**
 Sidewalks: 2848 Forest Edge Dr. : 10' x 4'; 2824 Forest Edge Dr: 4' x 4'; 1397 Gainesville Dr.: 4' x 4'; 1391 Gainesville Dr.: 5' x 4'; 1387 Gainesville Dr.: 8' x 4'; 1966 Newmark Dr.: 10' x 5'.
- **Clam Truck:**
 - Debris: 11
 - Trimming: 8
- **Slope Mowing:**
 Tradewinds Dr. and Ft. Smith Blvd. – 240'; 1901 S. Merrick Dr. – 60'; Across from 1901 S. Merrick Dr. – 80'; 1311 Ferendina Dr. – 80'; 1695 April Ave – 80'; 1710 Hernando Dr. – 80'; 1336 Ferendina Dr. – 80'; 1314 Ferendina Dr. – 80'; 1324 Ferendina Dr. – 120'; 1338 Ferendina Dr. – 40'; Deltona Blvd. – 700'; 1279 Tivoli Dr – 200'.
- **Drop Offs & Sod:**
 Installed Sod: 1133 E Hancock Dr. (15 pcs); 1143 E Hancock Dr. (1/4 pallet); Abigail Dr. & E Hancock Dr. (15 pcs); 996 Abigail Dr. (1/4 pallet); 882 S Hancock Dr. (10 pcs); 780 W Hancock Dr. (10 pcs); 1195 W Hancock Dr. (15 pcs); 1188 W Hancock Dr. (1/4 pallet); 1108 Stillwater Ave. (1/4 pallet); 688 Wing Ter. (1/2 pallet); 1144 Gerona Ave. (10 pcs); 1133 Gerona Ave. (10 pcs); 838 Maybrook Dr. (1/4 pallet); 750 W 9th St. (1/4 pallet); 1602 Roble Ln. (1/4 pallet); 1620 Roble Ln. (3/4 pallet); 711 Nardello St. (1/4 pallet); Across from 711 Nardello St. (1/4 pallet); 667 Brunswick Ter. (20 pcs); 602 Brunswick Ter. (3/4 pallet); 1163 Outlook Dr. (1/4 pallet); 1966 Newmark Dr. (1/2 pallet); 761 Leland Dr. (1/4 pallet).
- **Miscellaneous:** City Wide – Emptied all trash containers.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 3 | Repairs – 7 |
| ● Equipment | PM – 3 | Repairs – 10 |
| ● Fire Dept Station Checks | 3 | |
| ● 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:** 2620 Keysville: Cut down four nyloplast basins to correct elevation, formed up one driveway and four nyloplast basins to be poured with concrete, and started reshaping the swales.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed:
1003 DeCarlo Dr.; 760 Red Coach Rd; 1411 E Lombardy Dr.; 1740, 1724 Whipple Dr.; 2765 Huron St.; 2160 Clearwater Dr.; 1521 Ortega Ave; 1952 E Merrick Dr.; 1965, 2023, 2081 Alameda Dr.; 2016 Dumas Dr.; 1648 Gregory Dr.; 1872 Akron Dr.; 1529 Ferendina Dr.; 1599 Providence Blvd.; 1299 Briarwood Ave.; 1450 Ft. Smith Blvd.; 1408 Ft. Smith Blvd.; 1921 Shaw St. ; 2553 Gramercy Dr.; 3152 Clewiston St.; 1501 Tivoli Dr.; 625 Leland Dr.; 1990 W Chapel Dr.; 753 Arlene Dr.; 2349 Fitzpatrick Ter.; 632 Armadillo Dr.; 2017 Appian Ct.; 640 Sullivan St.; 2140 E. Parkton Dr.; 2032 W. Parkton Dr.; 1868 Plumtree Dr.; 1590 W. Finland Dr.
 - Ponds mowed: 2068, 784 Atmore Cir.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Courtland Blvd.; India Blvd.; Humphrey Blvd.; Haulover Blvd.; Newmark Dr.; Captain Dr.
 - Sectors mowed – 21, 22, 23, 25, 26, 27, 28, 29.
- **Right of Way Litter Crew:**
Main road trash pickup – Catalina Blvd.; Tivoli Dr.; Deltona Blvd.; Cloverleaf Blvd.; Anderson Dr.; Alexander Ave.; Ft. Smith Blvd.; Newmark Dr.; Humphrey Blvd.; Haulover Blvd.; Captain Dr; Catalina Blvd.
- **Miscellaneous:**
 - Blaine Cir. @ Brewton Cir.; 1688 Topaz Ter. – Reset drainage lid.
 - Mowed and trimmed around the pump station.
 - Mowed and trimmed around trees at Dupont Lift Station # 12.
 - Norwood Dr – Replaced lakeside fence panel with walk-in gate.
 - City Wide – Cleaned up retention ponds.
 - Lush Lane – Mowed outside fence and easement.
 - 1730 Tiffin Ave – Replaced worn rope going through the yellow posts in front of the retention pond.
 - Pioneer Dr – Delivered and installed concrete barriers at the gate of construction job site.
 - De Carlo Ct – Removed fallen tree in ditch.
 - Humphrey Blvd – Cleared dead weeds and picked up trash at base of culvert pipe crossing road, on both sides of road.
 - 201 Howland Blvd – Monthly check of battery water levels and charge in message boards and arrow boards.
 - 201 Howland Blvd. – Delivered Menzi Muck to Lakeland dealer for repair.
 - Kirkhill Rd. – Weed whacked around fence.
 - City Wide – Finished pump station and Security checks.
 - Tallwood Storage Yard – Loaded and hauled used corrugated metal pipe to recycle center.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 09/07/2014

Customer Service

September 2014	Total week ending 9/7/14
DW – Lockbox	2208
Ebox	1517
Call Center Calls	1322
Walk-ins/Drop Box	1150
On-line Payments	1646
IVR	864

Customers Disconnected for Non-Pay

September 2014	Total week ending 9/7/14
Total on Disconnect List	186
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

September 2014	Total week ending 9/7/14
Water Service	1
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	2
Locates Received	115
Locates Completed	101
Main Leaks	0
Service Leaks	4
Sewer Repairs	1
Sewer Blockage	8
KV2 Valves	4
Service Replacements	0
Meter Change Outs	4
Service Orders	416
Disconnects	186
Drainfield Leaks	0
Meter Retirements	47