

# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, Acting City Manager  
Subject: Weekly Courtesy Report  
Date: September 20, 2013

CITY MANAGER'S OFFICE thru 09/20/2013

**Acting City Manager Comments:**

Please see the attached flyer, Exhibit A, announcing the free distribution of food at Dewey O. Boster Sports Complex on October 26<sup>th</sup>, from 9:00am to noon, thanks to a partnership between the City, our State Representative David Santiago, Farmshare and Community Life Center. The Sports Complex is located at 1200 Saxon Blvd. in Deltona, and distribution will continue as long as supplies last. Everyone welcome.

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

- Posted information about Laramore and Renton Street closings on Facebook, Twitter, and the City Web site.
- Updated the "Slow for the Cone" posting under the News & Highlights portion of the City's homepage.
- Submitted information about Veterans Community Education Partnership's POW/MIA (Prisoner of War/Missing in Action) Ceremony and Youth Basketball Registrations to the City Clerk's Office for the online Event Calendar.
- E-blasted Teen Center event and FLOWmobile visit.
- Made revisions to a poster for an upcoming Teen Dance Event.
- Continue to work with Deltona Parks & Recreation on the poster for the Deltona Arts & Crafts Festival.
- Posted a reminder on Facebook & Twitter about the Caribbean Crew concert and information about youth basketball registrations.
- Photographed recreation facilities in the DeLand area for a Parks report to the City Manager.
- Met with the Office of Economic Development (OED) to plan the Fall Business Forum, and attended the first Spooktacular planning meeting.
- Updated the DeltonaTV schedules and programming—Grill Sergeants, Armed Forces Boxing, Battleground, Fit for Duty, White House Chronicle, Global Perspectives, On the Issues, MetroCenter Outlook, Arts Performances, Acoustic Spotlight, nature and environment programming for the week of September 22<sup>nd</sup>.
- Video production session for the October episodes of Deltona Parks & Rec Update (Spooktacular Preview) and Deltona Fire Bulletin (Fire Explorers program).
- Posted Florida Local Government Coalition (FLGC) "Local Works" PSA for air on DeltonaTV.
- Met with TV equipment vendor regarding the status of the TV Room Wiring Project.
- Met with City staff working on the Eco-tourism project, to review progress and set goals for the next thirty days.
- Live broadcast the September 16<sup>th</sup> Commission meeting, and recorded it for later broadcast.

**Media Relations:**

- Provided list of City events for the Seasonal Calendar to the *Editor/Hometown News*.
- Provided information regarding the Concessions at Dewey Boster Park, to *Mark Harper/Daytona News Journal*.
- Provided a photograph of Dave Denny for an article regarding the extension of his contract to the *Editor/West Volusia Beacon*.

- Worked with Acting City Manager Dave Denny for an interview regarding the new Eastern Wastewater Treatment Plant, for Mark Harper/Daytona News Journal.

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

- Attended the Volusia County Council meeting to support Team Volusia EDC.
- Met with Joseph Cerrato, Deltona Economic Development Advisory Board (DEDAB) Chairperson, to discuss items for upcoming DEDAB and Sub-committee meetings and agendas.
- Met with John Wanamaker of Team Volusia, representatives of Boyette Strategic Advisors, Mayor Masiarczyk and Chris Bowley of Planning & Development, to discuss and then tour two commercial sites.
- As DEDAB Liaison, attended the monthly meetings of the Educational Campus and Medical Facilities Research Sub-committee and the Commerce Park Research Sub-committee. These meetings are held on the second Friday of each month in the Second Floor Conference Room at City Hall, at 10:00am and 3:00pm respectively. Meetings are open, and the public is encouraged to attend and learn more about the workings of economic development within the City.
- As the municipal representative for the City of Deltona, attended the meeting of the Career Connection Cadre, which is a public/private venture that works with the Volusia County School District, various institutions of higher learning, and Volusia’s Business Community supporting career education “Career Academies” in our high schools.
- Reviewed interview questions with Gary Heckle, owner of the new Dunkin’Donuts on Howland Boulevard. Gary will be interviewed for DeltonaTV, Bighthouse Digital Channel 199 for an October broadcast.
- Met with Chris Bowley and Ron Paradise of Planning & Development Services, and Eric Raimundo, Legislative Assistant for Representative David Santiago, House District 27, to discuss economic development—potential locations, and the strengths & liabilities of the locations.
- Attended a meeting of the Florida Brownfields Association to discuss the 2013 State of Florida legislative changes, and to plan for the 2013-2014 agendas.
- Met with Gary Heckle to review potential sites for a second Dunkin’Donuts location in Deltona. We discussed several sites and he was provided demographic information on the primary sites of interest.
- Attended an Eco-Tourism internal staff meeting to gather updates on staff assignments, map the progress of the project, and determine follow-up on assignments.
- Attended the Volusia Manufacturer Association “Manufacturing Showcase”, held at Embry-Riddle Aeronautics University. This is a chance to meet manufacturers and build relationships that may impact future economic development in the manufacturing industry.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 09/13/2013

**Building Services Division:**

Building Permits issued for the week.....	64
Valuation of work permitted for the week.....	\$1,257,582
Inspections completed for the week .....	165
Total Permits issued for Fiscal Year 12/13 .....	3040
Valuation of work permitted for the year 12/13 .....	\$37,573,792
Permits Issued:	
A/C Change Out .....	16
Building Residential.....	2
Door Replacement .....	2
Electrical .....	5

Fence.....	5
Garage Door Replacement.....	1
Generator.....	1
Glass Room.....	1
Interior Repair/Renovation.....	1
Patio Cover.....	1
Pool Enclosure.....	2
Pool In-Ground.....	1
Reroof.....	10
Screen Enclosure.....	3
Siding.....	1
Tent.....	1
Water Heater Replacement.....	7
Window Replacement.....	4
<b>Total</b>	<b>64</b>

**Enforcement Services Division:**

Requests for services this week.....	406	
Animals impounded at the humane societies.....	33	
Citation warnings issued.....	35	
Courtesy notices.....	170	
Abatement notices.....	108	
Citations issued.....	5	
Code Enforcement telephone calls.....	172	
Animal Control calls.....	134	
Solid Waste calls.....	82	
Citizen walk in requests for Code Enforcement assistance.....	10	
Citizen walk in requests for Animal Control assistance.....	28	
Citizen walk in requests for Solid Waste assistance.....	4	
Properties requiring grass to be cut by contractors.....	27	(at a cost of \$1,080)
Certified mailings sent out.....	122	(at a cost of \$747)
Money collected for Animal tags, liens and return to owners.....	\$899	
Foreclosures for this week: Deltona	32	
County	<u>82</u>	
Total	114	

**CITY CLERK'S OFFICE** (Joyce Kent, City Clerk) thru 09/13/2013

2nd Floor HR/CC Walk-In Customers.....	26	
2nd Floor calls Answered.....	26	
Packages Received.....	67	
Packages Picked Up.....	1	
A/P Invoices Opened.....	17	
Newspapers.....	16	(4.5 hours)
Public Records Requests Received.....	4	
Public Record Request Amount Received.....	\$2.38	
Documents imaged, pages.....	4,684	
Large scale drawings imaged, pages.....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 09/20/2013

- Eco-Tourism meeting to discuss time line and grant possibilities for upcoming projects (Rails to Trails grants, Boating Improvements).
- Participated in webinar on “Municipalities Facing Budgeting Challenges”.
- Visited the Mapleshade Drainage Project job site to conduct Davis Bacon interviews.
- Working with Housing and Community Development to prepare new bids and quotes for Housing Counselors, Realtors, Inspectors, and Appraisers.
- Re-submit the Request for Proposal (RFP) for General Contractors.
- Preparing renewals and backup documentation for Purchase Orders for new fiscal year.
- Posted bid for dumping/landfill services.
- Posting adopted budget to Munis financial system.
- Meeting with Human Resources and Nationwide to discuss Market Value Assessment.
- Prepared and presented 2<sup>nd</sup> reading of budget to Commission.
- Prepared and presented 2<sup>nd</sup> reading of millage rate to Commission.

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 09/17/2013

**Fire Chief Staples:**

- Attended the Central Florida Fire Chiefs Association meeting.
- Attended the Volusia County Schools Career Academy Awards annual breakfast and planning meeting.

**Deputy Chief Rogers:**

- Alarm summary 9/10/2013 to 9/16/2013
  - Structure fire 1
  - Vehicle Fire 2
  - Wild land, grass, trash 2
  - Misc. Fire 2
  - ALS Medicals 63
  - BLS & Misc. Medicals 73
  - Hazardous Condition 2
  - Service Calls 10
  - Good Intent 15
  - False Alarms 5
  - TOTAL 175

**Deputy Chief Rafferty:**

- Met with Daytona State College (Ride Along Program).

**Assistant Chief Debose:**

- Collected information packets and coordinated schedule for annual physicals.
- Coordinated the completion of the Fire in the Field Program.
- Worked on Target Solution assignments.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 09/18/2013

- Performance Evaluations processed: 7
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (05) added
  - Total # of Deltona JOBS Program folders taken – (5 this week; 1,560 to date)
- No applications received (no positions open).
- Coordinated with several Department Directors regarding personnel actions.
- Attended Drug & Alcohol Policy meeting.
- Continuing to coordinate with Halifax Health regarding the City's FY 2013/14 Wellness Program.
- Processing Open Enrollment insurance and AFLAC changes.
- Preparing status change forms for general employee FY 2013/14 merit increases (0 to 3% merit).
- Preparing status change forms for Local 2913 Union FY 2012/13 retro increases (4%).
- Preparing status change forms for Local 2913 Union FY 2013/14 pay increases (3%).
- Processed 1 FMLA application.
- Submitted to Chief Staples for delivery/pick-up by a Union officer, tobacco free workplace info and Surgeon General report on smoking as well as smoking cessation programs info per the Union's request and in response to their desire to impact-bargain the City's new *Tobacco Free Workplace* policy (effective October 1<sup>st</sup>).

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 09/14/2013

**Administration:**

- Hosted the Caribbean Crew concert at the Amphitheater.
- Met with Musco Sports Lighting representatives to discuss relocating the football field lighting.
- Met with a resident to discuss space at one of our community centers for a church organization.
- Met with Eco-Tourism internal staff to provide status update.
- Met with Signal 21 representatives to discuss City Hall alarm issues.
- Attended Spooktacular planning meeting.
- Met with Empire Roofing to finalize construction for the new batting cage roof at Dewey Boster.
- Met to discuss video production on dogs in City parks.
- Attended Dade Paper Company exhibition regarding janitorial supplies.
- Processed 8 permits for pavilion and field rentals.

**Facility Use Permits (09/08/13—09/14/13):**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 4 permits issued | Weekly attendance – 1,239 |
| • Harris M. Saxon Community Center | 1 permit issued  | Weekly attendance – 250   |
| • Wes Crile Park                   | 1 permit issued  | Weekly attendance – 1,970 |
| • Skate Park                       | 8 new passes     | Weekly attendance – 697   |

**Special Events/Programs:**

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway:

- Florida Basketball & Volleyball Association (FBVA) summer 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 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 and weed-whacked: Deltona Community Center, Dupont Lakes, Dwight Hawkins, Keysville Dog Park, Lake Gleason, Manny Rodriguez, Sheriff's Office, Skate Park, Thornby, Timber Ridge and Wes Crile.
- Moved message boards for concert in the Amphitheater and the Latin Fest.
- Dewey Boster – Worked on Triple A field.
- Festival Park – Replaced boards on perimeter fence.
- Keysville Dog Park – Repaired faucets in restroom.

**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.
- Sports Complex:
  - Mowed, weed-whacked and edged all fields, Pony League, and outer perimeter.
  - Cleaned up after Latin Fest.
  - Repaired irrigation boxes and wiring, installed new irrigation, and added Profile to field at Pony League.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 09/18/2013

**Executive Summary:**

The Planning and Development Services Department brought Ordinance No. 10-2013 to the September 16<sup>th</sup> Commission meeting, which was the Master Development Plan update to the Bella Vista Business Planned Unit Development–Development Agreement. The ordinance was adopted unanimously. The applicant, Halifax Hospital, is determining the next step to be able to get to the Preliminary Plat stage.

**Planning Section:**

- Met with RaceTrac, who continues to anticipate a letter from Duke Energy directing them to relocate vegetation from under or near their powerlines.
- Processed the Live Oak Estates amended Final Plat and received comments from the survey consultant. The project will be scheduled for the October 3<sup>rd</sup> Development Review Committee (DRC) meeting.
- Reviewed the updated plans for the Wendy's along Saxon Boulevard and will process that DRC approval electronically to save the applicant time, since the project is for a remodeling of the existing building and minor site work.
- Received the corrected drawings for the Greater Faith AME Church located at 800 Deltona Boulevard and staff is reviewing those plans to ensure all comments are addressed.
- Met with a design group for the DOT property within the Activity Center. They are looking to redesign a previous concept plan that included Class A office, to today's market of a distribution center.
- Prepared and forwarded an agenda memo package for the dedication of Meadowlark Drive, which is a needed step prior to platting Phases II and III of Lake Baton Estates.

**Housing & Community Development Section:**

- Submitted the SHIP Annual Report and awaiting word of acceptance from the State.
- Staff met to discuss the use of General Contractors within the NSP program and agreed to execute a 45-day contract extension through the Purchasing Division, so that more advertising for local contractors could occur.
- Updated its contact information with HUD.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 09/13/2013

**Traffic Operations:**

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

- **Signs:**
  - Completed 2 sign repair work tickets in the City.
  - Fabricated 8 new street name signs, and installed one.
- **Asphalt:**
  - Completed 16 asphalt repair work tickets – 5 ½ tons.
  - Jessamine – repaired 13'x 11' section of road for Deltona Water – 2 tons.
  - Weatherford – repaired 36'x 34' section of road for Stormwater – 13 ½ tons.
- **Message Boards:** Ft Smith/Elkcam, Ft Smith/Providence – installed message boards for road work.
- **Thermoplastic Striping:**
  - 24" white stop bar – 12'
  - 12" crosswalk – 65'; 100'

**Field Operations:**

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

- **Beautification:**
  - Medians – Normandy, Elkcam, Howland Blvds – routine maintenance.
  - Providence Blvd – removed weeds from peanut grass.
  - City Signs – Howland Welcome Sign.
  - Miscellaneous – Public Works Depot: mowed; weedwhacked; edged.

- **Concrete:**
  - Sidewalks – Gaucho & Cloverleaf – 13’x 5’.
  - Miscellaneous – Public Works Depot: formed and poured 29’x 14’ concrete slab for fuel tanks installation; removed block wall and rebuilt new block wall around oil tanks.
- **Clam Truck:**
  - Debris – 10
  - Trimming – 8
- **Slope Mowing:** Florida between Elkcam & Fernwood – 320’; Alarka – 80’; Fernwood – 480’; Stanton & Ft Smith – 10’ & 80’; 1509 Keeling – 60’; 775 Fayson – 80’; Fayson – 60’; 2800 Summerfield – 160’; Summerfield – 220’; Norvell & Alden – 80’.
- **Drop Offs & Sod:** N Normandy between Howland & Graves – repaired drop offs and installed 10 pallets of sod.
- **Miscellaneous:** N Normandy – weedwhacked along the walls.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 7 | Repairs – 13 |
| • Equipment                  | PM – 2 | Repairs – 24 |
| • Fire Dept Station Checks   | 6      |              |
| • Road Calls                 | 5      |              |
| • Parts Run/Vehicle Delivery | 5      |              |
| • 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:**
  - 2462 Weatherford Dr – completed reshaping the swales; sodded back with bahia; formed up and poured one driveway with concrete.
  - 1541 Laramore St – cut two driveways and one road crossing for a drainage project; installed 80’ of 15” HDPE pipe; one nyloplast basin; hauled off materials.
  - 1184 Brickell Dr – reshaped the swale to stop erosion; sodded back with bahia.
  - 2331 Greenbrier St – reshaped the swale to get better water flow to the drainage box; reshaped the ditch with tree check dams to slow the water down; installed some erosion mat in the ditch.
  - 313 Chapman – filled in washout with dirt; compacted and sodded.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed – 1293 Buccaneer; 230 Embassy; 761 Red Coach; 898 Fairbairn; 819, 992 Gaucho Cir; 1096 Eleanor; 989, 780, 732 9<sup>th</sup> St; 751, 722 Whitewood Dr; 524 Gasper; 444 Alexander; 1003 De Carlo; Beal/Courtland; 3400 George Sauls; 1041, 1040 Eastbrook.
  - Ponds mowed – 1911 Ft Smith; 849 Deltona Blvd; 1902 Marlow St; 1912 Worthington; 1634 Akron Dr; 201 Howland Blvd; 1765 Normandy; Ft Smith/Normandy; 1091 Rosetta; 2868 Slater Dr; 2307 Greenwood Dr; 926 Whitewood Dr; 1049 Sylvia; Seagate/Catalina; Omaha; Whipple; Borinquen Blvd; Beechdale.
- **Right of Way Mowing Crew:**
  - Main roads mowed – Elkcam Blvd; Montecito Ave; Tivoli Dr; Deltona Blvd; Ft Smith Blvd; Courtland Blvd; Cloverleaf Blvd; Alexander; Anderson Dr.
  - Sectors mowed – 4; 5; 6; 7.
  - Alleys mowed – 977; 1184; 1185; 1578; 1915.

- **Right of Way Litter Crew:**
  - Main road trash pickup – Ellicam Blvd; India Blvd; Humphrey Blvd; Courtland Blvd; Newmark Dr; Haulover Blvd; Normandy Blvd; Catalina Blvd; Tivoli Dr; Captain Dr.
- **Miscellaneous:**
  - 1638 Bloomfield Ave; 50 Ft Smith; 1250 Wheeling; 1327 Hartley Cir; 3240 Sky St – mowed and trimmed around the pump stations.
  - 1060 Elgrove Dr – cut the weeds down in front of the headwall and hauled off.
  - 1653 Jordan Ter – reset the lid back on the drainage box.
  - 344 Cloverleaf Blvd – weedwhacked around the headwall and along the ditch bank.
  - 1060 Abadan Dr – filled in depressions with dirt in the easement where the pipe runs.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 09/15/2013

**Customer Service**

September 2013	Total week ending 09/15/2013
DW – Lockbox	1656
Ebox	1178
Call Center Calls	1455
Walk-ins/Drop Box	1148
On-line Payments	1071
IVR	617

**Customers Disconnected for Non-Pay**

September 2013	Total week ending 09/15/2013
Total on Disconnect List	86
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

September 2013	Total week ending 09/15/2013
Water Service	4
Meter Sets	1
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	14
Locates Received	123
Locates Completed	126
Main Leaks	1
Service Leaks	14
Sewer Repairs	1
Sewer Blockage	3

KV2 Valves	3
Service Replacements	1
Meter Change Outs	12
Service Orders	432
Disconnects	86
Drainfield Leaks	0
Meter Retirements	24

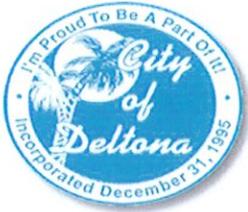


# DAVID SANTIAGO

## STATE REPRESENTATIVE



Is Partnering With



# FEEDING OUR COMMUNITY

## FREE FOOD DISTRIBUTION

EVERYONE IS WELCOME

**OCTOBER 26, 2013**

**9:00 AM - 12:00 PM**

**Dewey O. Boster Complex**

**1200 Saxon Blvd., Deltona**

**Walk up is also available**

**\*\*while supplies last\*\***