



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dale Baker, Acting City Manager
Subject: Weekly Courtesy Report
Date: September 5, 2014

CITY MANAGER'S OFFICE thru 09/05/2014

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

- Updated DeltonaTV schedules and programming for the week of September 7th.
- Working on the Get Fit for '15 Fitness Challenge:
 - Working with Jerry Mayes to develop sponsorship letters and packets.
 - Sent out letters and emails to selected businesses to solicit sponsorships.
 - Working with various businesses/groups to finalize the Fitness Challenge Seminar schedule.
 - Working with the City Attorney on the participant waivers.
 - Organized meeting for September 8th with Halifax Health and Florida Hospital.
 - Working with Nick Sassie, on any liability needs and concerns.
- Live broadcast of the September 3rd Commission Meeting, and recorded the meeting for later broadcasts.
- Contacted Saul Saenz regarding his availability to emcee the 2014 Christmas Parade; contacted Nick Pizza regarding securing on-camera talent; working to secure the rental of a PA system for the Parade.
- Working on the September issue of The Pride, and on the Oct-Nov-Dec issue of the City Newsletter.
- Preproduction planning for the September videotape session for DeltonaTV programming—Code Enforcement Notebook, Parks & Rec Update, Economic Development Report, and the Deltona Audubon Report.
- Met with Jerry Mayes, Steve Narvaez and a representative of the Volusia County School District, regarding a proposed technology project.
- Met with Jerry Mayes and Sandra Walters, to review ideas for Thornby Park's botanical gardens and possible historical site.
- Inventorying equipment for TV Room project, with Terri Connelly.
- Met with Jerry Mayes and Eli Schaperow, to review upcoming Audubon Report TV programs and Audubon participation in the Get Fit for '15 Fitness Challenge.
- Photographed the Farewell Dinner/Reception for Dave Denny on August 28th.
- Posted DeltonaTV slide, City Hall Closed for Labor Day.
- Worked with Jerry Mayes to prepare for the ribbon-cutting event for the new Deltona Skating Rink, on Friday September 5th.
- Posted the following information on Facebook and Twitter: Watch episodes of Code Enforcement Notebook on the City's YouTube Channel; internet classes at the library; City Commission agenda; computer basics in Spanish at the library; selfies for SunRail; retweeted Mark Harper's story on Get Fit for 15; Labor Day history; Labor Day closing of City Hall; hands on crafts for adults at the library; Caribbean Crew playing at the amphitheater; conversations about voter identification when it is time to vote; save the date for the Pink Feet 10K/5K; lost/missing/found pets.
- "Shared the following on Facebook: NOAA weather alert/updates; lost/missing/found pets; robbery photos from the Volusia County Sheriffs Office; Couponing 101 workshop at the Library; library creates Grab N' Go fiction table.
- Met with representatives from Florida Hospital, Final Mile Race Management, and City staff to discuss the Pink Feet 10K/5K.

- Completed a training session with Stephen Lawrence of In Focus Media on how to use software to derive statistics for use by the Office of Economic Development.

Media Relations:

- Provided information regarding the Rental License Ordinance, to *Saul Saenz/Central Florida News 13*, *Blaine Tolison/WFTV Ch 9*, and *Mark Harper/Daytona News Journal*.
- Provided information regarding the Scrub-jay mitigation study, and the proposed Halifax Crossings, to *Mark Harper/Daytona News Journal*.
- Provided information regarding DeltonaTV being carried on ATT U-verse, and the Acting City Manager’s salary, to *Al Everson/West Volusia Beacon*.

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

- Met with PIO staff to continue planning, and preparing sponsorship solicitations for the Mayor’s “Get Fit for ’15” Fitness Challenge.
- The EcoTourism Team met with an Enterprise Preservation Society representative to discuss Thornby Botanical Garden and Historical Site (Ft. Kingsbury, the Indian Shell Mound, and the Rail Line).
- Attended an initial training seminar on the use of Neiman Claritus, which gives the City the capability to produce demographic reports for use in solicitations to developers and site selectors.
- Met with Volusia County School District (VCSD) regarding the low graduation rate in the area, which is an issue in recruiting businesses to the area. Developers and businesses are looking for either a trained or a trainable workforce. Discussion was focused on the use of technology in the classroom, and the use of high school academies to assist in raising the graduation rate.
- Started following up on International Council of Shopping Center (ICSC) conference contacts and leads. This is a large conference attended by commercial brokers, commercial developers, design firms, and retailers (restaurants, service companies, and retail stores).
- Attended a meeting of the Team Volusia EDC’s Economic Development Practioners Council meeting.
- Met with John Kizer, Business Assistance Specialist for the County of Volusia Economic Development, and Leigh Shapleigh, the new Business Retention Specialist for Volusia County Economic Development.
- As City Liaison, attended the Board Meeting of the West Volusia Audubon Society regarding City plans in conjunction with the various City projects (EcoTourism, “Mayor’s Fitness” challenge, etc).

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director/Deputy City Manager) thru 08/29/2014

Building Services Division:

Building Permits issued for the week.....	79
Valuation of work permitted for the week.....	\$497,214
Building Inspections completed for the week	211
Total Permits issued for Fiscal Year 13/14	3,548
Valuation of work permitted for the year 13/14	\$62,026,959
Fire plan review completed for the week	61
Fire Inspections completed for the week.....	6
Permits Issued:	
A/C Change Out	22
Concrete Flat Work	1
Door Replacement	4
Electrical	3
Exterior Renovation	1

Fence	16
Foundation Grout	1
Garage Door Replacement	2
Gas Installation	1
Other	2
Photovoltaic	1
Plumbing	3
Pool Above-ground	1
Pool In-ground	2
Reroof	10
Right of Way	2
Sign	3
Site Engineering	2
Solar Panel Installation	2
Total	79

Enforcement Services Division:

Requests for services this week	268	
Animals impounded at the humane societies	32	
Citation warnings issued	11	
Courtesy notices	101	
Abatement notices	55	
Citations issued	2	
Code Enforcement telephone calls	157	
Animal Control calls	62	
Solid Waste calls	149	
Citizen walk in requests for Code Enforcement assistance	2	
Citizen walk in requests for Animal Control assistance	13	
Citizen walk in requests for Solid Waste assistance	7	
Properties requiring grass to be cut by contractors	35	(at a cost of \$1,400)
Certified mailings sent out	64	(at a cost of \$415)
Money collected for Animal tags, liens and return to owners	\$3,253	
Foreclosures for this week: Deltona	20	
County	<u>67</u>	
Total	87	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 008/29/2014

2nd Floor HR/CC Walk-In Customers	28	
2nd Floor calls Answered	40	
Packages Received	67	
Packages Picked Up	0	
A/P Invoices Opened	81	
Newspapers	15	(4.5 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	0	
Documents imaged or modified, pages	4,411	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 09/05/2014

- Prepared the first reading by the Commission of the FY 14/15 Budget.
- Met with Human Resources to discuss personnel changes in the upcoming fiscal new year.
- Posted Request for Proposals (RFP) for Executive Search Firms for the City Manager search. Proposals are due Tuesday, September 23rd.
- Sent agreement to FDOT for their approval of the Lakeshore Trail Project.

Accounts Payable Section		
Check Run Date:	8/1/2014	
Checks Processed	297	\$ 1,501,288.04
Invoices Processed:		
Carol	204	226,156.04
Julia/Jacque	256	1,265,648.27
UB Refunds	179	9,483.73
	639	\$ 1,501,288.04
Check Run Date:	8/15/2014	
Checks Processed	401	2,818,301.84
Invoices Processed:		
Carol	294	603,460.51
Julia/Jacque	268	2,198,031.59
UB Refunds	260	16,809.74
	822	\$ 2,818,301.84
Check Run Date:	8/29/2014	
Checks Processed	307	906,769.78
Invoices Processed:		
Carol	245	226,713.42
Julia/Jacque	260	666,352.04
UB Refunds	198	13,704.32
	703	\$ 906,769.78

Payroll Section	
Check Run Date:	8/14/2014
Total Employees	309
Time Sheets Processed	618
Checks Processed	22
Direct Deposits Processed	298
Total Payroll including benefits	\$ 735,385.48
Miscellaneous:	
Flexible Spending Reimbursements	12
Check Run Date:	8/28/2014
Total Employees	306
Time Sheets Processed	612
Checks Processed	22
Direct Deposits Processed	295
Total Payroll including benefits	\$ 740,191.96
Miscellaneous:	
Flexible Spending Reimbursements	37

FIRE/RESCUE DEPARTMENT thru 09/01/2014

Mark Rhame, Fire Chief:

- Attended Air Medevac Training with Air Care and Air One.
- Met with staff and volunteers regarding FS65 Open House and the Pink Heals tour.
- Pink Feet planning meeting.
- Attended Volusia County Fire Chiefs monthly meeting.

Robert Rogers, Deputy Fire Chief:

- Alarm summary 8/26/2014 to 9/1/2014

Structure fire	0
Vehicle Fire	0
Wild land, grass, trash	0

Misc. Fire	3
ALS Medicals	52
BLS & Misc. Medicals	48
Hazardous Condition	4
Service Calls	14
Good Intent	15
False Alarms	8
<u>TOTAL</u>	144

Russell Rafferty, Deputy Fire Chief:

- Attended FL Fire Chiefs meeting in Orlando.
- Attended Halifax Community BBQ.
- Open House planning meeting with Chief Swisher.
- Completed 1 Target Safety class.
- Instructed Air One classes.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 09/03/2014

- Performance Evaluations processed: 7
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (10 this week; 1,780 to date)
- Applications received:
 - (00) Wastewater Operator
 - (03) Parks Attendant
 - (01) Fire Department Lieutenant
 - (01) Parks Maintenance Tech I
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- New job posting – Parks Maintenance Tech.
- Scheduled 1 pre-employment physical and drug screening (Purchasing Agent).
- New hire orientation: Water Operator III.
- Processed one FMLA application.
- Coordinating with Halifax Health for an additional employee Wellness Program screening on September 11th at City Hall.
- Processing status change forms for reclassifications.
- Met with AFLAC to coordinate new FSA procedures.
- Coordinating with the Finance Department/Payroll regarding implementation of promotion and merit pay increases.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 08/30/2014

Administration:

- Met with City staff to discuss officials and scorekeepers for adult softball.
- Met with Halifax Health.
- Met with Game Changer Sports Academy representatives to discuss youth baseball.

- Prepared food for farewell breakfast for Dave Denny.
- Met with James Evans Well Drilling to discuss City Hall's well.
- Attended Halifax Health community BBQ at 2090 Saxon Blvd.
- Processed 8 permits for pavilion and field rentals.

Facility Use Permits (08/24/14—08/30/14):

• Deltona Community Center	4 permits issued	Weekly attendance – 849
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 465
• Wes Crile Park	1 permit issued	Weekly attendance – 1,390
• Skate Park	13 new passes	Weekly attendance – 271

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 starts on September 8th.
 - 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.

- Checked doors in detective area at the Sheriff's Office.

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.

- Mowed, edged and weed-whacked: Campbell, CVS Park, Deltona Community Center, Dewey Boster, Dwight Hawkins, Festival, Harris Saxon, Lake Gleason, Sheriff's Office, Thornby, Timber Ridge, Vann Park, Veterans Memorial and Wes Crile.
- Picked up items from Sysco for City Manager's retirement breakfast at City Hall.
- Picked up supplies at Ace Hardware.
- Delivered outdoor nets to Wes Crile.
- Delivered goods from Xcalibur to Community Center.
- Delivered tables from City Hall to Dewey Boster.
- Deltona Community Center – Repaired sink in men's restroom.
- Skate Park – Placed 3 pallets of sod around half pipe area.
- Thornby Park – Changed out paper towel dispensers in restrooms.
- Tom Hoffman – Changed out garbage cans on walking trail.

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 and lined Dupont Lakes.
 - Sprayed Wes Crile clay and worked on irrigation.
 - Repaired irrigation at Vann Park.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex; edged concrete.
 - Mowed outskirts of Complex and weed-whacked Pony League.
 - Rolled Complex and sod.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 09/05/2014

Executive Summary:

The Planning and Development Services Department presented the Halifax Crossings BPUD rezoning application to the City Commission this week. The site is a ±148-acre tract within the northern portion of the Deltona Activity Center and is planned for intensive commercial uses. The proposed uses are consistent with the original purpose and intent of the Activity Center to accommodate large and intensive highway-oriented land uses that are gateway-serving for the City and take advantage of the Interstate 4 high-volume roadway frontage.

Planning:

The Planning Section conducted the pre-development and pre-construction meeting with Tractor Supply Company and that project is underway. Also, the final step for J&J Security is to construct a parking lot that is being undertaken. Staff received the Final Site Plan application package for the Florida Hospital Fish Memorial Outpatient Center to be located on the ±4.4-acre lot 1 of the Saxon Sterling Silver BPUD project. As proposed, Florida Hospital intends to construct a ±17,790 SF one-story office building that will be used for medical office/clinic uses. The BPUD rezoning allows for a two-story building, up to 40,000 SF in size, with a separate 5,000 SF outpatient building. The proposed design respects the adjacent residential neighborhoods to the north, east, and west of the site and has ample parking. Access to the site will be from Sterling Silver Boulevard, with no direct access from Saxon Boulevard. Finally, staff provided comments to the applicant for the WalMart Neighborhood Center and Retail Final Site Plan and Final Plat.

Housing & Community Development Section:

The Housing and Community Development Section submitted the SHIP Annual Report to the State of Florida and awaits comments, acceptance, etc. on its status. Staff also worked on the procedures for the Affordable Housing Advisory Committee (AHAC) to update the potential interest list, which will be brought to the City Commission for approval. Finally, staff received a contract offer for the NSP house located at 2896 Courtland. The sale of this home would leave 13 homes remaining within the overall NSP program.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 08/29/2014

Traffic Operations:

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

- **Signs:**
 - Completed 19 sign repair work tickets.

- Fabricated 10 and installed 4 new street name signs.
- Installed 0 street name signs.
- Replaced 13U championship decals on 4 acknowledgment signs at the entrance to Deltona.
- Fabricated 10 R1-1 30"x30" stop signs for stock.
- **Asphalt:**
 - Completed 3 asphalt repair work tickets using ¼ ton of asphalt.
 - Installed in Right Of Way an 8'x36' section of asphalt for Stormwater – 3¾ tons.
- **Message Boards:** all message boards removed.
- **Thermoplastic Striping:**
 - 24" white stop bars – 13', 13', 18', 11', 15', 14', 12', 17', 16', 13', 14', 14', 13', 12', 15', 12', 15'.
 - 12" white crosswalks – 66', 88', 71'.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Normandy, Howland, Providence, Elkcam Blyds – routine maintenance
 - City Land: 3280 Delbrook; 1177 Hastings; 1787 Ft Smith
 - City Signs: Howland Blvd Welcome sign.
- **Concrete:** Sidewalks – 1641 Galiano – 40'x5'; Galiano & Providence – 16'x5', 27'x4'.
- **Clam Truck:**
 - Debris – 22
 - Trimming – 11
- **Drop Offs Repaired & Sod Installed:**
871 N 2nd Av; 790 Leland; 718 Leland; 727 Leland; 1145 Marshall; 1121 Marshall; 1200 Providence Blvd; Humphrey between O'Bannion & Varsity; 1118 Humphrey; 1031 Pinder; 1013 Pinder; 1007 Pinder; 1073 McCormick; 1010 Portland; 1089 Portland; 1158 McCormick; 1161 McCormick.

Fleet Maintenance Division:

- Vehicles PM – 3 Repairs – 6
- Equipment PM – 6 Repairs – 22
- Fire Dept Station Checks 6
- Road Calls 4
- Parts Run/Vehicle Delivery 4
- CDL Testing 0

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; inventory Stormwater bay and sheds; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; Capital In House projects; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 1590 Tivoli Dr – dug out area where trucks are turning into the alley and tearing up the grass and asphalt; asphalted a 31'x9' area.
 - Providence/Wakefield – cut the asphalt and filled in the hole with recycled concrete.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed:
1381 Thrush Ln; 2801 Belkton Ct; 761 Red Coach Dr; 1199 Calrion Cir; 1310 Portillo Dr; 2472 Lackland Dr; 3172 Tunisia Dr; 2030 Parkton Ave; 501 Gaspar Dr; 1510 Page Dr; 1570 Zinnia Dr; 1124 Page Dr; 1640 Bloomfield Ave; 2163 Newmark Dr; 2895 Newmark Dr; 2099 Newmark Dr; Howland/Courtland; Brady; 1529 Ferendina Dr; 1868 Plumtree Dr.

- Ponds Mowed:
 850 Farrington Dr; 2383 Collingswood Dr; 810 Kangaroo Ct; 2307 Greenwood Dr; 2868 Slater Dr; 926 Whitewood Dr; 311 Montego Dr; 650 Wellington Dr; 705 Normandy Blvd; 675 Malaga Ave; 1541 Laramore St.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Elkcarn Blvd; Montecito Ave; Courtland Blvd.
 - Sectors mowed – 15; 16; 17; 18; 19; 20; 21.
 - Alleys mowed – 566; 740; 500; 570; 498; 161; 172; 566; 1178.
- **Right of Way Litter Crew:**
 Main road trash pickup – India Blvd; Humphrey Blvd; Courtland Blvd (from Ft Smith to 415).
- **Miscellaneous:**
 - 3100 Riverhead Dr, 1638 Bloomfield Ave – Mowed and trimmed around pump station.
 - Ft Smith Blvd, Apache/ Normandy/Tivoli/Ft Smith – Filled water bags around newly planted trees.
 - 1045 Brady Dr – Mowed the Right of Way and picked up trash.
 - 1410 Hartley Ct – Cut tree that fell on fence.
 - 977 Humphrey Blvd – Assisted VCSO with draining a pool.
 - 3249 Tallwood Dr – Removed two fallen trees in ditch and put in Right of Way for a clam pick up.
 - 862 Tamerlane St – Mowed high grass in the Right of Way.
 - City-Wide – Watered newly planted trees and filled water bags at the ponds.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 08/31/2014

Customer Service

August 2014	Total week ending 8/31/14
DW – Lockbox	1532
Ebox	1095
Call Center Calls	1337
Walk-ins/Drop Box	906
On-line Payments	1372
IVR	769

Customers Disconnected for Non-Pay

August 2014	Total week ending 8/31/14
Total on Disconnect List	66
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

August 2014	Total week ending 8/31/14
Water Service	0
Meter Sets	0

Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	12
Locates Received	322
Locates Completed	300
Main Leaks	0
Service Leaks	3
Sewer Repairs	2
Sewer Blockage	5
KV2 Valves	2
Service Replacements	1
Meter Change Outs	3
Service Orders	445
Disconnects	66
Drainfield Leaks	2
Meter Retirements	43