



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: April 25, 2014

CITY MANAGER'S OFFICE thru 04/25/2014

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

- Updated DeltonaTV weekly schedules and programming for the week of April 27<sup>th</sup>.
- Preliminary FY 2014-2015 budget review for PIO accounts.
- Videotaped "Living With Black Bears" presentation at the DeLand Library, which will be produced as a program for DeltonaTV.
- Working with the Parks Department, the Clerk's Office and the Fire Dept for the D-TV June episode of Parks Update: July 4<sup>th</sup> Preview.
- Teleconference training seminar with Stewart Signs, for programming the new welcome sign message boards.
- Working on the May issue of The Pride.
- Updated City Job Listing slides for DeltonaTV.
- Met with Jerry Mayes to review FY 2014-2015 budget for Eco-Tourism projects.
- Live broadcast of the April 21<sup>st</sup> Commission meeting, and videotaped it for later broadcast.
- Working with the Parks Department on the slide show presentation for the Volunteer Appreciation Lunch.
- Finished post-production for the TV program, Economic Development Report/Daytona State.

**Media Relations:**

- Provided information regarding a pit bull dog stabbed with a knife, while it attacked a resident and another dog, to Patricio Balona/Daytona News-Journal.
- Provided information regarding comments made by a resident about alleged harassment to Mark Harper/Daytona News-Journal.

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

- Met with staff to prepare for the application for the Tiger Grant for feasibility and planning: the expansion (to 4 lanes) of all of Normandy Boulevard to Deltona Boulevard; the redesign of the Normandy/Deltona Boulevards intersection; and, the expansion (to 4 lanes) of Deltona Boulevard to Dirksen Avenue.
- Met with Lee Lopez and Wendi Jackson (PIO) to discuss Eco-Tourism Budget in preparation for the upcoming budget process.
- Attended an Enterprise Florida Training Session: "Economic Development Competitiveness" at Valencia College in Orlando. Also attending were Steve Burley (Deland), Alison Stettner (Orange City), Nick Conte (Deland Area Chamber of Commerce) and Bob Turk (Sanford).
- Met with PIO regarding the upcoming May 15<sup>th</sup> Halifax Health ribbon cutting ceremony.
- Attended the School Advisory Council for Deltona Middle School; provided copies of "Mayor for a Day" exposition winner picture from Monday night's Commission meeting to the Principal, Dr. Sileo.
- Attended City Manager's "PRIDE" forum.

- With Lee Lopez, attended the “Living with Black Bears” presentation in Deland, for the information as well as to videotape it for a future Audubon program for DeltonaTV.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 04/18/2014

**Building Services Division:**

Building Permits issued for the week .....	77
Valuation of work permitted for the week.....	\$431,724
Inspections completed for the week .....	149
Total Permits issued for Fiscal Year 13/14 .....	1896
Valuation of work permitted for the year 13/14 .....	\$45,737,382
Permits Issued:	
A/C Change Out .....	14
Addition .....	3
Concrete Flatwork.....	2
Door Replacement .....	4
Driveway.....	1
Fence.....	11
Garage Door Replacement.....	3
Interior/Exterior Repair.....	1
Patio Cover .....	2
Plumbing Re-pipe .....	1
Pool In-ground .....	2
Reroof.....	14
Right of Way.....	3
Screen Enclosure.....	2
Shed .....	2
Siding.....	1
Solar Panel Installation .....	2
Tree Removal.....	1
Water Heater Replacement .....	3
Window Replacement .....	5
Total .....	77

**Enforcement Services Division:**

Requests for services this week .....	362
Animals impounded at the humane societies .....	25
Citation warnings issued .....	28
Courtesy notices .....	161
Abatement notices .....	50
Citations issued .....	6
Code Enforcement telephone calls .....	113
Animal Control calls .....	114
Solid Waste calls .....	76
Citizen walk in requests for Code Enforcement assistance .....	4
Citizen walk in requests for Animal Control assistance .....	19
Citizen walk in requests for Solid Waste assistance .....	3
Properties requiring grass to be cut by contractors .....	19

(at a cost of \$760)

Certified mailings sent out .....	55	(at a cost of \$357)
Money collected for Animal tags, liens and return to owners .....	\$2,368	
Foreclosures for this week: Deltona	18	
County	<u>121</u>	
Total	139	

**CITY CLERK'S OFFICE** (Joyce Raftery, City Clerk) thru 04/18/2014

2nd Floor HR/CC Walk-In Customers .....	28	
2nd Floor calls Answered .....	18	
Packages Received .....	27	
Packages Picked Up .....	1	
A/P Invoices Opened .....	63	
Newspapers .....	10	(3.75 hours)
Public Records Requests Received .....	2	
Public Record Request Amount Received .....	\$102	
Documents imaged, pages .....	816	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 04/25/2014

- Assisted in the preparation of the TIGER grant application for the Normandy Blvd Parallel Facility for I-4 project.
- FEMA has announced that the applications for the Hazard Mitigation Grant are due July 25<sup>th</sup>.
- Attended a webinar on Reporting for Pension Plans implementation.
- Finalized Community Rating System points spreadsheet for the Division of Emergency Management and FEMA.
- Attended the Lakeshore Loop project monthly progress meeting.
- Prepared and distributed Budget Guide books for FY 14/15 budget to all Directors, and conducted a training session for budget entry for all applicable staff.
- Working on slide presentation for April 28<sup>th</sup> Commission workshop.
- Posted Request for Quotation (RFQ) for the Lakeshore Multi-Purpose Trail Project.
- Prepared Request for Proposal (RFP) for Auditing Services.
- Proposals for the Broadcast Room Equipment upgrade are due on April 29<sup>th</sup>.
- Proposals for General Contractors for the Housing Division are due on May 8<sup>th</sup>.
- Preparing for inventory for all City Hall Departments.
- Working to get items which have been approved for disposal posted on GovDeals.

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Robert Rogers) thru 04/22/2014

**Acting Fire Chief Rogers:**

- Alarm summary 4/15/2014 to 4/21/2014
 

Structure fire	2
Vehicle Fire	2
Wild land, grass, trash	2

Misc. Fire	1
ALS Medicals	43
BLS & Misc. Medicals	72
Hazardous Condition	5
Service Calls	4
Good Intent	23
<u>False Alarms</u>	<u>10</u>
TOTAL	164

**Deputy Chief Rafferty:**

- Met with OptiCom regarding a traffic light.
- Conference call with Telestaff.
- Target Safety class.
- American Heart Association - Essentials Training class.
- Attended EMS Providers meeting in Daytona.
- Met with Dr. Springer regarding a protocol issue.
- Met with EVAC regarding field equipment.
- Instituted a Trauma Equipment Program.
- Moved Trauma Equipment from Stations to Logistics.

**Assistant Fire Chief Dean Debose:**

- Tested personnel on working out of class.
- Attended special ops training (trench rescue).
- Taught American Heart Association - CPR class.

**HUMAN RESOURCES DEPARTMENT** (Tom Acquaro, Director) thru 04/23/2014

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (0 this week; 1,700 to date)
- Applications received:
  - (04) Firefighter/EMT
  - (08) Enforcement Service Officer
  - (01) SW Heavy Equipment Operator
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Conducted (4) interviews for Utility Systems Tech.
- Conducted (8) interviews for Public Works Tech.
- Conducted (2) interviews for Utility Customer Service Representative.
- Scheduled pre-employment physicals & drug screens for 2 Public Works Tech, 1 Utility Systems Tech & 1 Utility Customer Service Rep.
- Processed (1) FMLA request.
- Separations processed including exit interview: (1) D. Thompson, Enforcement Services Officer (Resigned).
- Posted 2 positions – Parks Maintenance Tech & Logistics Clerk.
- Coordinated Employee of the Quarter meeting; committee reviewed nominations and selected a winner for the 2<sup>nd</sup> quarter of 2013/2014.
- Preparing FY 2014/15 budget cost impact estimates regarding merit increases and pay scale adjustments.

- Reviewing/coordinating E-Verify training for HR staff.
- Conducted background checks on the two Fire Chief finalists.
- Participated in final interview for Fire Chief; prepared draft offer letter.
- Coordinating for final *Diversity—Respect in the Workplace* training for April 30<sup>th</sup> at Deltona Water.

**Risk Management/Safety:**

- Working on four Workers Compensation claims.
- Working on two citizen complaints regarding THM.
- Working on three third-party claims for restitution to the City.
- Working on two State Attorney cases.
- Developing Safety Equipment Policy for safety goggles use.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 04/19/2014

**Administration:**

- Met with Advance Mechanical Systems, Inc. to discuss air conditioning system installation at Wes Crile.
- Met with Schwenn Air Conditioning at Vann Park and the Sheriff's District Office.
- Met with fire inspectors to evaluate several park facilities.
- Conducted Senior Advisory Sub Committee meeting.
- Staff attended weekly City Manager forum.
- Prepared materials and finalized purchases for the Volunteer Appreciation event.
- Met with several departments on park planning.
- Prepared materials for Arbor Day.
- Met with staff to discuss the Lakeshore Loop Trail.
- Met with VCSO representatives and staff to discuss an upcoming half marathon.
- Set up for the FL Department of Transportation meeting in the Chambers.
- Processed 10 permits for pavilion and field rentals.

**Facility Use Permits (04/13/14—04/19/14):**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 1 permit issued  | Weekly attendance – 982   |
| • Harris M. Saxon Community Center | 1 permit issued  | Weekly attendance – 422   |
| • Wes Crile Park                   | 3 permits issued | Weekly attendance – 2,025 |
| • Skate Park                       | 3 new passes     | Weekly attendance – 200   |

**Special Events/Programs:**

City Hall: Arbor Day – Friday, April 25<sup>th</sup>

Harris Saxon Community Center: Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway:

- Men's Softball Spring League continues.
- Men's Senior League 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.*

- Picked up supplies at Ace Hardware.
- Picked up tables and tents from Dewey after Eggstravaganza and returned to City Hall.
- Set message boards for Arbor Day.
- Picked up vehicle and Toro mower at Fleet.
- Campbell Park – Installed irrigation lines and heads near playground; replaced trash receptacles throughout park; planted trees at front entrance and removed grass; pulled plants along front entrance and dumped dirt; replaced broken windows on building; cleaned out planter by playground; reset parking stops along perimeter of playground area.
- Dewey Boster – Cleaned out garage; removed old/used paint cans to the Depot.
- Dwight Hawkins – Box-bladed parking lot.
- Lake Gleason – Box bladed parking lot and boat ramp area.
- Skate Park – Checked leak in restroom.
- Veterans Memorial – Emptied trash cans in preparation for Veterans picnic.

**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.*

- Spread mulch around courtyard area.
- Working on inventory with Purchasing Manager.
- Working on safety improvements to stairways at City Hall.

**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.
  - Weed-whacked Dupont Lakes and Vann Park.
  - Raked, edged, weed-whacked and set Dupont Lakes.
  - Sprayed RoundUp at Audubon Park trail, Campbell Park trail, Vann Park and Wes Crile Park.
- Sports Complex including Pony League:
  - Mowed, edged and weed-whacked fields at Complex.
  - Mowed and edged Pony League and overflow parking.
  - Flagged sprinkler heads, aerified and dragged Complex.
  - Sprayed RoundUp at Pony League and Complex.
  - Top-dressed and dragged fields 1-3 and 4-9.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 04/23/2014

**Executive Summary:**

Planning and Development Services brought Ordinance No. 04-2014 for a rezoning application from OR (Office Residential) and P (Public) to C-2 (General Commercial). The C-2 zoning designation, as proposed, is consistent with the underlying Commercial future land use designation and is compatible with the C-2 designations to the east and west of the site. The proposed use is for a Racetrac commercial retail facility. However, the proposed zoning amendment allows for a range of permitted land uses within the C-2 zoning district that would have the potential to be developed on-site.

**Planning:**

The Planning Section met with the applicant for the Saxon Sterling Silver BPUD project (Ordinance No. 02-2014). The applicant wanted to address conditions of approval, as a result of the April 7, 2014, City Commission public hearing. The primary issues were the hours of operation (24 hour facility), the timing of the construction of the mast arm traffic signal, and the timing of construction of the sidewalk along Saxon Boulevard from 5-ft. to 8-ft. in width. Staff worked with the City Attorney to update the Development Agreement to bring to the City Commission on May 5<sup>th</sup>.

Staff brought to the City Commission a request to apply for the U.S. Department of Transportation (DOT) Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grant for 2014. The DOT received \$600 million in appropriations this year for planning and construction projects and the request is to apply for a planning grant. The planning and design effort would be for a parallel facility following the existing rights-of-way from Graves Avenue to Doyle Road along Normandy Boulevard and Deltona Boulevard. The intent would be to create a uniform right-of-way cross section that takes capacity off of Interstate 4 and increases mobility within the City.

**Housing & Community Development Section:**

The Housing and Community Development Section worked on the remaining four (4) homes under construction within the NSP program. Due to the sale of the home at 882 Vercelli, the new 25% set-aside total for Very Low Income (VLI) within the NSP program was reduced by roughly \$125,000. With the sale of the home, the program income generated was approximately \$24,000, so 25% of that amount or \$6,000 will be added to back into the VLI total. Staff anticipates the sale of the remaining ±375,000 of VLI 25% set-aside to be completed within the next year. Staff also conducted in-kind service presentations for the Community Development Block Grant (CDBG) program to be able to award the required set-aside for social services.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 04/18/2014

**Traffic Operations:**

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

• **Signs:**

- Completed 9 sign repair work tickets throughout the City of Deltona.
- Fabricated and installed 5 street name signs.
- Fabricated two R2-1 24"x 30" 40 mph signs for stock.
- Fabricated six R1-1 30"x 30" Stop signs for stock.
- Fabricated three R1-1 30"x 30" Stop signs for on call.

- Fabricated & installed 24'x 30" 35 mph signs at Courtland Blvd & Hess gas station; 2564 Courtland Blvd; 2712 Courtland Blvd; 3110 Courtland Blvd; 3299 Courtland Blvd; 3045 Courtland Blvd; 247 Courtland Blvd.
- **Asphalt:**
  - Swanson – repaired cross cut and road edge for stormwater – 8 tons.
  - 1291 Tivoli – repaired pot hole with ¼ bag of cold patch.
- **Message Boards:**
  - Saxon & Renton, Saxon & Maximillian – removed message boards for Relay for Life event.
  - 2564 Courtland Blvd, Courtland Blvd & Elkcam Blvd, Courtland Blvd & Beckwith – installed message boards for new 35 mph speed limit.
- **Thermoplastic Striping:**
  - 12" white cross walk – 7'; 28'; 58'; 94'.
  - 12" white stop bar – 15'; 12'; 12'; 9'.
- **Miscellaneous:** Placed four A-frame barricades at Station 65.

**Field Operations:**

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

- **Beautification:**
  - Medians:
    - Providence Blvd – watered and trimmed newly planted magnolia tree and peanut grass.
    - N Howland Blvd – watered and trimmed newly planted magnolia trees.
    - S Howland Blvd, Elkcam Blvd, Normandy Blvd – routine maintenance.
  - Miscellaneous:
    - Public Works Depot – sprayed areas for weeds.
    - N Normandy Blvd – sprayed weeds between Apache & Firwood.
    - Tara – sprayed cracks in road for weeds.
- **Concrete:**
  - Sidewalks 1120 Elgrove – 20'x 4'; Jollette & Higate – 152'x 5'.
  - Grindings
    - 2879 India – 2 hazardous locations.
    - 2994 Etta – 2 hazardous locations.
    - 2880 Howland Blvd – 8 hazardous locations.
- **Clam Truck:**
  - Debris – 14
  - Trimming – 32
- **Slope Mowing:** Pinder – 80'

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| ● Vehicles                   | PM – 3 | Repairs – 4  |
| ● Equipment                  | PM – 5 | Repairs – 11 |
| ● Fire Dept Station Checks   | 8      |              |
| ● Road Calls                 | 2      |              |
| ● 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:**
  - 1075 Swanson Dr – finished reshaping the swales and sodded back with bahia and cut the road edge so new asphalt can be laid.
  - Mobley – used backhoe to dig gopher tortoises for the new stormwater ponds.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed:  
 1071 Santa Clara; 2097 Wallingford; 2331, 2318 Matthew Cir; 1091 Joel; 1081 Todd Ct; 2481 India Blvd; 1073 Prescott Blvd; 2546 Rusk Ct; 2481 Beck Cir; 1974 Montfort; 2598 Travida; 985 Dean Cir; 945 Watt Cir; 2841 Maldiva; 869 Galt Ter; 2951 India; 970 Humphrey; 798 Weller; 781, 1030, 1001, 973 Courtland; 860, 981 Hanford; 3060 Hoban Ct; 3027 Etta Cir; 2971 Norvell Ct; 3001 O’Bannion; 1220 Polk; 3152 Clewiston; 3163 Post; 3115 Noah; 928 Hugo; 2901 Fish Cove; 1010 Treadway; 1072 Lyric; 1072, 1118 Peak Cir; 1298, 1372 Tartan; 1410 Walton; 2880 Ulmer; 1309 Montoya; 1333, 1311 Nadine; 3070 Keyport; 1310, 1391 Bladon; 3048 Telford; 3145, 1376 Polk; 1399, 1371, 1341 Hayward; 1076 Gage; 1028 Yale; 3390 Goldenhills; 1040 Eastbrook; 1309 Lodge Ter; 1324, 1385 Comerwood; 1266, 1276 Swiss; 3350 Montcalm; 756 Redcoach; 1018 Mayflower; 1568 Zinnia; 1510 Page; 1417 Lombardy; 1362, 1373 Trollman; 963 Waycross; 1468 Roseboro; 2472 Lackland; 738 Leeward; 1740 Whipple; 1501 Tivoli; 1701 Amboy; 3152 Clewiston.
  - Ponds Mowed:  
 705 Normandy; 641 Wellington; 3249 Tallwood; 1049 Sylvia; 1541 Laramore.
- **Right of Way Mowing Crew:**
  - Main roads mowed: Elccam Blvd; Montecito Dr; Part of Courtland Blvd.
  - Sectors mowed: 15; 16; 17; 18.
- **Right of Way Litter Crew:** Main road trash pickup – Haulover Blvd; Captain Dr; Catalina Blvd; Tivoli Dr; Deltona Blvd; Anderson Dr; Alexander Dr; Courtland Blvd; India Blvd; Humphrey Blvd; Newmark Dr.
- **Miscellaneous:**
  - 1486 Renton St – mowed the Right of Way and picked up trash.
  - 2175 El Campo Dr – installed two No Parking signs in the Right of Way at the retention pond.
  - 2782 Fayson Cir – reinstalled the drainage lid back on the box.
  - 1104 Norwood Dr – mowed and trimmed around the pump station.
  - Monterey/Rosetta – installed fertilizer spikes around all the crepe myrtles.
  - Ledford – exercised the water control gates.
  - 1851 Amboy Dr – cleaned the trash out of the water around the headwall.
  - Ft Smith Blvd – cleaned the trash out of the retention ponds from Howland to Providence.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 04/20/2014

**Customer Service**

April 2014	Total week ending 4/20/2014
DW – Lockbox	1284
Ebox	1303
Call Center Calls	997
Walk-ins/Drop Box	945
On-line Payments	1223
IVR	775

**Customers Disconnected for Non-Pay**

<b>April 2014</b>	<b>Total week ending 04/20/2014</b>
Total on Disconnect List	140
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

<b>April 2014</b>	<b>Total week ending 04/20/2014</b>
Water Service	1
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	31
Locates Received	203
Locates Completed	205
Main Leaks	2
Service Leaks	2
Sewer Repairs	1
Sewer Blockage	1
KV2 Valves	5
Service Replacements	2
Meter Change Outs	6
Service Orders	404
Disconnects	140
Drainfield Leaks	0
Meter Retirements	44