



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: August 1, 2014

CITY MANAGER'S OFFICE thru 08/01/2014

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

- Posted the following information to Facebook & Twitter: FLOWMobile reminder; U.S. Coast Guard Birthday; Commission Workshop agenda; storm warning (July 25); VCSO Accreditation Assessment; Tropical Outlook (July 29); storm warning (July 29); and FLOWMobile reminder.
- Shared the following on Facebook: Fall Ball (Deltona Little League) registration; missing pets; Summer Sale and Library Book Nook (July 30); Lyonia Environmental Center events; County Libraries offer music downloads; NOAA update (July 30), NOAA update (July 29); County Extension Office update on West Nile Virus; Deltona Library Book Sale (July 28); Halifax Humane Society's Primp Your Pit promo; News-Journal story on tropical wave; Deltona Panthers Football & Cheerleading; 1,300 likes for our page; photo album from Senior Celebration Breakfast and reminder; County Extension warning of Chikungunya virus.
- Working on layout, signage, publicity for the Sheriff's Office event, National Night Out.
- Eblasted information about U.S. Coast Guard Birthday and the Mark Hodgson Music in the Amphitheater concert.
- Working on the "Mayor's Get Fit for '15 Fitness Challenge":
 - Working on publicity.
 - Met with representatives from Halifax Health and Florida Hospital to work on the agenda.
 - Met with Dale Baker and Mayor Masiarczyk to finalize the schedule of events, sponsorships, staffing, promotion/advertising, and hospital participation.
- Photographed the Senior Breakfast event.
- Working with the Office of Economic Development (OED) to promote SCORE to Deltona Businesses.
- Updated DeltonaTV schedules and programming for the week of August 3rd.
- Videotaped two versions of the Volusia County "2014 Hurricane Seminar"—Spanish language and English language—for broadcast on DeltonaTV.
- Videotaped "Hot Cars PSA: Temperature Readings" segment with staff from Deltona Fire.
- Working with Jerry Mayes and Wendi Jackson on the SCORE mentoring class proposals.
- Met with Dave Denny, Dale Baker and Steve Narvaez to discuss upgrades to the broadcast equipment for DeltonaTV.

Media Relations:

- Provided information regarding District 5 Commissioner Anthony Bellizio, to *Erika Webb/Hometown News*.
- Provided information regarding Dale Baker being selected for the Acting City Manager role, to *Al Everson/West Volusia Beacon*.
- Provided information regarding whether medical marijuana will be an agenda item for the August 4th Commission meeting, to *Al Everson/West Volusia Beacon*.

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

- Lee Lopez and I met with medical partners: Rafael and Ellen for Halifax Health and Debi, Laura, and Debra for Florida Hospital Fish Memorial regarding the Mayor's "Get Healthy by '15" fitness challenge..

- Attended a meeting of the Career Connection Cadre’s Workforce Needs Analysis Sub-committee, as a part of the Volusia School District’s preparation of High School and Middle School “Academies”.
- Visited Thornby Park to obtain GPS locations for mapping of the (1) Thornby House location, (2) the railroad crossing at the ditch, and (3) the beginning and ending locations for the proposed short trail segments that will connect the “River-2-Sea Bicycle/Pedestrian Trail” to the existing nature trail, and the current nature trail to the location of the water feature (storm water retention area).
- Attended a webinar on Green infrastructure practices such as rain gardens, bio-swales, and permeable pavements. Well designed and well maintained green infrastructure can provide community benefits while helping to manage wet weather flows. There are special considerations for planning of infiltration practices at brownfields as well as the funding opportunities that green infrastructure approaches can provide for brownfields.
- Met with Lee Lopez, Dave Denny and Dale Baker regarding the Mayor’s Fitness Challenge.
- Attended a conference named “CONNECTING THE DOTS: The Importance of Technology in the Classroom...connecting technology, economic development and education”. Discussed workforce development in the STEM based curriculum, the basis for upcoming manufacturing and Research & Development jobs. A trained workforce is the basis for job growth.
- Met with SCORE representatives for ideas on how best to approach small businesses within the City. Subsequently, staff focused on the development of a SCORE packet with which to approach Deltona’s small businesses.
- Met with staff and contractor regarding finalization of Esri license acquisition and training. Esri is a licensed application that will allow the Office of Economic Development to obtain demographic information for solicitations.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director/Deputy City Manager) thru 07/25/2014

Building Services Division:

Building Permits issued for the week.....	107
Valuation of work permitted for the week.....	\$1,024,815
Inspections completed for the week	268
Total Permits issued for Fiscal Year 13/14	3085
Valuation of work permitted for the year 13/14	\$55,229,162
Fire Safety Inspections for the week	81
Fire Safety Plan Review	11
Permits Issued:	
A/C Change Out	22
Building Res	2
Concrete flat work	3
Door Replacement	3
Electrical Repairs	9
Electrical	3
Fence	6
Fire Alarm	2
Garage Door Replacement	3
Gas Installation	1
Glass Room 1 2 3	1
Interior Repair	1
Mechanical	1

Patio Cover	1
Plumbing Re-pipe	1
Pool Above Ground	1
Pool Enclosure	3
Pool in Ground	2
Reroof	24
Right of Way	1
Shed I	1
Shed II	3
Siding	2
Sign Political	4
Solar Panel Install	2
Water Heater Replacement	4
Window Replacement	2
<u>Total</u>	<u>107</u>

Enforcement Services Division:

Requests for services this week	402	
Animals impounded at the humane societies	40	
Citation warnings issued	16	
Courtesy notices	125	
Abatement notices	83	
Citations issued	5	
Code Enforcement telephone calls	202	
Animal Control calls	138	
Solid Waste calls	97	
Citizen walk in requests for Code Enforcement assistance	10	
Citizen walk in requests for Animal Control assistance	15	
Citizen walk in requests for Solid Waste assistance	4	
Properties requiring grass to be cut by contractors	25	(at a cost of \$1,000)
Certified mailings sent out	84	(at a cost of \$544)
Money collected for Animal tags, liens and return to owners	\$3,557	
Foreclosures for this week: Deltona	4	
County	<u>29</u>	
Total	<u>33</u>	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 07/18/2014

2nd Floor HR/CC Walk-In Customers	23	
2nd Floor calls Answered	35	
Packages Received	43	
Packages Picked Up	1	
A/P Invoices Opened	77	
Newspapers	16	(5.75 hours)
Public Records Requests Received	9	
Public Record Request Amount Received	0	
Documents imaged or modified, pages	593	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 07/25/2014

- Participated in the interview process for the Contracts Administrator position.
- Preparing for budget workshop on Aug. 11th.
- Working on updating contracts and preparing renewals for next fiscal year.
- Working on final wrap up of 2013/2014 inventory.

Accounts Payable Section		
Check Run Date:	7/7/2014	
Checks Processed	323	\$ 431,581.63
Invoices Processed:		
Carol	301	251,990.97
Julia/Jacque	220	167,097.47
UB Refunds	165	12,493.19
	686	\$ 431,581.63
Check Run Date:	7/18/2014	
Checks Processed	355	4,136,110.10
Invoices Processed:		
Carol	265	3,073,938.22
Julia/Jacque	150	1,044,650.07
UB Refunds	232	17,521.81
	647	\$ 4,136,110.10
Payroll Section		
Check Run Date:	7/3/2014	
Total Employees	305	
Time Sheets Processed	610	
Checks Processed	22	
Direct Deposits Processed	296	
Total Payroll including benefits	\$ 724,344.09	
Miscellaneous:		
Flexible Spending Reimbursements	19	
Check Run Date:	7/17/2014	
Total Employees	306	
Time Sheets Processed	612	
Checks Processed	21	
Direct Deposits Processed	297	
Total Payroll including benefits	\$ 741,173.67	
Miscellaneous:		
Flexible Spending Reimbursements	10	
Check Run Date:	7/31/2014	
Total Employees	309	
Time Sheets Processed	618	
Checks Processed	24	
Direct Deposits Processed	297	
Total Payroll including benefits	\$ 728,315.73	
Miscellaneous:		
Flexible Spending Reimbursements	24	

FIRE/RESCUE DEPARTMENT thru 07/28/2014

Mark Rhame, Fire Chief:

- Attended the EMS Providers meeting in Daytona.
- Met with Director of Community Hazard Mitigation regarding ISO.

- Attended the Volusia County Fire Chief's Association meeting.
- Visited the Volusia County Communications Center.

Robert Rogers, Deputy Fire Chief:

- Alarm summary 7/22/2014 to 7/28/2014

Structure fire	0
Vehicle Fire	0
Wild land, grass, trash	0
Misc. Fire	6
ALS Medicals	45
BLS & Misc. Medicals	89
Hazardous Condition	3
Service Calls	8
Good Intent	18
<u>False Alarms</u>	<u>8</u>
TOTAL	177

Russell Rafferty, Deputy Fire Chief:

- Met with ISO (Insurance Commission).
- Attended Volusia County Fire Chiefs meeting in Deland.
- Met with Lieutenant Assessment Company for our next testing.
- Attended Emergency Medical Services Providers meeting in Daytona.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 07/30/2014

- Performance Evaluations processed: 5
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,745 to date)
- Applications received:
 - (01) Water Operator
 - (03) Wastewater Operator
 - (11) Purchasing Agent
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- New hire orientation: Water Operator III.
- Coordinating annual Open Enrollment for August 18th, 19th, and 20th.
- Coordinated ICMA-RC representative meetings with employees for individual retirement planning and set a return date for September.
- Separation processed including exit interview: C. Jones, Utility Customer Service & Billing Manager (resignation).
- Mailed final William S. Harvey Deltona scholarship checks.
- Set up interviews for Wastewater Operator, Records Clerk, Office Assistant & Park Attendant.
- Coordinated Employee of the Quarter meeting and selected a winner for 3rd quarter of 2014.
- FMLA actions: 2
- Coordinating with Halifax Health for next employee Wellness check.
- Coordinating first meeting for the Health Insurance Employee Committee.
- Coordinating with WastePro for Employee Recognition Annual BBQ scheduled for August 22nd.

Risk Management

- Conducted safety training – Severe weather.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 07/19/2014

Administration:

- Assisted with the set-up of poll worker training in the Commission Chambers.
- Prepared materials, ordered food, and hosted the Senior Breakfast at the Deltona Community Center. Attendance: 206.
- Met with Halifax Health representative to discuss a special event permit.
- Processed 10 permits for pavilion and field rentals.

Facility Use Permits (07/20/14—07/26/14):

- | | | |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center | 1 permit issued | Weekly attendance – 756 |
| • Harris M. Saxon Community Center | no permits issued | Weekly attendance – 393 |
| • Wes Crile Park | 4 permits issued | Weekly attendance – 2,495 |
| • Skate Park | 10 new passes | Weekly attendance – 296 |

Special Events/Programs:

- Amphitheater: Concert – Mark Hodgson, Saturday, August 9th 7:00-9:00 p.m.
- City Hall: National Night Out, Tuesday, August 5th 5:30-8:30 p.m.
- Harris Saxon Community Center: Boys and Girls Club Summer Camp.
- Partner Leagues:
 - Tackle Football and Cheerleading – Pop Warner Panthers starts on August 1st.
 - Deltona Youth Soccer starts on August 4th.
 - 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.

- Cleaned out storage room and moved items to various other locations.

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 Park, City Hall, Deltona Community Center, Dupont Lakes, Dwight Hawkins, Firefighters Memorial, Harris Saxon, Keysville Dog Park, Lake Gleason, Manny Rodriguez, Sheriff Office, Thornby Park, Veterans Memorial, Vann Park and Wes Crile.
- Picked up supplies at Ace Hardware.

- Took storage items to Parks Depot.
- Delivered pipes to Dewey Boster.
- Delivered helium tank to Deltona Community Center for Senior Breakfast.
- Deltona Community Center – Pressure washed gazebo, sidewalks, deck and schoolhouse.
- Festival Park – Inspected playground and made necessary repairs with available inventory. Took pictures of equipment that needs to be replaced.
- Lake Gleason – Removed dead birds from pavilion.
- Timber Ridge – Installed new timer on irrigation.
- Skate Park – Replaced lock on chase door due to weekend vandalism.

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.
 - Sprayed Campbell, Dupont, Vann Park and Wes Crile with Prodiamine (pre-emergent).
 - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
 - Raked Wes Crile and Dupont Lakes.
 - Replaced time clock and repaired pipe at City Hall.
 - Sprayed clay areas at Vann Park and Wes Crile with Round-Up.
 - Replaced clock at Dupont Lakes.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex; edged concrete.
 - Mowed outskirts of Complex and weed-whacked Pony League.
 - Sprayed Prodiamine at Complex.
 - Sprayed clay area at Pony League with Round-Up.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 07/29/2014

Executive Summary:

The Planning and Development Services Department received the Mylar for the Deltona Tractor Supply Final Plat. The Final Plat will be scheduled for the August 18th Commission public hearing, which will create the legal lot of record from the parent tract and allow for the construction of the ±20,000 SF building.

Planning:

The Planning Section received the Final Construction Plans for LaPetite Academy at 698 Deltona Boulevard that includes the Landscape Plan and Irrigation Plan. Staff also met with the applicant for the Saxon Sterling Silver WalMart Neighborhood Center and Retail Center. The applicant will be submitting a Final Plat for lots 2 and 4 of the former plat, which will create a new lot with proposed easements. The replat of lots 2 and 4 will remove the former Tracts B and C, Road B, and associated easements. Staff also received a request for a pre-application conference from the Florida Hospital design team to begin design on lot 1 of the Saxon Sterling Silver BPUD project.

Housing & Community Development Section:

The Housing and Community Development Section continues to have 14 homes for sale within the NSP program. No new homes have been purchased until more Very Low Income applicants can be qualified for the existing homes. This is important criteria required by HUD, and it is the remaining outstanding goal to achieve within the NSP program. The grant money is currently used for maintenance and utility provision to the homes. Keeping the homes secured is increasingly important the longer a home stays on the market. The remaining 14 NSP homes are located at 2896 Courtland, 1837 Chapel, 980 Trellis, 852 Adler, 3157 Quail, 1153 Wilmington, 1091

Shepard, 1625 Hastings, 915 Rockhill, 1786 Philadelphia, 1617 Providence, 1221 Pilgrim, 953 Shorecrest, and 973 Shorecrest.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 07/25/2014

Traffic Operations:

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

- **Signs:**
 - Completed 3 sign repair work tickets throughout the City of Deltona.
 - Fabricated and installed 7 street name signs.
 - Fabricated and installed one R1-1 30"x 30" Stop sign at April & Tivoli.
 - Fabricated and installed one 12"x 18" No Parking sign at 925 Dandridge.
 - Fabricated and installed ten 24"x 18" No Trespassing signs.
- **Asphalt:**
 - Completed 10 asphalt repair work tickets using 2.5 tons of asphalt.
 - 1568 Zinnia – repaired section of road for Stormwater – 2 tons of asphalt.
 - O'Bannion & Lyric – repaired cross cut and road edge for Stormwater – 6 tons of asphalt.
- **Speed Trailer:** 1684 Hastings – installed speed trailer.
- **Message Boards:** 2nd & Leland; Pioneer & Alexander; Windbrook & Mobley– message boards still used for controlled burn.
- **Thermoplastic Striping:**
 - 24" white stop bar – 12'; 12'; 17; 16'; 12'.
 - 12" white crosswalks – 68'; 47'; 78'; 94'.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Routine maintenance for Howland, Providence, Normandy, Elkcam and Forest Edge medians.
 - Howland, Providence, Elkcam Blvds – also sprayed weeds in mulch beds.
 - City Land: Public Works Depot; 1177 Hastings; 3274 Dellbrook; 1187 Ft Smith Blvd.
 - Miscellaneous: Coronet – mowed and picked up litter.
- **Concrete Sidewalks:** Fieldstone – 55'x 4'; 1535 Catalina – 6'x 5' & 7'x 5'; 831 Halstead – 8'x 4' & 7'x 4'.
- **Clam Truck:**
 - Debris – 16
 - Trimming – 32
- **Drop Offs:** Repaired drop off at vacant lots with fill dirt – 1231 Voyager; Salerno between Sacramento & Randolph; 1370 Sacramento; 1381 Puritan.

Fleet Maintenance Division:

• Vehicles	PM – 5	Repairs – 7
• Equipment	PM – 1	Repairs – 18
• Fire Dept Station Checks	10	
• Road Calls	3	
• 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:**
 - 2780 O'Bannion Ter – finished reshaping swale and dug out road crossing for asphalt.
 - 2941 Slater Dr – reshaped the swale from 2941 to 2949 to get the water off of the driveway.
 - 201 Howland Blvd – reshaped the swale near the rear pond to slow the water going into the pond.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed: 1562 Joyner Dr; 2712 Ivydale Dr; 2962 Allegro Ct; 1751 Catalina Blvd; 1185 Winterville St; 2727 Sedgefield Ave; 2521 Tansboro Dr; 2462 Vaughn Ave; 2470 Unionville Dr; 2442, 2507 Walkertown Ave; 3679 Pamona St; 412 Stallings Ave; 153 Ft Smith Blvd; 3363, 3250 Planter Dr; 3261, 3200 Roland Dr; 3150 Shallowford St; 720 Cloudcroft Dr; 3248 Phonetia Dr; 783 Shafton Ave; 532, 472 Glenhaven Dr; 1962 Paragon St.
 - Ponds mowed: 1771 Normandy Blvd; 648 Elwood St; 201 Howland Blvd; 1649 Akron Dr; 2150 Deck Ct.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Montecito Ave; Elkcam Blvd; Courtland Blvd; India Blvd; Humphrey Blvd.
 - Sectors mowed - 10; 11; 12; 13; 14; 15; 16.
 - Alleys mowed – 484; 566; 740; 1021; 1023; 1024; 1898.
- **Right of Way Litter Crew:** Main road trash pickup – Montecito Ave; Elkcam Blvd; Courtland Blvd; Newmark Dr; Haulover Blvd; Captain Dr; Catalina Blvd; Ft Smith Blvd.
- **Miscellaneous:**
 - Ft Smith Blvd – filled the water bags around all the newly planted trees at the ponds.
 - City Wide – checked & inspected all the pump stations.
 - 201 Howland Blvd – checked all the portable pumps for proper operation.
 - 296 S Fairbairn Dr – cleaned trash out of the ditch.
 - 343 Cloverleaf Blvd – filled in hole next to drainage box with dirt.
 - Ledford Dr – repaired the gate at the entrance to the Ledford property.
 - 1549 Zinnia Dr – removed asphalt and road base so the road can be asphalted.
 - 1851 Gatewood Dr – removed form boards; compacted area around the spillway; installed bahia sod; installed concrete bags on the edge of the spillway in the ditch.
 - 11th St – mowed the Right of Way and the 4 ponds.
 - 1699 Trinidad Ave – filled in the washouts next to the structure and repaired the drainage box.
 - 2224 Howland Blvd – reset the drainage grate back on the box.
 - 1250 Wheeling Ave – mowed and trimmed around the pump station.
 - 3160 Shafton Ave – trimmed back the trees and cleared the weeds to open the ditch.
 - Dupont Park – mowed the ditch next to the lift station and weedwhacked grass around the lift station.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 07/27/2014

Customer Service

July 2014	Total week ending 07/27/2014
DW – Lockbox	1639
Ebox	1091

Call Center Calls	1443
Walk-ins/Drop Box	984
On-line Payments	1147
IVR	722

Customers Disconnected for Non-Pay

July 2014	Total week ending 07/27/2014
Total on Disconnect List	191
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

July 2014	Total week ending 07/27/2014
Water Service	0
Meter Sets	1
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	45
Locates Received	206
Locates Completed	122
Main Leaks	1
Service Leaks	7
Sewer Repairs	2
Sewer Blockage	1
KV2 Valves	8
Service Replacements	6
Meter Change Outs	6
Service Orders	520
Disconnects	191
Drainfield Leaks	1
Meter Retirements	39