



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: August 15, 2014

CITY MANAGER'S OFFICE thru 08/15/2014

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

- Posted the following information on Twitter: direct Tweet providing link to Supervisor of Elections Web site; Parks & Recreation hiring a Parks Attendant; beetle program for potato vine control; Volusia County Sheriffs Office (VCSO) participating in Kicks4Guns.
- Shared the following on Facebook: robber strikes for the third time in Deltona; FLOWMobile reminder; Parks & Recreation hiring a Parks Attendant; beetle program for potato vine bug control; lost/found/missing pets; Spring to Spring Trail tour; shark week at Deltona library; VCSO participating in Kicks4Guns; adoption opportunity from Southeast Volusia Humane Society; tropical outlook provided by NOAA and the National Weather Service's Hurricane Center; Fall Ball registration posted by Deltona Little League; Deltona Youth Soccer registration; back to school safety message from River to Sea Transportation and Planning Organization (TPO).
- Participated in a tourism webinar.
- Met with Volusia County Schools TV production teachers on student internships here at DeltonaTV.
- Updated DeltonaTV weekly schedule and programming for the week of August 17th.
- Post-production for Code Enforcement Notebook: Permits for Plumbing.
- Met with representative from Volusia County School District/IT Services, to review options for Deltona schools in need of internet computer equipment.
- Completed and distributed the August issue of The Pride.
- Met with Jerry Mayes and Rafael Ramirez/Halifax Health, to review the Get Fit for '15 Challenge.
- Working with E-Cityservices and Clerk's office to create a registration weblink for the Get Fit for '15 Challenge.
- Videotaped the August 11th Commission Workshop- Budget: Stormwater & Enterprise Funds.

Press Release/s:

- Mayor's Get Fit for '15 Fitness Challenge

Media Relations:

- Requested event information from Parks & Rec, to be listed in the Fall Calendar, for *Hometown News*.

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

- Met with Erin Gawera, US Fish & Wildlife, and Pete Henn of the St Johns River Water Management District (SJRWMD), to tour the Deltona Scrub Jay Mitigation Project's "Release Area."
- Met with PIO staff to continue working on the Mayor's "Get Fit by '15" fitness challenge. This fitness challenge incorporates Deltona's two medical partners, Halifax Health and Florida Hospital Fish Memorial, plus other fitness and exercise businesses. The tentative schedule has been approved, and the program will feature numerous secondary sponsors.

- Met with the Career Connection Cadre’s Healthcare Academy to invite Volusia County academy teachers and High School Academy students to participate and to volunteer, as a part of the Volusia School District’s medical/educational workforce preparation and to earn community volunteer hours.
- Met with staff to discuss Halifax Health Special Event (Community Bar-B-Q) scheduled for Aug 30th, from 10:00Am-2:00 PM at 2090 Saxon Blvd, Deltona.
- Members of Team Volusia, Enterprise Florida and I met with a site selector to tour the “Deltona Commerce Park” area. A “Non-Disclosure” confidentiality statement is in place.
- Attended a webinar: “Road Trip: Cultivate a Robust Tourism Industry in Your Community.”

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

Building Services Division:

Building Permits issued for the week	81
Valuation of work permitted for the week	\$1,862,649
Building Inspections completed for the week	191
Total Permits issued for Fiscal Year 13/14	3,269
Valuation of work permitted for the year 13/14	\$57,583,836
Fire plan review completed for the week	7
Fire Inspections completed for the week	87
Permits Issued:	
A/C Change Out	23
Addition	1
Building Commercial	2
Commercial Build-out	1
Concrete Flatwork	2
Door Replacement	3
Electrical	8
Fence	10
Garage Door Replacement	2
Gas Installation	1
Pool Above-ground	1
Pool Enclosure	1
Pool In-ground	1
Reroof	11
Right of Way	1
Screen Enclosure	2
Shed	2
Solar Panel Installation	2
Water Heater Replacement	7
Total	81

Enforcement Services Division:

Requests for services this week	335
Animals impounded at the humane societies	27
Citation warnings issued	20
Courtesy notices	118
Abatement notices	72

Citations issued	7	
Code Enforcement telephone calls	150	
Animal Control calls	126	
Solid Waste calls	67	
Citizen walk in requests for Code Enforcement assistance	7	
Citizen walk in requests for Animal Control assistance	6	
Citizen walk in requests for Solid Waste assistance	1	
Properties requiring grass to be cut by contractors	30	(at a cost of \$1,200)
Certified mailings sent out	100	(at a cost of \$649)
Money collected for Animal tags, liens and return to owners	\$1,799	
Foreclosures for this week: Deltona	25	
County	69	
Total	94	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 008/08/2014

2nd Floor HR/CC Walk-In Customers	16	
2nd Floor calls Answered	20	
Packages Received	41	
Packages Picked Up	2	
A/P Invoices Opened	125	
Newspapers	17	(6.25 hours)
Public Records Requests Received	6	
Public Record Request Amount Received	0	
Documents imaged or modified, pages	1081	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 08/15/2014

- Interviewed six candidates for the Purchasing Agent position and made recommendation for hire.
- Prepared and posted bid for replacement switches for Information Technology.
- Working on the purchase of security cameras for Parks & Recreation Department.
- Disposed of items on GovDeals.
- Working on 2014/2015 renewals.
- Sent proposal and agreement for Lakeshore Trail project to FDOT for approval to move forward with this project with Avcon.
- Presented draft of Special Revenue Funds and Enterprise Fund (Deltona Water) to Commission workshop.
- Began working on finalizing budget for Sep. 3rd approval.

FIRE/RESCUE DEPARTMENT thru 08/11/2014

Mark Rhame, Fire Chief:

- Meeting with CATALYST Director Felicia Benzo regarding mentoring program.
- Meeting with Human Resources regarding employee benefits.

- Met with Halifax Medical regarding community BBQ.
- Met with staff regarding Standard Operating Procedures (SOP) re-write.

Robert Rogers, Deputy Fire Chief:

Alarm summary 8/5/2014 to 8/11/2014

Structure fire	2
Vehicle Fire	1
Wild land, grass, trash	0
Misc. Fire	3
ALS Medicals	52
BLS & Misc. Medicals	70
Hazardous Condition	4
Service Calls	7
Good Intent	8
<u>False Alarms</u>	<u>12</u>
TOTAL	159

Russell Rafferty, Deputy Fire Chief:

- Met with Chief Roger regarding SOP DRAFT.
- Administrative meeting on SOP and Standard Operating Guidelines changes.
- Conducted SOP in-service class.
- Set up International Trauma Life Support Class for Southeast Agencies.
- Attended County Council meeting for Certificate of Public Convenience & Necessity (COPCN) application.
- Met with Lt. Sabia regarding EMS Training.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 08/13/2014

- Performance Evaluations processed: 14
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (10 this week; 1,755 to date)
- Applications received:
 - (07) Wastewater Operator
 - (02) Parks Attendant
 - (06) Administrative Assistant II
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Scheduled physical evaluation and drug screening for 1 new employee.
- New hire orientation: Water Operator III.
- Coordinating annual Open Enrollment for August 18th, 19th, and 20th.
- Participated in interviews for Purchasing Agent.
- Coordinating with Halifax Health for upcoming additional employee Wellness Program screenings on August 14th (City Hall), August 21st (Water), and September 11th (City Hall).
- Coordinating with WastePro and staff for the annual Employee Appreciation BBQ scheduled for August 22nd.
- Attended FRS training seminar held at the Volusia County training facility.
- Replied to a Public Information Request seeking interview ranking sheets for the applicants interviewed for the Billing/Customer Service Manager position.

- Contacted/discussed Veterans Preference issue with the Florida Department of Veterans Affairs representative regarding several applicants (Veteran and Non-Veteran) and their qualifications for an Office Assistant position.
- Finalized FY 2015 health insurance premium cost sheet.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 08/09/2014

Administration:

- Set up and hosted the Concert in the Amphitheater.
- Met with Deltona Youth Soccer Association.
- Met with Kevin McKenna to discuss starting a tennis association here in Deltona.
- Met with Electrical Solutions and TECC to discuss installing cameras at Dewey Boster, Wes Crile and Veterans Museum.
- Participated in the Halifax Health Assessment.
- Continued working on Spooktacular sponsorships.
- Processed 8 permits for pavilion and field rentals.

Facility Use Permits (08/03/14—08/09/14):

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 946 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 465 |
| • Wes Crile Park | 1 permit issued | Weekly attendance – 2,211 |
| • Skate Park | 14 new passes | Weekly attendance – 159 |

Special Events/Programs:

- Harris Saxon Community Center: Boys and Girls Club Summer Camp.
- 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.

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 Park, Dupont Lakes, Festival, Firefighters Memorial, Keysville Dog Park, Lake Gleason, Manny Rodriguez,

Sheriff's Office, Skate Park, Thornby, Timber Ridge, Tom Hoffman, Vann Park, Veterans Memorial and Wes Crile.

- Sprayed for weeds at playgrounds throughout the City.
- Delivered materials to Harris Saxon for cleaning floors.
- Picked up supplies at Ace Hardware.
- Deltona Community Center – Box-bladed parking lot.
- Festival Park – Replaced triple side barriers on playground.
- Firefighters Memorial – Added dome lids to trash cans.
- Keysville Dog Park – Removed dead trees.

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 Echelon at Vann Park.
 - Replaced valve at Dupont Lakes.
 - Replaced irrigation clock at City Hall.
- Sports Complex including Pony League:
 - Mowed outskirts of Complex and weed-whacked Pony League.
 - Repaired urinals and replaced trash cans.
 - Top dressed fields 1-9 and dragged.
 - Sprayed Terra Turf and Medinahcal at Pony League.
 - Sprayed Rx Supreme and Triplex Micro at fields 1-9.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 08/15/2014

Executive Summary:

The Planning and Development Services Department received plan sets for the WalMart Neighborhood Center located within the Saxon Sterling Silver BPUD project. The sets include the second submittal of the Final Site Plan, site permits, a design for the mast arm traffic signal, Construction Plans, building elevations, proposed project signage, easement instruments, Boundary Survey, and the Final Plat. Upon staff review, determination of completeness, and addressing comments by the applicant, the Final Site Plan and Final Plat can be scheduled for a Development Review Committee (DRC) meeting.

Planning:

The Planning Section worked with the applicant for Lake Baton Estates Phase II to complete the Final Plat, the Preliminary Plat, Final Engineering Plans, and Landscape Plans. Upon approval for Phase II, this will allow for D.R. Horton to continue home building operations while Phase I closes out. Staff also updated and reorganized its Development Tracking List to track projects. Staff coordinated with the applicant for the Halifax Crossings BPUD to be able to bring the rezoning for that project to the September 3rd City Commission hearing. Finally, staff coordinated with the applicant for the proposed Deltona Tractor Supply Final Plat that is scheduled to be on the August 18th City Commission agenda to complete the development review and subdivision process.

Housing & Community Development Section:

The Housing and Community Development Section received acknowledgment from HUD that the Program Year 2014-15 Annual Action Plan was received prior to their August 16th deadline. This keeps the City in compliance with Community Development Block Grant (CDBG) program regulations for the up-coming fiscal year. Staff also attended the City Commission Budget Workshop and responded to several inquiries concerning the NSP,

CDBG, and SHIP programs. Finally, staff is updating spreadsheets to be able to track the outstanding mortgages on properties for continued affordability and fiscal stewardship.

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

Traffic Operations:

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

- **Signs:**
 - Completed 1 sign repair work ticket.
 - Fabricated and installed 5 street name signs.
 - Fabricated and installed (1) 24"x 12" R6-1 One Way sign at Alley 500 & Providence Blvd.
 - Fabricated (15) 18"x 24" No Trespassing signs for Stormwater Department.
 - Fabricated and installed (7) 24"x 48" S5-1 School Zone Speed Limit signs mounted on flasher poles at Friendship Elementary School.
- **Asphalt:**
 - Completed 2 asphalt repair work tickets using ¼ ton of asphalt.
 - Deltona Blvd & Landmark – repaired 4'x 50' section of road – 2 ½ tons.
 - 164 Perimeter – repaired 30"x 13" section of road for Deltona Water – 6 ¼ tons.
 - Lorraine – repaired 3 sinking cross cuts – 6 ½ tons.
- **Message Boards:**
 - Windbrook & Mobley– message boards still used for controlled burn.
 - Saxon & Fruitland– removed message board and reinstalled at Pioneer & Alexander.
 - Howland & Wolfpack; Howland & SR 415 – message board left out for Parks & Rec.
- **Thermoplastic Striping:** 6" Yellow Thermoplastic – 760'.
- **Miscellaneous:**
 - Public Works Depot – tested and repaired barricade lights.
 - Pioneer & Alexander; Wolf Pack & Howland – replaced barricades at message board with working lit barricades.
 - Howland & SR415; Windbrook & Mobley – replaced traffic barricades with stormwater barricades.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Howland Blvd, Normandy Blvd – routine maintenance; sprayed weed killer on mulch beds; Providence Blvd, Elkcam Blvd – routine maintenance.
 - City Land: Public Works Depot; 3280 Dellbrook; 1177 Hastings; 1767 Ft Smith – routine maintenance.
- **Concrete:**
 - Sidewalks – 1375 Hartley – 4'x 4' & 3'x 3'.
 - Grinding: 1375 Hartley, 1401 Hartley, 1385 Hartley – 1 hazardous location; 1365 Hartley – 5 hazardous locations.
- **Clam Truck:**
 - Debris – 11
 - Trimming – 13
- **Slope Mowing:** Abigail - 1200'; 1992 Courtland – 300'; 1921 Old Mill S – 300'; 1891 Old Mill – 200'; 122 Cooper – 200'; 2146 Puerto Rico – 300'.

• **Drop Offs:**

- Repaired drop off and placed sod – 1226 Algoma – ½ pallet; 1155 Outlook – ¾ pallet; 1185 Outlook – ¼ pallet; 1189 Outlook – ¼ pallet; 1150 Outlook – ¼ pallet; 1194 Algoma – ¼ pallet; 1211 Algoma – ½ pallet; 1227 Algoma – ¼ pallet; 1169 Algoma – ¼ pallet; 1158 Outlook – ¼ pallet; 1163 Outlook – ¼ pallet; 1227 Algoma – ¾ pallet; 441 Champlain – ¼ pallet; 473 Champlain – ½ pallet; 465 Champlain – ½ pallet; 481 Champlain – ¾ pallet.
- Placed sod at sidewalk – 587 Normandy Blvd E – ¼ pallet; 1128 Elgrove – ¼ pallet.

Fleet Maintenance Division:

• Vehicles	PM – 8	Repairs – 22
• Equipment	PM – 2	Repairs – 48
• Fire Dept Station Checks	7	
• Road Calls	11	
• Parts Run/Vehicle Delivery	4	
• CDL Testing	1	

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:**

- 1434 Summit Hill Dr – cut down the nyloplast basins to the right elevation; formed up 2 drainage basins and poured with concrete; reshaped the swales and sodded with Bahia.
- 2620 Keysville Ave – prepped the area for an upcoming stormwater project.
- 2197 Normandy Blvd N – used the aquatech to suck down and repair the drainage box.
- 2621 Bentley Dr – used the aquatech to suck down and repair the drainage box; back filled with dirt and compacted.

• **Drainage Area Maintenance (Aebi Mowing):**

- Drainage Rights of Way mowed:
 1071 Santa Clara Dr; 2097 Wallingford St; 2331, 2318 Matthew Cir; 1091 Joel Ct; 1081 Todd Ct; 2481, 2951 India Blvd; 1073 Prescott Blvd; 2546 Rick Ct; 2481 Beck Cir; 1974 Montfort Ln; 2598 Travida Dr; 985 Dean Cir; 845 Watt Cir; 2841 Maldive Ct; 869 Galt Ter; 870 Humphrey Blvd; 798 Weller Ct; 781, 1090, 1030, 1001, 973 Courtland Blvd; 860, 981 Hanford Dr; 3060 Hoban Ct; 3027 Etta Cir; 2971 Norvell Ct; 3001 O'Bannion St; 1220 Polk Ct; 3152 Clewiston St; 3163 Post Ct; 3115 Noah Ct; 1501 Merrick Dr; 577 Ft Smith Blvd; 1640 Bloomfield Ave; 1003 De Carlo Dr; 1018 Mayflower Ave; 1411 Lombardy Dr; 625 Leland Dr; 1724, 1740 Whipple Dr; 2355 Weldon St.
- Ponds Mowed:
 1649 Akron Dr; 1049 Sylvia Dr; 679 Goodrich Dr; 1641 Houston Ave; 2150 Deck Ct; 2307 Greenwood Dr; 932 Fairbairn Dr; 650 Wellington Dr; 705 Normandy Blvd; Seagate; Blaney Ct; 1541 Laramore St.

- **Storm System Cleaning (Vac Truck):** 1127 Prescott Blvd; 2096 Parkton Dr; 1240 Indian Rock Ct; 2780 O'Bannion Ter.

• **Right of Way Mowing Crew:**

- Main roads mowed – Ft Smith Blvd; Normandy Blvd; Montecito Ave; Elkcam Blvd.
- Sectors mowed - 1; 2; 24; 25; 26; 27; 28; 29; 30; 31.
- Alleys mowed – 219; 618; 638; 933.

- **Right of Way Litter Crew:** trash pickup – Normandy Blvd; Elkcam Blvd; Montecito Ave; Courtland Blvd; India Blvd; Humphrey Blvd; Newmark Dr.

• **Miscellaneous:**

- Ft Smith Blvd – filled the water bags around all the newly planted trees at the ponds.
- City Wide – checked all electric pumps for proper operation and vandalism.
- 1638 Bloomfield Ave; 1250 Wheeling Ave – mowed around the pump stations.
- Rookery/Ft Smith Blvd; 788 Chippendale St – mowed the Right of Way and picked up trash.
- 475 Kingway Dr – trimmed up the trees in the ditch to open it up.
- City Wide – checked all the new stormwater projects after the heavy rain.
- 1201 Prescott Blvd – cleared the weed and the vines away from the mitered end section of the pipe.
- 1640 Oxford Dr – filled in washout next to the drainage basin with concrete and fill dirt.
- 1458 Gainesboro Dr – mowed and trimmed around the lift station.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 08/10/2014

Customer Service

August 2014	Total week ending 8/10/2014
DW – Lockbox	1989
Ebox	1559
Call Center Calls	1680
Walk-ins/Drop Box	1319
On-line Payments	1302
IVR	861

Customers Disconnected for Non-Pay

August 2014	Total week ending 8/10/14
Total on Disconnect List	193
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

August 2014	Total week ending 8/10/14
Water Service	0
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	1
Replace Meter Box	22
Locates Received	63
Locates Completed	65
Main Leaks	0
Service Leaks	8
Sewer Repairs	2

Sewer Blockage	10
KV2 Valves	8
Service Replacements	3
Meter Change Outs	15
Service Orders	578
Disconnects	193
Drainfield Leaks	1
Meter Retirements	25