



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: February 14, 2014

**CITY MANAGER'S OFFICE** thru 02/14/2014

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

- Assisted with setup for business seminar, "Startup Quest," being coordinated by representatives from the University of Florida and Center for Business Excellence (CBE).
- Photographed and assisted with setup for RaceTrac ground breaking.
- Took photos at Lake Gleason and Lake Monroe and printed birding 'rack' cards for Florida Scrub Jay Festival and the City's Office of Economic Development (OED) booth at the event.
- Working with Final Mile Race Management to schedule and secure elected officials for the Deltona Love Your Heart 5K; working with Planning & Development Services to create a "big check" for the American Heart Association.
- Posted information to Facebook & Twitter about events at the Lyonia Environmental Center: Living with Florida Black Bears seminar; a seminar on Frogs, Toads and Salamanders; Family Game Day; and an Xtreme Cuisine event for teens at the Library.
- Updated DeltonaTV schedules and programming—(local) Parks Update/Wes Crile Karate Classes, (TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing; (UCF) On the Issues, Global Perspective, MetroCenter Outlook, Arts Performances, Acoustic Spotlight; (other) White House Chronicle, American Veteran, nature & environmental programs—for the week of February 16<sup>th</sup>.
- Post-production for: Parks Update/Wes Crile Karate Classes; Code Enforcement Notebook/Waste & Trash Collection Issues; Audubon Report/Winter Birding.
- Remote location video production for Audubon Report: Scrub Jay Festival & Lyonia Education Center (April episode), and Audubon Park Tour (May episode); produced 6 minute "Deltona Audubon Report: Lyonia Preserve" video for Scrub Jay Festival display.
- Working with OED to manage the City's display booth at the Scrub Jay Festival at Lyonia on Saturday February 8<sup>th</sup>.
- Pre-event planning for the "Love Your Heart" 5K Race on Saturday February 15<sup>th</sup>.
- Working with IT Products to correct technical issues with TV room Panasonic switcher.
- Met with IT staff and Bright House Cable, regarding the installation of digital receiver boxes on all of the TV monitors in City Hall.
- Working with representatives for New Frontier Recovery Centers, for Ribbon Cutting event press release.
- Photographed the Senior Advisory Board's Italian Dinner, on Saturday February 8<sup>th</sup>.
- Picked up Think Before You Throw posters from Heritage Middle School, for displays at the February 17<sup>th</sup> Commission meeting.
- Videotaped interview with John Wanamaker, for OED Solicitation DVD and TV Special.
- Prepped Commission Chamber for February 12<sup>th</sup> COPS meeting.

**Press Releases:**

- CPR training offered by the Deltona Fire Department
- RaceTrac Groundbreaking

**Media Relations:**

- Provided information regarding where to find the Commission agenda item on dilapidated houses, to Blaine Tolison/WFTV-TV Ch. 9.
- Distributed request for information for the 2014 Spring Calendar to the Parks Department and the Clerk's Office, from Editor Desk/Hometown News.

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

- Attended the Volusia County Department of Economic Development's Quarterly Report meeting for the 4<sup>th</sup> Quarter of 2013.
- Met with staff regarding the implementation of ESRI's GIS (Geographic Information Systems) mapping software for City staff use.
- Attended the set-up and ceremony for the RaceTrac ground breaking on Howland Boulevard. Despite a wet and gusty day, over fifty participants attended with main speakers being Mayor Masiarczyk, State Representative Santiago, and US Congressman Mica.
- Made final preparations for the City's Eco-Tourism booth for the Scrub Jay Festival at Lyonia Preserve on February 8<sup>th</sup>.
- Put up new "Think Before You Throw" posters at the library to promote the program to cleanup Deltona.
- Met with Planning & Development Services Director regarding the Future Land Use and Comprehensive City Plan for the Activity Center.
- Completed the work on the McCollum-Sweeney site preparedness project (paid for by Duke Energy). Project information was submitted to the site analysis consultant.
- As a member of the Blue Springs Watershed Alliance, attended the Springshed Academy held at the Deland Waste Water Treatment Facility.
- Met with staff regarding the former Roller Rink, located at 1680 Doyle Road, which may potentially be again used as roller skating rink.
- Participated in the filming of John Wanamaker, Coldwell Banker IA Commercial Realty and 2014 Team Volusia Chairperson, for the solicitation DVD and for use on DeltonaTV.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 02/07/2014

**Building Services Division:**

Building Permits issued for the week.....	61
Valuation of work permitted for the week.....	\$379,633
Inspections completed for the week .....	154
Total Permits issued for Fiscal Year 13/14 .....	1048
Valuation of work permitted for the year 13/14 .....	\$36,206,997
Permits Issued:	
A/C Change Out .....	13
Addition .....	1
Concrete Flat Work .....	1
Deck .....	2
Demolition .....	1
Door Replacement .....	3
Electrical .....	1
Exterior Renovation .....	2
Fence .....	6
Garage Door Replacement .....	1
Plumbing Re-pipe .....	1

Pool Enclosure .....	2
Other .....	1
Reroof .....	6
Right of Way .....	1
Screen Enclosure .....	2
Shed .....	4
Sign Temporary .....	1
Site Engineering .....	1
Water Heater Replacement .....	4
<u>Window Replacement</u> .....	<u>7</u>
Total	61

**Enforcement Services Division:**

Requests for services this week .....	323	
Animals impounded at the humane societies .....	23	
Citation warnings issued .....	24	
Courtesy notices .....	148	
Abatement notices .....	17	
Citations issued .....	4	
Code Enforcement telephone calls .....	107	
Animal Control calls .....	122	
Solid Waste calls .....	74	
Citizen walk in requests for Code Enforcement assistance .....	6	
Citizen walk in requests for Animal Control assistance .....	14	
Citizen walk in requests for Solid Waste assistance .....	3	
Properties requiring grass to be cut by contractors .....	0	(at a cost of \$0)
Certified mailings sent out .....	0	(at a cost of \$0)
Money collected for Animal tags, liens and return to owners .....	\$5,432	
Foreclosures for this week: Deltona	24	
County	<u>61</u>	
Total	85	

**CITY CLERK'S OFFICE** (Joyce Raftery, City Clerk) thru 02/07/2014

2nd Floor HR/CC Walk-In Customers .....	32	
2nd Floor calls Answered .....	30	
Packages Received .....	37	
Packages Picked Up .....	0	
A/P Invoices Opened .....	105	
Newspapers .....	15	(5.25 hours)
Public Records Requests Received .....	1	
Public Record Request Amount Received .....	\$ .44	
Documents imaged, pages .....	11,291	
Large scale drawings imaged, pages .....	2	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 02/14/2014

- Continued working on January housing reports.

- Worked with auditors on grant expenditures for 2013 Comprehensive Annual Financial Report (CAFR); preparing & reviewing all sections of CAFR.
- Integrated the Gantt Chart for the Lakeshore Multi-Purpose Trail project, and continued working on a responsibility chart for that project.
- Started reviewing the Final Rule issued by the Office of Management and Budget on the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards issued in December. This rule's purpose is to streamline and combine requirements from 8 individual OBM Circulars (A-21, A-87, A-89, A-102, A-110, A-122, A-133 and A-50 on Single Audit Act follow-up).
- Working with on-site auditors.
- Entering contracts into the new Contracts module in Munis.
- Received two bids for 2014 fireworks, and sent to the department for review and recommendation of award.

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Robert Rogers) thru 02/10/2014

**Acting Fire Chief Rogers:**

Alarm summary 2/4/2014 to 2/10/2014

Structure fire	0
Vehicle Fire	0
Wild land, grass, trash	0
Misc. Fire	6
ALS Medicals	52
BLS & Misc. Medicals	82
Hazardous Condition	0
Service Calls	4
Good Intent	20
<u>False Alarms</u>	<u>5</u>
TOTAL	169

**Deputy Chief Rafferty:**

- Attended American Heart Association meeting.
- Target Safety class.

**Asst. Chief Debose:**

- Attended American Heart Association CPR instructor course.
- Met with mentee at Discovery Elementary School.
- Pre-planned rope training at Tiger Bay.
- Worked on new hire process on National Testing Network.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 02/12/2014

- Performance Evaluations processed: 9
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (10 this week; 1,650 to date)
- Applications received:
  - (03) Utility Systems Tech

- (01) Water Operator
- (04) Contract Administrator
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Processed (1) FMLA request.
- Set up interviews for Utility systems Tech.
- Scheduled drug screenings for Utility Customer Service Rep. Supervisor & Public Works Tech.
- Reviewing and updating the Personnel Policies & Procedure Manual, Employee Handbook, and the Safety Program Manual.
- Processed (1) FRS Drop application.
- Contacting ICMA-RC and Nationwide to set up quarterly employee meetings.
- Coordinating with Wellness Committee regarding new Wellness program roll-out.
- Coordinating review of Fire Chief applicants' resumé's/applications with the interview committee.
- Coordinating medical separation for a Public Works employee.
- Prepared/submitted to Clerk's Office several Public Information Requests.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 02/08/2014

**Administration:**

- Attended and hosted the Philadelphia Union Clinic and games vs. University of North Florida.
- Hosted the Sweetheart Italian Dinner at the Deltona Community Center; 126 people attended.
- Met with City Manager to discuss facility use requirements.
- Hosted the Youth Advisory Sub Committee meeting.
- Met with Schwenn for inspection of City facilities.
- Provided logistical support for the Center for Business Excellence meeting in the Chambers.
- Met with All Rite Fencing at Wes Crile.
- Processed 5 permits for pavilion and field rentals.

**Facility Use Permits (02/02/14—02/08/14):**

● Deltona Community Center	3 permits issued	Weekly attendance – 1,045
● Harris M. Saxon Community Center	no permits issued	Weekly attendance – 301
● Wes Crile Park	5 permits issued	Weekly attendance – 1,290
● Skate Park	8 new passes	Weekly attendance – 215

**Special Events/Programs:**

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway:

- Men's Softball – Polar Bear 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.

- Campbell Park – Replaced rotten planks on boardwalk.
- Deltona Community Center – Mulched, weed-whacked, trimmed trees and cleaned up facility in preparation for Sweetheart Italian Dinner; cut limbs on trees next to Schoolhouse.
- Dewey O. Boster – Spruced-up baseball area for upcoming opening day; painted baseball fields; delivered tables and tents for Philadelphia Union’s soccer game.
- Wes Crile – Replaced net posts on tennis court; installed baby changing stations in restrooms.

**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.*

- Escorted Electrical Solutions.
- Replaced flush valve in restroom.
- Sanded walls and prepared room for painting in Enforcement Services.

**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 edged Dupont Lakes.
  - Sprayed TB3000 at Vann Park.
  - Placed clay at Vann Park.
  - Fertilized Campbell Park with 15-0-15.
  - Set up Dupont for Trinity.
- Sports Complex including Pony League:
  - Mowed, edged and weed-whacked fields at Complex.
  - Mowed and edged Pony League and overflow parking.
  - Lined fields 4 & 7 and set up for Philadelphia Union.
  - Moved bleachers and seating from soccer match.
  - Fertilized Pony League with 15-0-15.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 02/12/2014

**Executive Summary:**

Planning and Development Services met with Halifax Hospital staff to discuss their long-range plans within the City. Halifax closed on two properties and the first project is scheduled to open within the first half of 2014 – the outpatient medical office at the southwest corner of Saxon Boulevard and Finland Drive. The second project is located within the Bella Vista BPUD, previously approved for a zoning amendment and Overall Development Plan by the City. The proposed medical offices will need to be processed for Preliminary Plat, Final Site Plan, and Final Plat as the next steps. Staff is meeting with Volusia County next week concerning access management issues.

**Planning:**

The Planning Section worked with the City Manager to address comments, and completed efforts on revisions to the Sign Code. Staff worked with the Tractor Supply Company as they made improvements on their project schedule, based on the recently adopted Phase II-B Land Development Code amendments. Staff anticipates receipt of a Final Site Plan, Construction Plans, and Final Plat going forward. Finally, staff worked with D.R. Horton on the Lake Baton Estates project and received updated Construction Plans. There will also be a Final Plat submitted for the final phase.

**Housing & Community Development Section:**

The Housing and Community Development Section has unofficially achieved the spending deadline for the NSP 3 program. There needs to be a cycle of processing invoices, check runs, and drawdowns within the HUD system to make it official. Until such time, staff will process the invoices. Staff also conducted a kick-off meeting with the new General Contractors and Real Estate Brokers for the NSP program. The program has been limited for some time for homes sales to Very Low Income applicants to achieve the 25% set-aside program requirement. The sale of the two homes at 711 Nardello and 884 Shorecrest moved the City closer to that goal. However, each time a home is sold, the total amount to qualify increases. Thus, currently, there is approximately \$250,000 within each program (NSP 1 and 3) to achieve that goal.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 02/09/2014

**Traffic Operations:**

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

- **Signs:**
  - Completed 6 sign repair work tickets throughout the City.
  - Fabricated and installed 10 new street name signs.
  - Fabricated and installed 1 W14-2 No outlet sign at Kettering & Haversham.
  - Fabricated and installed 2 R3-4 No U-Turn signs at Eustace and Volusia Co. Bus Depot.
  - Fabricated and installed 2 R6-1R&L One Way Both Directions and 2 R6-1R One Way Right at Alley 1023.
  - Fabricated and installed 1 R6-1R&L one way both directions and 6 R6-1L One Way Left at Alley 498 A.
  - Fabricated and installed 2 R5-1 Do Not Enter and 1 R6-1R&L One Way Both Directions at Alley 630.
  - Fabricated and installed 3 R6-1R&L One Way Both Directions, 2 R6-1R One Way Right, 1 R1-1 30" Stop sign and 2 R5-1 Do Not Enter signs at Alley 485.
  - Fabricated and installed 2 R6-1R&L One Way Both Directions, 2 R5-1 Do Not Enter and 1 R1-1 36" Stop sign at Alley 977.
- **Asphalt:**
  - Repaired 8 asphalt repair work tickets – 2 tons.
  - 164 Perimeter – repaired 3'x 3' section of road for Deltona Water – 300 lbs.
  - Trinidad – repaired pot holes with cold patch – 1 bag.
  - Watersedge – repaired pot hole with cold patch – 1 bag.
  - Alexander b/t Windbrook & McCormick – repaired pot hole with cold patch -1 bag.
  - 832 Alexander – repaired pot hole with cold patch – ¼ bag.
  - Normandy & Providence – repaired pot holes with cold patch – 3 bags.
  - Trinidad & Tamerlane – repaired pot holes with cold patch – 1 bag.
- **Speed Trailer:**
  - Swiss & Comerwood – installed 2 speed trailers.

- **Message Boards:**

- Continued message boards at Howland/Graves and Saxon/Normandy for Parks and Recreation.
- Installed 2 message boards at Alexander for road project.

**Field Operations:**

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

- **Beautification:** Medians: Normandy, Elkcarn, Howland Blvds.
- **Concrete:** Sidewalks – 950 Deltona Blvd., 2117 S Old Mill – 13' x 8' .
- **Clam Truck:**
  - Debris – 16
  - Trimming – 2
- **Slope Mowing:** 1978 Eustace – 120'; Catalina – 2400'; 1974 Giles – 100'; 1784 W Acadian – 80'; Folger 260', Alley 1024 – 460', 2560 IveyDale – 200'; 1698 Joyner – 200', across from 1698 Joyner – 120'; 2663 Ivydale – 80'; 2699 Ivydale – 60'; 2718 Ivydale – 200'; 2675 Ivydale – 120'
- **Drop Offs & Sod:**
  - Installed 1 pallet of St. Augustine - 2017 Courtland; .
  - Repaired drop off with fill dirt – 1803 Gatewood.
- **Miscellaneous:**
  - City Wide – Emptied all trash containers.
  - 1748 Haverhill – pressure washed black silt from sidewalk.

**Fleet Maintenance Division:**

- Vehicles PM – 3 Repairs – 7
- Equipment PM – 3 Repairs – 10
- Fire Dept Station Checks 3
- Road Calls 3
- 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:**
  - 650 Armadillo Dr – Poured back three driveways and three nyloplast basins with concrete and finished reshaping swales.
  - Mobley Dr – Used skid steer with a mulcher attachment to cut paths in the woods to look for gopher tortoises for an upcoming project.
  - 705 Normandy Blvd – Poured two spillways and a sidewalk back with concrete and graded out swale for sod.
  - 2933 Slater Dr – Repaired the ruts in the Right of Way and sodded back with Bahia.
  - Irondale St/ Coachman – Used the aquatech to suck down and repair the pipe, backfilled with dirt and sodded with Bahia.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Trees trimmed in drainage ditches – 1918 English; 1461 Keeling; 1896 Concert; 1986 Hunter; 3350 Montcalm; 2521 Tansboro; 1822 Joyner
  - Ditches hand mowed – 1348 Tartan; 981 Hanford; 971 Lovington; 461 El Camino; 524 Deed Cir; Florida Dr; 2831 Canal; 1945 Acadian; 532 Glenhaven

- **Right of Way Mowing Crew:**
  - Main roads mowed – Elckam Blvd; Ft. Smith Blvd; Normandy Blvd; Courtland Blvd; Haulover Blvd; Captain Dr; Tivoli Dr; Deltona Blvd; Anderson; Alexander Dr.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Normandy Blvd; Elckam Blvd; India Blvd; Humphrey Blvd; Newmark Dr; Haulover Blvd; Captain Dr; Wolf Pack Run.
  - Alley trash pickup – 500; 485; 498; 484; 1898; 1915; 1023; 1024; 1021.
- **Miscellaneous:**
  - 2134 Old Train Rd – Installed and secured a drainage grate on the structure for the Lake Windsor Outfall.
  - City Wide – Checked all pump stations.
  - 705 Normandy Blvd – Watered the newly laid sod at the pond.
  - Coachman/Irondale – Picked up trash in the ditch and hauled off.
  - 2868 Slater Dr – Cut a dead tree away from the spillway on the back side of the pond.
  - 2520 Eustace Ave – Reinstalled a drainage lid back on the box.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 02/09/2014

**Customer Service**

February 2014	Total week ending 2/09/2014
DW – Lockbox	2567
Ebox	1730
Call Center Calls	1348
Walk-ins/Drop Box	1004
On-line Payments	1781
IVR	816

**Customers Disconnected for Non-Pay**

February 2014	Total week ending 2/09/2014
Total on Disconnect List	102
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

February 2014	Total week ending 2/09/2014
Water Service	1
Meter Sets	2
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	20
Locates Received	219

Locates Completed	211
Main Leaks	1
Service Leaks	4
Sewer Repairs	0
Sewer Blockage	5
KV2 Valves	10
Service Replacements	4
Meter Change Outs	11
Service Orders	549
Disconnects	102
Drainfield Leaks	1
Meter Retirements	75