



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: February 21, 2014

## CITY MANAGER'S OFFICE thru 02/21/2014

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

- Working with Parks & Recreation on a Wags 'N' Whiskers poster/flyer; posted information about the event on the DeltonaTV Community Calendar, and created a Facebook event page.
- Assisted Final Mile Race Management with packet stuffing and packet pickup at City Hall for the Deltona Love Your Heart 5K; coordinated video, assisted with setup and took photos.
- Took photos and video at the opening day for West Volusia Youth Baseball.
- Working with Post Up Stand printers for a large photo display featuring Eco-Tourism for the Office of Economic Development (OED).
- Posted information to Facebook & Twitter about: Books to Broadway show at Library, Florida Master Naturalist speaking at the Library, Tiny Trekkers about foxes at the Lyonia Environmental Center, Snakes of Florida lecture at the Lyonia Environmental Center, donation given to the American Heart Association by Halifax Health and 5K runners, and Florida Power & Light doing shoulder work on Elkcam Boulevard.
- Updated DeltonaTV Weekly programming: (TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing – (UCF) Global Perspective, On the Issues, Metrocenter Outlook, Arts Performances, Acoustic Spotlight – (other) White House Chronicle, American Veteran, nature and environmental programming – for February 23<sup>rd</sup>.
- Post production for Deltona Audubon Report/Winter Birding (March episode), and the Parks & Recreation Update/Karate Classes.
- Created Power Point presentation of Think Before You Throw posters from Heritage Middle School, for the February 17<sup>th</sup> Commission meeting.
- Pre-production meeting for videotaping the "Love Your Heart" 5K Race with Wendi Jackson and Tim Carr/Pelican Productions.
- Live broadcast of the February 17<sup>th</sup> Commission meeting and recorded for delayed broadcast.
- Prepared the Chambers for the February 17<sup>th</sup> Planning & Zoning meeting.
- Prepared for the New Frontier Ribbon-cutting event on February 20<sup>th</sup>.

### Press Releases:

- CPR training offered by the Deltona Fire Department
- New Frontier Recovery Center Ribbon-Cutting

### Media Relations:

- Provided information regarding the New Frontier Ribbon-cutting event, to Bob Koslow/Daytona News Journal.
- Provided information regarding whether the Planning & Zoning meeting would be televised, to Al Everson/West Volusia Beacon.

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

- Met with Ron Paradise, Assistant Director of Planning & Development Services (PDS), to review the Deltona Economic Development Advisory Board (DEDAB) Sub-committee meeting procedures, and he acted as City Liaison for the two DEDAB Sub-committee meetings in February.
- Chris Bowley, Director of PDS and I attended a Florida Redevelopment Association workshop in Mt. Dora on Community Redevelopment Areas (CRAs).
- Attended the "Second Annual Deltona Run for Your Heart 5K". Over 250 runners participated and approximately \$5,000 was raised for the American Heart Association. The City hosted the event, and Halifax Health sponsored (paid for) the event as a part of their healthy communities program.
- As a member of the Blue Springs Watershed Alliance, attended the Springshed Academy held at the Deland Waste Water Treatment Facility.
- Participated in webinar: "FL Rural Communities - Economic Diversification".
- Chris Bowley and I met with Ian Fair and party, the owners of 220 (+/-) acres located between N. Normandy Boulevard and I-4 to discuss the potential and future plans for the property and the surrounding area.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 02/14/2014

**Building Services Division:**

Building Permits issued for the week .....	86
Valuation of work permitted for the week.....	\$740,949
Inspections completed for the week .....	157
Total Permits issued for Fiscal Year 13/14 .....	1134
Valuation of work permitted for the year 13/14 .....	\$36,947,946
Permits Issued:	
A/C Change Out .....	17
Building Residential.....	1
Commercial Build-out .....	1
Concrete Flat Work.....	1
Door Replacement .....	3
Electrical .....	1
Fence.....	14
Garage Door Replacement .....	3
Gas Installation .....	1
Plumbing Re-pipe .....	1
Pool In-ground .....	1
Reroof .....	11
Right of Way.....	3
Screen Enclosure.....	3
Shed .....	8
Siding.....	3
Sign .....	1
Sign Temporary .....	1
Site Engineering.....	1
Solar Panel Installation .....	2
Water Heater Replacement .....	3
Window Replacement .....	6
Total .....	86

**Enforcement Services Division:**

Requests for services this week .....	304	
Animals impounded at the humane societies .....	33	
Citation warnings issued .....	19	
Courtesy notices .....	137	
Abatement notices .....	17	
Citations issued .....	6	
Code Enforcement telephone calls .....	103	
Animal Control calls .....	122	
Solid Waste calls .....	61	
Citizen walk in requests for Code Enforcement assistance .....	7	
Citizen walk in requests for Animal Control assistance .....	21	
Citizen walk in requests for Solid Waste assistance .....	2	
Properties requiring grass to be cut by contractors .....	3	(at a cost of \$120)
Certified mailings sent out .....	21	(at a cost of \$129)
Money collected for Animal tags, liens and return to owners .....	\$3,017	
Foreclosures for this week: Deltona	40	
County	83	
Total	123	

**CITY CLERK'S OFFICE** (Joyce Raftery, City Clerk) thru 02/14/2014

2nd Floor HR/CC Walk-In Customers .....	40	
2nd Floor calls Answered .....	29	
Packages Received .....	30	
Packages Picked Up .....	0	
A/P Invoices Opened .....	91	
Newspapers .....	16	(4.75 hours)
Public Records Requests Received .....	1	
Public Record Request Amount Received .....	0	
Documents imaged, pages .....	14,315	
Large scale drawings imaged, pages .....	59	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 02/21/2014

- Created Community Development Block Grant (CDBG) Process flowcharts for Projects and Invoicing.
- Worked on Local Agency Programming (LAP) Certification paperwork.
- Attended ECHO Board meeting in Daytona Beach.
- Attended Volusia TPO workshop on upcoming project funding available.
- Working with auditors to finalize FY 12/13 financial statements and remaining sections of annual report.
- Met with First Southwest, the City's Financial Advisor.
- Participated in webinar – Legislative Session Preview: What is expected in 2014 for Cities?
- Participated in FL Government Finance Officers Association (FGFOA) Host Committee conference call.
- Posted Request For Quotation (RFQ) for Transportation Engineering and Planning Services.
- Entering contracts into new Munis Contracts Module.
- Scheduling annual Citywide inventory.
- Submitted Unclaimed Property Reports to States Other than Florida.

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Robert Rogers) thru 02/19/2014

**Acting Fire Chief Rogers:**

• Alarm summary 2/4/2014 to 2/10/2014	
Structure fire	2
Vehicle Fire	0
Wild land, grass, trash	3
Misc. Fire	3
ALS Medicals	34
BLS & Misc. Medicals	90
Hazardous Condition	2
Service Calls	4
Good Intent	14
<u>False Alarms</u>	<u>6</u>
TOTAL	165

**Deputy Chief Rafferty:**

- Telestaff Conference call.
- Met with Human Resources regarding new Fire Chief Application.
- EMS Committee meeting.
- Completed Target Safety classes.
- Prepared for and taught American Heart Association Basic Life Support class and CPR class.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 02/19/2014

- 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.
- Conducted (3) new hire orientations: (2) Park Attendants – Intermittent and (1) Water Operator.
- Processed (1) FMLA request.
- Set up interviews for Utility systems Tech.
- Scheduled drug screenings for Utility Customer Ser. Rep. Supervisor & Public Works Tech.
- Reviewing and updating the Personnel Policies & Procedure Manual, Employee Handbook, and the Safety Program Manual.
- Participated in (4) interviews for Utility System Technician position.
- Separations processed including exit interview: Wilbur Moye, Intermittent Parks Attendant (Resignation); Robert Haynie, StormWater Technician (Medical Separation).
- Met with AFLAC regarding possibility of using Flexible Savings Account cards in place of current system for reimbursement.
- Processed (1) short-term disability claim.

- Preparing Sexual Harassment training materials, and scheduling Sexual Harassment training for Public Works and Parks & Recreation employees.
- Scheduling individual retirement meetings for employees with ICMA and Nationwide.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 02/15/2014

**Administration:**

- Met with a citizen interested in starting an Adult Basketball League outdoors at Wes Crile Park.
- Hosted the West Volusia Pony League Parade at City Hall.
- Attended opening day ceremony at Dewey Boster Sports Complex.
- Met with Musco Lighting at Dupont Lakes.
- Met with All Rite Fencing to inspect the fencing at Wes Crile Park.
- Prepared three (3) Agenda Memos for the Commission Workshop on February 24<sup>th</sup>.
- Prepared two (2) requisitions: for air conditioning replacements at Wes Crile and the renovation/replacement of basketball courts at Harris Saxon and Lake Butler Skate Park.
- Hosted the Citizen Accessibility Advisory Sub Committee Meeting.
- Spoke with sponsors for the Community Health Expo.
- Researched caterers for the Volunteer Luncheon.
- Processed 3 permits for pavilion and field rentals.

**Facility Use Permits (02/09/14—02/15/14):**

• Deltona Community Center	2 permits issued	Weekly attendance – 1,033
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 425
• Wes Crile Park	7 permits issued	Weekly attendance – 1,722
• Skate Park	13 new passes	Weekly attendance – 387

**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.*

- Mowed, edged and weed-whacked Dewey and Veterans parks.
- Picked up supplies at Ace Hardware.
- Picked up helium at Air Gas in Sanford.
- Campbell Park – Mulched planter beds, playground and park.
- Dewey O. Boster – Attached new netting on 3<sup>rd</sup> base of big field; finished painting trim on batting cage at ball fields.
- Harris Saxon – Inspected all exit signs and emergency lights; installed new batteries where needed.
- Manny Rodriguez – Mulched playground.

**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 Event Source Solutions.
- Set up tents, tables and chairs for 5K race registration in courtyard.
- Prepped office in Enforcement Services for painting.

**Sports Turf Maintenance:**

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann, Dupont Lakes and Wes Crile parks.
  - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
  - Raked, edged and set Dupont Lakes.
  - Edged infield at Vann Park and added clay.
- Sports Complex including Pony League:
  - Mowed, edged and weed-whacked fields at Complex.
  - Mowed and edged Pony League and overflow parking.
  - Set up and lined fields 4 & 7 for Philadelphia Union.
  - Sprayed complex with RX Supreme and Triplex Micro.
  - Repaired rollers on 6500D and greased mowers.
  - Spot sprayed weeds with Echelon.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 02/19/2014

**Executive Summary:**

Planning and Development Services brought the amendments to Chapters 70-30 (Definitions) and 90 (Floodplain Management) to the City Commission for Ordinance No. 03-2014 for second and final reading. The Commission adopted the ordinance that updates FEMA's Flood Insurance Rates Maps and the model floodplain ordinance for the City, as mandated by FEMA. The signed ordinance was sent to FEMA and met the February 19<sup>th</sup> deadline. The update of the maps and ordinance allows the City to continue to be included in FEMA's National Flood Insurance Program (NFIP) and to provide reduced rate flood insurance to homeowners within flood hazard areas.

**Planning:**

The Planning Section brought the Saxon-Sterling Silver BPUD to the Planning and Zoning Board this week, which gave a recommendation of denial, to the Commission. Staff will learn from the applicant the direction that they want to proceed. Staff also conducted a DRC meeting for the Duke Energy substation proposed to be located within the Deltona Activity Center. The essential public utility will be located along the west property line of the Deltona Village site, west of N. Normandy Boulevard.

**Housing & Community Development Section:**

The Housing and Community Development Section advertised the Notice of Funding Availability (NOFA) for the Fiscal Year 2014-15 of the Community Development Block Grant (CDBG) fund. As required by HUD, 15% of the grant fund amount shall be used for public service activities to benefit low and moderate income residents. The City uses the funds to support social service agencies that provide care and services to our residents. Examples of such agencies that have been awarded these funds in the past are: the Council on Aging, Haven Recovery, Boys and Girls Club, etc.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 02/16/2014

**Traffic Operations:**

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

• **Signs:**

- Completed 8 sign repair work tickets throughout the City of Deltona.
- Fabricated and installed 5 new street name signs.
- Fabricated 6 24" x 18" No Trespassing signs for Stormwater.
- Fabricated and installed 1 30"x 30" W1-6r right arrow at Pepperwood & Caribbean.
- Fabricated and installed 3 R1-1 30"x30" stop signs & 3 R1-3P 18"x6" all ways at each of the following locations: Shawsbury Way and Haversham; Kettering & Gaymour; Kettering & Sports Club; Kettering & Ashbourne Way; Haversham & Ashbourne Way.
- Fabricated and installed 1 W14-1 30"x30" dead end sign at 410 El Camino.
- Fabricated and installed 1 W14-2 30"x30" no outlet sign at 500 El Camino, and 1 at Haversham & Kettering.
- Fabricated and installed 1 36" R1-1 stop sign, 1 R1-1 stop sign, 1 W1-7 arrow both directions, 2 R6-1R one way right, and 1 R6-1RL one way both directions at Alley 1898.
- Fabricated and installed 1 R6-1RL one way both directions, 3 R6-1R one way right and 1 R6-1L one way left at Alley 171.

• **Asphalt:**

- Repaired 5 asphalt repair work tickets – ½ ton.
- 628 Alexander – repaired center of road – 10 tons.
- Armadillo – repaired crosscut & road edge for Stormwater – 5.5 tons.
- Fitzpatrick – repaired crosscut & road edge for Stormwater – 4.5 tons.
- 164 Perimeter – repaired 7' x 7' section of road for Deltona Water – ½ ton.
- 130 Jasmine Woods – repaired section of road for Deltona Water – ½ ton.
- Whitewood lift station – repaired pot hot with cold patch – 1 bag.

• **Speed Trailer:**

- Swiss & Comerwood – removed 2 speed trailers.

• **Message Boards:**

- Howland & Graves, Saxon & N Normandy – removed message boards and installed at Doyle & Enterprise for Deltona 5K.
- Alexander – removed 2 message boards used for road project.

• **Thermoplastic Striping:**

- Little league fields – checked to see how far 1 bag of white thermo would do (60' at 6").

**Field Operations:**

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

- **Beautification:**
  - Medians: sprayed weeds on Providence Blvd.
  - Applied ant killer on mounds on W Howland and Normandy medians
- **Concrete: Sidewalks:**
  - 947 Humphrey - 8'x4'
  - Bloomfield – 125'x5'
  - 947 Humphrey – 4'x5' & 4'x5'
  - 1643 Bloomfield – 115'x4'
- **Clam Truck:**
  - Debris – 7
  - Trimming – 3
- **Slope Mowing:** Next to 1610 Hallcrest – 120'; across from 1610 Hallcrest – 120'; 1635 Hallcrest – 80'; 1721 Ingram – 80'; 1572 Monticello - 80'; 1596 Monticello – 80'; 1602 Toledo -120'; 1624 Monticello – 120'; 1739 Hallcrest – 120'; 1785 E. Chapel – 400'; 1691 Airmont – 120'; 1674 W. Chapel – 120'; 1725 W. Chapel – 120'; 1810 Arlee- 80'; 1763 W. Chapel – 80'; 1728 Bavon – 120'; 1756 Bavon – 100'; 1840 Arlee – 360'; Hallcrest & Bavon – 120'; 1009 Airmont – 80'; Exmore & Bavon – 80'; Alley 484 – 400'; 1881 Arista – 80'; 1514 Bavon – 120'; 1462 Eden- 60';
- **Drop Offs & Sod:** Repaired drop off with fill dirt: across from 3012 Sky; across from 3194 Mapleshade; Alley 1021; across from 3011 Mapleshade; across from 1821 Laredo.
- **Miscellaneous:**
  - 1489 E. Normandy Blvd – removed glass from road.
  - Snook & Viscaya – removed litter from Right of Way.
  - Sunbelt rentals – picked up planer attachment for bobcat.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 4 | Repairs – 10 |
| • Equipment                  | PM – 3 | Repairs – 9  |
| • Fire Station Checks        | 4      |              |
| • Road Calls                 | 3      |              |
| • Parts Run/Vehicle Delivery | 4      |              |

**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 – Installed a U wall at the end of the pipe and mudded in and reshaped the ditch, dug out the road crossings and the road edge for new asphalt.
  - 1091 Swanson Dr – Located the utilities and cut the driveways for an upcoming drainage project.
  - 2179 El Campo – Repaired the erosion on the bank of the pond.
  - Mobley Dr – Used the skid steer with mulcher attachment to cut paths in the woods to look for gopher tortoises.
  - Apache Cir – Filled in the hole next to the drainage box and sodded with bahia.
  - Gatling Ave – Installed a chain link fence at the entrance to the pond and took out the tree stumps that were dumped in the pond.

- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed: 1640 Bloomfield; 97 Hartwood; 2553 Gramercy; 1910 Chapel; 1041 Eastbrook; 1018 Mayflower; 756 Redcoach; 1003 De Carlo; 577 Ft. Smith; 2705 Elkcam; 1510 Page; 1570 Zinnia; 2442 Walkertown; 2472 Lackland.
  - Pond Mowed: 3275 Tallwood
- **Right of Way Mowing Crew:**
  - Main roads mowed : Elkcam, Ft. Smith, Normandy, Haulover, Deltona Blvds; Captain Dr; Tivoli Dr; Anderson; Alexander Dr.
  - Sectors mowed: 30, 31, 28, 29, 1
  - Alleys mowed: 618, 632
- **Right of Way Litter Crew:**
  - Main road trash pickup – Tivoli Dr; Deltona Blvd; Alexander; Ft. Smith; Normandy; Elkcam; Courtland; Newmark; India; Humphrey
- **Miscellaneous:**
  - 1327 Hartley Cir, 3100 Riverhead Dr, 1638 Bloomfield Ave, 1250 Tivoli Dr, 1104 Norwood Dr, 3236 Sky St – Mowed and trimmed around the pump station
  - City Wide – Inspected all pump stations
  - Capri Cir – Reinstalled a drainage lid back on the box.
  - Ft. Smith Blvd – Cleaned the trash out of the ponds.
  - Apache Cir – Cleaned the trash out of the bottom of the pond.
  - Abby Ter/ Goldcoast, Brady Dr – Mowed the Right of Ways and picked up the trash.
  - 705 Normandy Blvd – Installed 2 No Trespassing signs on each side of the pond.
  - 201 Howland Blvd – Sprayed the weeds in the yard and picked up the trash.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 02/16/2014

**Customer Service**

February 2014	Total week ending 2/16/2014
DW – Lockbox	1646
Ebox	1457
Call Center Calls	1262
Walk-ins/Drop Box	1159
On-line Payments	1656
IVR	851

**Customers Disconnected for Non-Pay**

February 2014	Total week ending 2/16/2014
Total on Disconnect List	88
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

<b>February 2014</b>	<b>Total week ending 2/16/2014</b>
Water Service	0
Meter Sets	2
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	12
Locates Received	101
Locates Completed	109
Main Leaks	2
Service Leaks	6
Sewer Repairs	2
Sewer Blockage	1
KV2 Valves	6
Service Replacements	1
Meter Change Outs	11
Service Orders	487
Disconnects	88
Drainfield Leaks	1
Meter Retirements	114