



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: February 28, 2014

CITY MANAGER'S OFFICE thru 02/28/2014

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

- Doing preliminary work for the April-May-June edition of the City newsletter.
- Photographed and assisted with the setup for the New Frontier ribbon cutting.
- Met with the Acting Fire Chief to discuss PIO support of the Fire Department.
- Created a special birthday card for a 100-year-old former Deltona resident on behalf of the Mayor.
- Put together new Eco-Tourism display "Deltona, More Than Just a Walk in the Park."
- Posted information to Facebook & Twitter about: Basic Life Support and CPR classes at the Fire Department; Construction Services closing early; Commission Workshop; City Commission recognizes VCSO retiring K-9; Frog & Toad musical promo/storytelling at library; traffic accident on February 24th; and Normandy Boulevard road closures.
- Updated DeltonaTV programming—(TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing; (UCF) Global Perspectives, On the Issues, Metrocenter Outlook, Arts Performances, Acoustic Spotlight; (other) White House Chronicle, American Veteran, nature & environmental programs—for the week of February 23rd.
- Pre-production—script questions, talking points—for West Volusia Youth Baseball Opening Day TV program for DeltonaTV.
- Pre-production—script questions, talking points—for YMCA and Volusia Health Dept regarding Pool Safety, as the topic for the April episode of Fire & Safety Bulletin TV program for DeltonaTV.
- Assisted Jerry Mayes with preparations for New Frontier Ribbon-Cutting event.
- Met with Dave Denny to review the videotape preparations for the Economic Development Town Hall Meeting, for March 6th.
- Met with Jerry Mayes to review:
 - Upcoming question and answer sessions for the Economic Development Solicitation DVD and the Economic Development Report 1 hour special program;
 - Proposed article regarding the City's efforts on environmentally friendly projects for the Blue Springs Alliance group.
- Met with Jerry Mayes, Eli Schaperow/West Volusia Audubon and Steve Kintner/West Volusia Audubon to discuss the nomination of Audubon Park, Thornby Park, Lake Gleason and Lake McGarity as destination sites for the Great Florida Birding Trail, and the possibility of Deltona sponsoring its own birding and wildlife festival, probably in the Fall.
- Prepared the Chambers for Safety training classes by the Risk Manager, and for subsequent training by the Human Resources Director.
- Prepared the Chambers for the Special Magistrate hearings.
- Working on the March issue of the employee newsletter, the Pride.

Press Releases:

- Wags N Whiskers
- Economic Development Town Hall Meeting

Media Relations:

- Spoke to Al Everson of the *DeLand-Deltona Beacon* regarding a Planning & Zoning Board vote, and the agenda for the February 24th Commission Workshop.

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

- Attended the Blue Springs Alliance meeting, and was asked to submit an article regarding the positive initiatives that the City of Deltona has done that support the watershed for Blue Spring.
- Attended the Florida Redevelopment Association's workshop in Mt. Dora on Community Redevelopment Agency (CRA) Basics.
- Attended the Springshed Academy held at the Lyonia Environmental Center.
- Attended the ribbon cutting ceremony for New Frontier.
- Attended the Volusia Transportation Planning Organization (VTPO) Workshop on TPO grants.
- Meet with John Kizer, Volusia County Department of Economic Development, to discuss possible GrowFL clients located in Deltona. GrowFL is a State of Florida initiative to assist local, existing small businesses with information, business education, and mentoring.
- To assist in the Eco-tourism project, took trail measurements at Audubon Park and Thornby Park, and a wildlife survey of Thornby Park.
- Met with John Wanamaker regarding the "Deltona Business Park" concept and follow-up information for the McCollum Sweeney Consulting site readiness survey (being paid for by Duke Energy).
- Met with City Staff and members of the Audubon Society to discuss the nomination of several parks in Deltona for the Florida Great Birding Trail as part of the Commission-assigned Eco-tourism project.
- At the invitation of Steve Moore, Parks & Recreation Director, presented the Eco-tourism project to the Volusia County Parks Director's meeting.
- Attended the School Advisory Council for Deltona Middle School.
- Continued the process of preparing the 2013 Annual Report: Status of Economic Development in the City of Deltona.
- Attended a Consensus Building Group to develop a new Initiative and Mission Statement for the Ford Next Generation Learning Community. This is a part of the Career Cadre, which supports the High School (and soon Middle School) Career Academies. A well trained workforce is a major selling point in attracting businesses to a community.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 02/21/2014

Building Services Division:

Building Permits issued for the week	84
Valuation of work permitted for the week.....	\$284,629
Inspections completed for the week	154
Total Permits issued for Fiscal Year 13/14	1218
Valuation of work permitted for the year 13/14	\$37,232,576
Permits Issued:	
A/C Change Out	17
Concrete Flat Work.....	4
Demolition	1
Door Replacement	4
Electrical	6
Fence.....	14

Garage Door Replacement	3
Garage	1
Glass Room	1
Patio Cover	1
Pool In-ground	1
Reroof	18
Right of Way	1
Shed	4
Sign	1
Sign Political	1
Water Heater Replacement	3
<u>Window Replacement</u>	<u>3</u>
Total	84

Enforcement Services Division:

Requests for services this week	384	
Animals impounded at the humane societies	21	
Citation warnings issued	27	
Courtesy notices	160	
Abatement notices	12	
Citations issued	7	
Code Enforcement telephone calls	98	
Animal Control calls	104	
Solid Waste calls	87	
Citizen walk in requests for Code Enforcement assistance	5	
Citizen walk in requests for Animal Control assistance	15	
Citizen walk in requests for Solid Waste assistance	1	
Properties requiring grass to be cut by contractors	3	(at a cost of \$120)
Certified mailings sent out	14	(at a cost of \$86)
Money collected for Animal tags, liens and return to owners	\$785	
Foreclosures for this week: Deltona	29	
County	<u>100</u>	
Total	129	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 02/21/2014

2nd Floor HR/CC Walk-In Customers	33	
2nd Floor calls Answered	34	
Packages Received	51	
Packages Picked Up	2	
A/P Invoices Opened	85	
Newspapers	16	(5.5 hours)
Public Records Requests Received	5	
Public Record Request Amount Received	88¢	
Documents imaged, pages	10,801	
Large scale drawings imaged, pages	264	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 02/28/2014

- Completed January housing account balance reports.
- Attended Neighborhood Stabilization Program (NSP) closeout procedure webinar offered by the Department of Housing and Urban Development (HUD).
- Attended Office of Greenways and Trails webinar on upcoming grant programs and requirements.
- Attended monthly Lakeshore Loop meeting with the project committee.
- Completed Davis Bacon monitoring interviews on the Dwight Hawkins project.
- Met with Customer Service Representative from Wells Fargo.
- Met with Deltona Water regarding a policy on Allowance for Doubtful Accounts.
- Met with Human Resources to discuss salary range tables for budget.
- Continuing work on audit.
- Met with City Manager to discuss preliminary budget calendar.
- Revising Procurement Policies and Procedures.
- Working with a sign company to repair or replace signage at City Hall.

FIRE/RESCUE DEPARTMENT (Acting Fire Chief Robert Rogers) thru 02/24/2014

Acting Fire Chief Rogers:

- Alarm summary 2/18/2014 to 2/24/2014
 - Structure fire 2
 - Vehicle Fire 2
 - Wild land, grass, trash 0
 - Misc. Fire 5
 - ALS Medicals 48
 - BLS & Misc. Medicals 85
 - Hazardous Condition 2
 - Service Calls 5
 - Good Intent 28
 - False Alarms 7
 - TOTAL 184

Deputy Chief Rafferty:

- Met with IT regarding the TeleStaff Program.
- Met with Chief Debose regarding the National Training Program.
- Standard Operating Procedures class preparation.
- American Heart Association Conference calls on Regional Faculty, and Training Center Coordinator.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 02/26/2014

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (0 this week; 1,650 to date)
- Applications received:
 - (04) Utility Systems Tech
 - (02) Equipment Operator

- (03) Contract Administrator
- (09) Stormwater Tech
- 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.
- Reference & background checks for 2, Parks Attendant & Utility Systems Tech.
- Posted new job posting – Stormwater Tech.
- Processed (1) FMLA request.
- Reviewing and updating the Personnel Policies & Procedure Manual, Employee Handbook, and the Safety Program Manual.
- Met with Gene Gizzi regarding various COBRA issues.
- Conducted Sexual Harassment training for Public Works & Parks employees (2 sessions), and one session for PW Utility Billing and Customer Service employees.
- Working with Wellness Committee to coordinate start of Mission SlimPossible Employee weight loss challenge.
- Met with City's Broker of Record, Gene Gizzi, regarding the City's LTD Optional benefit and the updated agreement letter.
- Working with Nick Sassic, Risk Manager, to identify a Board Certified Occupational Health doctor (for Return to Work reviews) closer to the City (current provider is relocating south of Orlando).

Risk Management:

- Working on three third-party cases.
- Processing three Workers Compensation claims.
- Investigating one citizen complaint.
- Instructing safety training classes.
- Working with State's Attorney on two cases involving damage or theft of City property.
- Coordinating Defensive Driving training.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 02/21/2014

Administration:

- Prepared materials for the Commission Workshop.
- Hosted the Volusia County Parks & Recreation Directors' Workshop.
- Reviewed and prepared bid recommendations for the Citrus 4th of July 2014 fireworks display.
- Met with Kompan Playground representatives to discuss two (2) new playgrounds.
- Met with Bright House representatives.
- Met with Team C Sports to discuss scoreboards.
- Met with staff to discuss Blue Springs Alliance.
- Processed 8 permits for pavilion and field rentals.

Facility Use Permits (02/16/14—02/22/14):

● Deltona Community Center	2 permits issued	Weekly attendance – 1,088
● Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 355
● Wes Crile Park	4 permits issued	Weekly attendance – 1,620
● Skate Park	2 new passes	Weekly attendance – 250

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: Dupont Lakes and Manny Rodriguez parks.
- Picked up supplies at Ace Hardware.
- Took vehicle to Fleet to fix brake light.
- Delivered mulch to City Hall.
- Dewey O. Boster – Sprayed for ants around pavilion and playground; replaced toilet seats in men's restroom.
- Dwight Hawkins – Installed lock and chain on new front entrance gate.
- Firefighters Memorial Park – Replaced lights in restroom.
- Manny Rodriguez – Sprayed ant hills.
- Vann Park – Continued prepping for opening day: pressure washed, primed and painted, repaired dugout roofs, mulched, re-built Little League field scoreboard.
- Wes Crile – Installed lock and chain on entrance gate.

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.

- Mulched courtyard.
- Replaced 12 lights at the Sheriff's Office; called Electrical Solutions to replace ballasts.
- Washed stairwells after painting to remove particles from floor.
- Painted and re-set office for Solid Waste Coordinator.

Sports Turf Maintenance:

- Normal routine maintenance: Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks; raked, edged and set Dupont Lakes; sprayed Vann Park with Echelon (herbicide).
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex.
 - Mowed and edged Pony League and overflow parking.
 - Set and lined fields 4 & 7 for Philadelphia Union.
 - Sprayed Pony League with TB3000.
 - Sprayed fields 2 & 3 with Acephate (insecticide).

- Repaired fence between Pony League and Sports Complex.
- Repaired lighting on concession stand; repaired emergency lighting.
- Assembled bleacher; repaired trash receptacles.
- Sprayed complex with 46-0-0; Medinacal (soil amendment); multipath (wetting agent) and Echelon (herbicide).

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 02/26/2014

Executive Summary:

Planning and Development Services conducted a site inspection of the RaceTrac site located adjacent to Deltona High School. The project is under construction and includes site grading, pond construction for the stormwater management area, and the perimeter road. The earthen berm along the property frontage has not been altered and will be re-graded at a later date. The site will include one of the newer building prototypes for RaceTrac and will be in keeping with the architectural quality being developed along Howland Boulevard as a gateway into the City.

Planning:

The Planning Section received a rezoning application for the I-4/Howland Mixed Planned Unit Development (MPUD) on the Trafalgar site. The project is proposed for lands generally located north of Howland Boulevard, east of I-4, and west of Forest Edge Drive. The ±148.13 acre site is currently vacant, is within the Deltona Activity Center, and is proposed for a 12 lot subdivision to include commercial, office, and residential land uses. Staff also met with the applicant for the Saxon Sterling Silver BPUD project to review their list of proposed changes to the Development Agreement and Master Development Plan. The application was deferred to the March 17th City Commission hearing to be able to review and address those proposed changes. Finally, the Halifax medical office located at 2090 Saxon Boulevard is proceeding.

Housing & Community Development Section:

The Housing and Community Development Section uploaded the remaining amount into HUD's DRGR web-based portal, which meets the HUD NSP 3 spending deadline of March 10, 2014. Staff is proceeding with owner-occupied home repair within Community Development Block Grant (CDBG) and is preparing to revisit the Local Housing Assistance Plan (LHAP) to update that document to current housing activities.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 02/23/2014

Traffic Operations:

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

- **Signs:**
 - Completed 20 sign repair work tickets throughout the City.
 - Fabricated and installed 6 new street name signs.
 - Fabricated 2 18" x 12" Trail arrow signs for Parks Department.
 - Fabricated and installed 1 R2-1 24"x30" 30 mph sign at 2700 Beckwith.
 - Fabricated and installed 1 R2-1 24"x30" 30 mph sign at 2612 Beckwith.
 - Fabricated and installed 3 R1-1 30"x3-10" stop signs & 3 R1-3P 18"x6" all ways at Shawsbury Way and Kettering.
 - Fabricated and installed 3 R1-1 30"x30" stop signs & 3 R1-3P 18"x6" all ways at Shawsbury & Leyburn.

- Fabricated and installed 3 R1-1 30"x30" stop signs & 3 R1-3P 18"x6" all ways at Haversham & Brayton.
- Fabricated and installed 3 R1-1 30"x30" stop signs & 3 R1-3P 18"x6" all ways at Shawsbury & Gaymour.
- Fabricated and installed 3 R1-1 30"x30" stop signs & 3 R1-3P 18"x6" all ways at Leyburn & Gaymour.
- Fabricated and installed 1 R1-1 36" stop sign at Deltona Blvd. & Gaynor.
- Fabricated and installed 1 R1-1 30" stop sign at Haversham & Finland.
- Fabricated and installed 1 R5-1 do not enter sign at 396 Haversham.
- Replaced 2 R1-1 30" stop signs at Montecito & Dumas.
- Replaced 1 R2-1 24" x 30" 25 mph sign at Gaynor & Kettering.
- Installed 1 W14-2 30"x30" no outlet sign at 940 Fallbrooke.
- Fabricated for stock 5 R1-1 30" stop signs.
- Fabricated for stock 5 R2-1 24" x 30" 30 mph signs.
- **Asphalt:**
 - Repaired 10 asphalt repair work tickets – ½ ton
 - 1052 Monterey – repaired crosscut for stormwater – 3.5 tons
- **Speed Trailer:** 1780 Normandy Blvd – Set up 2 speed trailers.
- **Message Boards:** Doyle & Enterprise – Removed 2 message boards.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification: Medians:**
 - Howland – Sprayed weeds, removed litter, checked irrigation, and defined mulch rings around trees.
 - Providence – Trimmed shillings and saw palmettos.
 - Elkcam – Removed litter.
- **Concrete: Sidewalks**
 - 1382 Gaynor - 6'x4'
 - 678 Shawsbury – 10'x4'
 - 699 Shawsbury – 13'x4'
 - 493 Kettering – 5'x4'
 - 501 Kettering – 5'x4'
 - 204 Kettering – 5'x4'
- **Clam Truck:**
 - Debris – 17
 - Trimming – 3
 - Trees removed – 2
- **Slope Mowing:** 2032 Alameda – 160'; 1852 E. Akron – 480'; 1866 Alameda – 80'; 1858 Alameda – 80'; 1826 Alameda – 120'; 1651 Akron – 60'; 1618 Akron – 60'; 1601 Newbury – 80'; 1966 Alameda – 80'; 1942 Alameda – 80'; 1926 Alameda – 80'; 1902 Alameda – 80'; 1653 Jordan – 300'; 1648 Hanover – 4420'; 1612 N Merrick – 80'; 1611 N Merrick – 60'; 1631 N Merrick – 80';
- **Drop Offs & Sod:** 3091 Cloverdale – repaired drop off; 2009 Jessamine – repaired washout; Lydia – repaired and sod drop offs; 2167 Old Mill Dr. S – sod area along sidewalk; 2071 Old Mill Dr. S – sod area along sidewalk; 2108 Old Mill Dr. S – sod area along sidewalk; Bloomfield – sod area along sidewalk.

Fleet Maintenance Division:

• Vehicles	PM – 6	Repairs – 14
• Equipment	PM – 1	Repairs – 19
• Fire Dept Station Checks	3	
• Road Calls	6	
• Parts Run/Vehicle Delivery	4	
• 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:**
 - 1091 Swanson Dr – Installed 440’ of 15” HDPE pipe, two nyloplast basins, built one drainage box and hauled off materials.
 - 721 Waterfall Cir – Reshaped the swale where the water main break was.
 - 1127 Fountainhead Dr – Removed the driveway that Waste Pro broke; formed up and poured a new one; poured two mitered ends with concrete; reshaped the swale and sodded back with bahia.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Way mowed: Waterfall Cir; 1921 Shaw; Courtland/Howland Blvd.
 - Ponds Mowed: 201 Howland; Beal St/Juliet Dr.
- **Right of Way Mowing Crew:**
 - Main roads mowed: Ft. Smith Blvd
 - Sectors mowed: 24, 25, 26, 27
 - Alleys mowed: 618, 632
- **Right of Way Litter Crew:** Main road trash pickup – India Blvd; Humphrey Blvd; Newmark Dr; Haulover Blvd; Captain Dr; Catalina Blvd; Tivoli Dr; Cloverleaf Blvd; Deltona Blvd; Anderson Dr; Alexander Dr; Ft. Smith Blvd; Normandy Blvd
- **Miscellaneous:**
 - City wide – Inspected and checked all the pump stations for vandalism and operability.
 - 1031 Monterey, Armadillo, Fitzpatrick, Applegate – Watered newly laid grass.
 - Beal St/Austin St – Replaced the stop sign that was damaged.
 - Windsor Heights Pump Station, Norwood Pump Station, Drysdale 1 & 2 Pumps – Filled up the wells with water, tested the pumps, checked the outfalls.
 - 201 Howland – Sprayed the weeds in the back yard, checked and ran all the portable pumps.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 02/23/2014

Customer Service

February 2014	Total week ending 2/23/2014
DW – Lockbox	1619
Ebox	1134
Call Center Calls	1320
Walk-ins/Drop Box	1053
On-line Payments	1593
IVR	918

Customers Disconnected for Non-Pay

February 2014	Total week ending 2/23/2014
Total on Disconnect List	123
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

February 2014	Total week ending 2/23/2014
Water Service	0
Meter Sets	5
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	2
Replace Meter Box	12
Locates Received	265
Locates Completed	264
Main Leaks	4
Service Leaks	5
Sewer Repairs	2
Sewer Blockage	1
KV2 Valves	2
Service Replacements	1
Meter Change Outs	8
Service Orders	611
Disconnects	123
Drainfield Leaks	0
Meter Retirements	225