



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: January 10, 2014

**CITY MANAGER'S OFFICE** thru 1/10/2014

**Public Information Office (PIO)**: (Lee Lopez, Public Information Officer) thru 01/10/2014

- Updated DeltonaTV schedules for the week of January 12<sup>th</sup>.
- Updated DeltonaTV programming—(TPC) Grill Sergeants, Armed Forces Boxing, Fit for Duty, Battleground, (UCF) Global Perspectives, On the Issues, MetroCenter Outlook, Acoustic Spotlight, (other) American Veteran, White House Chronicle, nature and environmental programs—for the week of January 12<sup>th</sup>.
- Selected the winning entry for the 2013 Holiday Parade of Homes—tallied votes sent in by email to determine winner.
- Produced TV slide of the 2013 Holiday Parade of Homes winning entry.
- Produced TV slide for the ACA Navigator meetings in Deltona in January.
- Post-production/editing for local programming—Fire Bulletin/Fire Extinguisher Safety, Code Enforcement Notebook/Spay & Neuter Season, Audubon Report/Lyonia Preserve Field Trip.
- Post-production/transfer “Music & Dance Recital” TV program from Pine Ridge High School.
- Live broadcast of January 6<sup>th</sup> Commission Meeting, and videotaped for later broadcast.
- Coordinated interview session for Mark Harper/Daytona News Journal, with Chris Bowley and Jerry Mayes, regarding the Activity Center.
- Met with Jerry Mayes to plan agenda for eco-tourism project’s partnership meeting, Springshed Academy promotion, and how to utilize the Forbes article regarding Deltona and business.
- Met with Jerry Mayes to determine what support & promotional material is needed for upcoming eco-nature events.
- Working with Jerry Mayes to block out future interviews/topics for Economic Development Report and Deltona Audubon Report.
- Updating the Community and Public Information pages on the City Web site, including press releases and archives, newsletters and archives and removing holiday related information.
- Created a flyer for the Deltona Love Your Heart 5K and the Sweetheart Italian Dinner.

## ***Media***

- Provided information regarding the proposed Tractor Supply Store, to [Erika Webb/Hometown News](#).
- Provided information regarding Maverick Media/bus benches and DisabilityFairness.org, to [Mark Harper/Daytona News-Journal](#).
- Provided information regarding Maverick Media/bus benches and DisabilityFairness.org, to [Lori Brown/WFTV Ch. 9](#).
- Provided information regarding the arrest of a Deltona firefighter, to [Patricio Balona/Daytona News-Journal](#).
- Provided information regarding the arrest of a Deltona firefighter, to [Myrt Price/WFTV Ch. 9](#).
- Provided information regarding the arrest of a Deltona firefighter, to [Claire Metz/WESH Ch. 2](#).
- Provided information regarding the arrest of a Deltona firefighter, to [Saul Saenz/Central Florida News 13](#).

- Attended interview with Jerry Mayes and Chris Bowley regarding the Activity Center, conducted by Mark Harper/Daytona News-Journal.

**Office of Economic Development (OED)**: (Jerry Mayes, Economic Development Manager) 1/03/2014 thru 1/09/2014

- Met with Lee Lopez, City of Deltona Public Information Officer to discuss Channel 199 interview and filming schedules.
- Prepared the meeting agendas for both the Commerce Park and the Educational & Medical Sub-committees and submitted both to the recording secretaries for preparation and posting.
- Attended a meeting with City Planning & Development Staff members Tom Pauls and Dinelia Santana to review each department's projects.
- Prepared the quarterly reports for both the Commerce Park Sub-Committee and the Educational & Medical Sub-committee. Upon completion, these reports were sent to the now seated Sub-committee Chairpersons for review and approval before being presented to the Deltona Economic Development Advisory Board at the upcoming January 7 Quarterly meeting.
- Make up packets for the Duke Energy Site Assessment to share with partners. This is a site assessment to be done for by Duke Energy by McCollum Sweeney Consulting. The ± 260 acre site is located in the Deltona Activity Center.
- Met with Lee Lopez, co-team leader for the Commission assigned Eco-tourism Project and Wendi Jackson. The discussion was based around preparation for the upcoming meeting and preparation for contemplated booth attendance at symposiums to present the project to the public.
- Met with John Wanamaker, Team Volusia EDC Board Chair and Keith Norden, TVEDC President and CEO, to discuss the Duke Energy site study for the Deltona Commerce Park.
- Began process of preparing the 2013 Annual Report: Status of Economic Development in the City of Deltona.
- Chris Bowley, Director of the Deltona Planning & Development Services Department, and I met with Paul Momberger of Zev Cohen to discuss the plans for the Trafalgar Property at SR472 and I-4.
- As the City Liaison, attended the Deltona Economic Development Advisory Board's January 7th Quarterly meeting.
- As a member of the Economic Development Practitioners Council, I attended the monthly meeting of this organization, hosted by Team Volusia EDC.
- With City Staff, attended a site visit for the purpose of viewing the "Snook Park" (a working name) a potential Eco-tourism destination.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 1/3/2014

**BUILDING & ENFORCEMENT SERVICES** thru 1/3/2014

Building Permits issued for the week.....	34
Valuation of work permitted for the week .....	\$330,668
Inspections completed for the week .....	93
Total Permits issued for Fiscal Year 13/14 .....	768
Valuation of work permitted for the year 13/14.....	\$8,294,498

**Permits Issued:**

A/C Change Out .....	3
Building Residential.....	1
Commercial Build-out.....	1

Concrete Flatwork.....	1
Door Replacement.....	1
Electrical .....	3
Fence .....	3
Garage Door Replacement .....	1
Garage Enclosure .....	1
Gas Installation .....	1
Glass Room.....	1
Interior Repair .....	1
Reroof .....	6
Right of Way.....	1
Screen Enclosure.....	1
Shed.....	1
Water Heater Replacement .....	7

**Total** **34**

**Enforcement Services Division:**

Requests for services this week .....	195	
Animals impounded at the humane societies .....	11	
Citation warnings issued .....	6	
Courtesy notices .....	62	
Abatement notices .....	2	
Citations issued .....	4	
Code Enforcement telephone calls .....	80	
Animal Control calls .....	120	
Solid Waste calls .....	76	
Citizen walk in requests for Code Enforcement assistance .....	16	
Citizen walk in requests for Animal Control assistance .....	16	
Citizen walk in requests for Solid Waste assistance .....	2	
Properties requiring grass to be cut by contractors .....	0	(at a cost of \$0)
Certified mailings sent out .....	14	(at a cost of \$19)
Money collected for Animal tags, liens and return to owners .....	\$3,547	
Foreclosures for this week: Deltona	45	
County	164	
Total	209	

**CITY CLERK’S OFFICE** (Joyce Raftery, City Clerk) 12/28/2013 – 1/3/2014

2nd Floor HR/CC Walk-In Customers .....	26	
2nd Floor calls Answered .....	44	
Packages Received .....	37	
Packages Picked Up .....	0	
A/P Invoices Opened .....	89	
Newspapers .....	15	(5 hours)
Public Records Requests Received .....	04	
Public Record Request Amount Received .....	\$00	
Documents imaged, pages .....	1178	
Large scale drawings imaged, pages.....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 01/10/2014

- Meet to discuss utility bond defeasance/reissue in regard to year end reporting and required schedules.
- Researching Energy Efficiency Conservation Block Grant program (EECBG) transactions for audit – fund closeout.
- Started compiling data for monthly and quarterly reports for the Housing Programs.
- Posted bid for air conditioning equipment at Wes Crile.
- Bids for Citywide HVAC maintenance and repair services due 1/6/14.
- Bids for Basketball Courts at Harris Saxon and Lake Butler Parks due 1/26/14.
- Processed December credit cards.

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Rogers) thru 01/07/14

**Acting Fire Chief Rogers:**

- Alarm summary 12/31/2013 to 1/6/2014

Structure fire	3
Vehicle Fire	0
Wild land, grass, trash	0
Misc. Fire	6
ALS Medicals	69
BLS & Misc. Medicals	76
Hazardous Condition	3
Service Calls	14
Good Intent	18
False Alarms	4
<b>TOTAL</b>	<b>193</b>

**Deputy Chief Rafferty:**

**Admin/Daily:**

- Meeting with Chief Sievert Personnel moves
- Meeting with Chief Rogers Personnel issues
- Meeting with Chief Swisher, Special Ops Program
- Attended City Commission Meeting

**Training & Safety:**

- Completed Target Safety x1
- Completed American Heart Association Basic Life Support Essential Course

**EMS:**

- Met with Sue in Ref to EMS backorder issue

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 01/08/2014

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (0 this week; 1,610 to date)
- Applications received:
  - (02) Fire Chief
  - (01) Network Analyst
  - (01) Firefighter/EMT
  - (05) Utility Customer Service Rep. Supervisor
  - (05) Utility Systems Tech
  
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Processed 2 FMLA requests.
- Terminations processed including exit interview: Kenneth Monroe, Stormwater Technician (Resigned), Lindsey Farrell, Intermittent Facility Attendant (resigned), Justin Davey, Firefighter (resigned)
- Set up interviews and prepared questionnaires for Network Analyst.
- Background and Reference check on a new Utility Billing Tech.5
- Participated in 5 interviews for Enforcement Services Officer Supervisor position.
- Participated in 4 interviews for Network Analyst position.
- Participated in 3 interviews for Utility Customer Service Supervisor position.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 1/04/2014

**Administration:**

- Met with Stanley Door representative to repair the HR entrance.
- Met with Kompan, Inc. to discuss the installation of the playground at Dwight Hawkins Park.
- Met with Diamond Fertilizer to receive fertilizer at Dewey Boster.
- Developed the bids for the Skate Park and Harris Saxon basketball courts. (CDBG).
- Hosted Youth Advisory Sub Committee Meeting.
- Processed 2 permits for pavilion and field rentals.

**Facility Use Permits (12/29/13—01/04/14):**

- |                                    |                   |                           |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center         | 3 permits issued  | Weekly attendance – 501   |
| • Harris M. Saxon Community Center | no permits issued | Weekly attendance – 50    |
| • Wes Crile Park                   | 1 permit issued   | Weekly attendance – 1,685 |
| • Skate Park                       | 12 new passes     | Weekly attendance – 307   |

**Special Events/Programs:**

Harris Saxon Community Center:

- Boys and Girls Club After-School Program resumes on January 6, 2014

Partner Leagues Currently Underway:

- Florida Basketball & Volleyball Association (FBVA) winter program begins in January.
- Men's Softball – Polar Bear League starts in January.

**Parks Maintenance:**

*Weekly tasks include opening all the parks in the morning, cleaning restrooms at parks and facilities, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; 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, replacing damaged paper towel and toilet paper dispensers.*

- Mowed, edged and weed-whacked: Festival Park including fields and around cell tower; Harris Saxon, Manny Rodriguez, Thornby and Veterans Memorial.
- Returned message boards to the Depot for recharging.
- Checked all playgrounds for vandalism and graffiti.
- Emptied garbage cans, picked up trash at all parks.
- Campbell Park – Repaired restroom.
- Deltona Community Center – Ladies restroom repair in main hall.
- Dewey O. Boster – Repaired picnic tables and benches at pavilion #1; painted pavilion #1 and picnic tables; pressure washed baseball fields (dugouts, score booths, concession stand, restrooms and storage sheds).
- Festival Park – Repaired damaged wooden perimeter fence.
- Harris Saxon – Tightened screws on swing set.

**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; checking temperature throughout the building; replenishing restroom and other supplies throughout the entire building; cleaning and maintaining all restrooms (floors, toilets, sinks, spills, etc.); maintaining water fountains; 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; cleaning refrigerators; landscape maintenance; sweeping and washing sidewalks, main entrance, lobby, stairwells and elevators; delivering packages and heavy boxes to departments; filling vehicles at gas station.*

**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.
  - Repaired fencing at Dupont Lakes.
  - Painted concession restroom.
  - Repaired irrigation at Wes Crile.
- Sports Complex including Pony League:
  - Mowed, edged and weed-eated fields at complex.
  - Mowed and edged Pony League and overflow parking.
  - Worked on wet areas at Pony League.
  - Sprayed wetting agent, fertilizer and soil additive.

## **PLANNING & DEVELOPMENT SERVICES** (Chris Bowley, Director) thru 01/09/2014

### **Executive Summary:**

Planning and Development Services brought three items to the City Commission this week. One item, the rezoning for a potential Tractor Supply Company store, was continued until date-certain January 21, 2014, for the first reading of the ordinance. The other items were the approval of the Capital Improvements Element (CIE) at first reading of the ordinance and the second was the approval of the Real Estate Brokers for the Neighborhood Stabilization Program.

### **Planning:**

The Planning Section conducted a pre-development meeting with the prime and sub-consultants that were selected to construct the Eastern Water Reclamation Facility (WRF). The project is officially kicked-off and the end result will be the largest capital project for a central utility facility within the City since incorporation. The Eastern WRF also represents one of the most important investments the City can make in itself for the City for long-term sustainability, economic development, non-residential development, and responsible use of natural resources. Staff also met on two future rezoning projects, one in the Activity Center and one at the east side of Deltona. Finally, staff reviewed the traffic methodology for a potential RaceTrac development to be located at the intersection of Saxon Boulevard and Finland Drive.

### **Housing & Community Development:**

The Housing and Community Development Section, following approval of the Real Estate Brokers for the NSP program, will hold a joint introduction meeting for both the previously approved General Contractors and the aforementioned Real Estate Brokers. This will provide a history of the program for new vendors working for the City and outline the guidelines that the City has to comply with to operate the HUD program. Staff also sold the home located at 1450 Tune Avenue to an NSP Very Low Income applicant. This represents a significant milestone in the program by selling one of the remaining Program Fund homes from the original grant, achieving towards the goal of the 25% set-aside for VLI, and reducing the cost-to-carry a home that has been on the market for a long period of time.

## **PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 1/04/2014

### **PUBLIC WORKS** thru 1/4/2014

#### **Traffic Operations:**

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

#### • **Signs:**

- Completed 22 sign repair work tickets in the City.
- Fabricated 3 new street name signs.
- Installed 3 new street name sign.
- Fabricated two 30”x 30” R1-1 “Stop” signs for stock.
- Fabricated eight 30”x 30” R5-1 “Do Not Enter” signs for stock.
- Fabricated eight 12”x 36” R6-1r&l “One Way” signs for Alley 1185 & Ft Smith Blvd.
- Fabricated and installed one 9”x 36” W14-1a “Dead End” sign at Alley 1185 & Ft Smith Blvd.
- Fabricated and installed one 12”x 36” R6-1r&l “One Way signs at Alley 618 & Embassy.
- Fabricated and installed two 12”x 36” R6-1r “One Way” sign with one 10” channel at Alley 618 & Space Coast parking lot.
- Fabricated and installed one 30”x 30” R1-1 “Stop” sign at Alley 618 & Balsam.
- Fabricated and installed two 30”x 30” R5-1 “Do Not Enter” signs with one 12’ channel at Alley 618 & Balsam.

- Fabricated and installed one 12”x 36” R6-1r&l “One Way” signs at Alley 618 & Balsam.
- Fabricated and installed new decaling for the 2014 Holiday season for Deltona Water front door.
- **Asphalt:**
  - Asphalt plat closed for the holidays.
- **Speed Trailer:**
  - No Speed trailers utilized.
- **Message Boards:**
  - No message boards utilized.
- **Thermoplastic Stripping:**
  - 24” white stop bar – 16’; 14’; 13; 15’; 13’; 13’; 12’; 11’; 19’; 16’; 14’.
  - 12” white crosswalk – 90’; 70’.

**Field Operations:**

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

- **Beautification:**
  - Medians
    - N Howland Blvd – routine maintenance; trimmed ligustrum trees.
  - City Signs: Howland welcome sign – routine maintenance.
  - Misc:
    - Normandy Blvd between Firwood & Apache – weed-eat sidewalks.
- **Concrete:**
  - Sidewalks – 1129 E Normandy – 10’x 5’; 1509 E Normandy – 5’x 5’; 1371 Rockhill – 23’x 4’; 1409 Old Mill – 8’x 8’.
- **Clam Truck:**
  - Debris – 7.
  - Trimming – 42.
- **Drop Offs & Sod:**
  - Installed fill dirt next to sidewalk – 2442 Cardena; 2411 Duval.
- **Misc:**
  - City Wide – removed all holiday banners.
  - Capri Cir – removed pile of dirt from row.

**Fleet Maintenance Division:**

- Vehicles PM – 6; Repairs – 8.
- Equipment PM – 3; Repairs – 12.
- Fire Dept Station Checks 8.
- Road Calls 2.
- 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:**
  - 1861 Marysville Dr – used the aquatech to suck down and repair the pipe; jet and clean the road crossing.
  - 1245 Wheeling Ave – dug down around the two drainage structures and pour a 1’ wide 6” thick collar with concrete to stop erosion around the drainage structure.

- 2871 Blackburn – cut and removed a dead pine tree that fell over from the ditch in the resident’s property and placed in the row for a clam pick up.
- 2461 Shiprock Ct – filled in washout next to headwall with dirt.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Ditches hand mowed – 2801 Belkton Ct; 2860 Flint.
  - Trees trimmed in ditches – 3208 Parma; 3110 Dow Ct; 2554 Sheffield; 699 Eldron Ct; 2408 Tipton; 677, 489 Tradewinds; 810 Kangaroo; 2331 Greenbrier; 762 Mentmore Cir; 2461, 2628 Shiprock Ct; 2462, 2400 Weatherford; 951 Lovington; 1071 Santa Clara; 2097 Wallingford; 2331, 2318 Matthew Cir; 1073 Prescott; 2546 Rusk Ct; 2481 Beck Cir; 1974 Montfort; 2598 Travida; 985 Dean Cir; 945 Prescott; 945 Watt Cir; 2841 Maldiva; 869 Galt Ter; 2951 India ; 870 Humphrey; 798 Weller; 781, 1030, 1001, 973 Courtland; 860, 981 Hanford; 3060 Hoban; 3027 Etta Cir; 2971 Norvell; 3001 O’Bannon; 1220 Polk; 3152 Clewiston; 3163 Post Ct; 3115 Noah; 928 Hugo; 2901 Fish Cove; 1010 Treadway; 1072 Lyric; 1072, 1118 Peak; 1298, 1372 Tartan; 1410 Walton; 2880 Ulmer; 1309 Montoya; 1333, 1311 Nadine; 3070 Keyport; 1310, 1391 Bladon.
- **Right of Way Mowing Crew:**
  - Main roads mowed: Newmark Dr; Courtland Blvd; Normandy Blvd.
  - Sectors mowed – 26; 27.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Tivoli Dr; Deltona Blvd; Cloverleaf Blvd; Anderson Dr; Alexander Dr; Elkcamb Blvd twice; Ft Smith Blvd; Normandy Blvd.
- **Misc:**
  - Ft Smith Blvd – cleaned the trash out of the ponds along the new part of Ft Smith.
  - 201 Howland Blvd – cleaned and detail truck SW0642 & SW0846 inside and out.
  - 201 Howland Blvd – washed the SW1206 & SW1207 message boards.
  - 201 Howland Blvd – checked the water level in the batteries for the arrow boards.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 1/05/2014

**Customer Service**

<b>December 2013/ January 2014</b>	<b>Total week ending 01/05/2014</b>
DW – Lockbox	1529
Ebox	1257
Call Center Calls	1266
Walk-ins/Drop Box	1180
On-line Payments	1297
IVR	785

**Customers Disconnected for Non-Pay**

<b>December 2013/ January 2014</b>	<b>Total week ending 01/05/2014</b>
Total on Disconnect List	0
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

<b>December 2013/ January 2014</b>	<b>Total week ending 01/05/2014</b>
Water Service	2
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	7
Locates Received	184
Locates Completed	89
Main Leaks	2
Service Leaks	2
Sewer Repairs	0
Sewer Blockage	0
KV2 Valves	3
Service Replacements	0
Meter Change Outs	11
Service Orders	318
Disconnects	0
Drainfield Leaks	0
Meter Retirements	20