



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: January 24, 2014

CITY MANAGER'S OFFICE thru 01/24/2014

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

- Live broadcast of the January 21st Commission meeting and recorded for later broadcast.
- Updated DeltonaTV schedules and programming—(TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing; (UCF) On the Issues, MetroCenter Outlook, Global Perspective, Acoustic Spotlight, Arts Performances; (other) White House Chronicle, American Veteran, nature & environmental programming—for the week of January 26th.
- Video production for January-February episode of Parks Update TV program, previewing the Love Your Heart 5K Race.
- Met with Jerry Mayes to map out promotional ideas for Eco-Tourism project.
- Finished MLK Breakfast program for Mike Williams/Deltona Dreamkeepers.
- Preparations for Holiday Parade of Homes Winner presentation at the January 21st Commission meeting.
- Met with Jerry Mayes, Steve Narvaez and Joyce Raftery regarding putting “DeltonaTV programming on demand” on the City Web site.
- Video post-production for Parks Update/January-February episode – Love Your Heart 5K Race.
- Prepared Chambers for Risk Manager's Safety Training sessions.
- Working with Purchasing Manager to finalize the purchase order for Spanish translation services for the City's print projects.
- Working with Purchasing Manager and Public Works electrician staff, to prepare City welcome signs with new message boards.
- Working with Purchasing Manager to finalize the purchase order for graphic design for the City's Eco-Tourism project.
- Working with Jerry Mayes on a calendar of events to promote and advertise Eco-Tourism.
- Began work on the February issue of the Pride.
- Completed the Media Policies and Guidelines and submitted document for incorporation in the City Policies.
- Working with the Office of Economic Development on a “Location” promotional piece.
- Working with Human Resources on branding the City's employee wellness efforts.

Press Release/s:

- Deltona's Love Your Heart 5K

Media Relations:

- Provided information regarding the City's NSP to *Erika Webb of The Hometown News*.
- Provided information on the following topics to *Mark Harper/The Daytona Beach-News Journal*:
 - The City's audit of the Waverly bus bench contract;
 - The land application for property in Bella Vista;
 - The proposed sale of Lake Dupont Park;
 - The proposed commercial development in the Sterling Court area.

- Provided information regarding FireFighter Terry Freeman to *Arelis Hernandez/The Orlando Sentinel*.

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

- Met with staff to discuss a DeltonaTV interview library that would be accessible to the public on demand, and to plan for an Eco-Tourism page to be linked to the City’s website.
- Met with Tom Sash of Windsor-Thomas Group to discuss commercial areas in Deltona, recent and current development within the City, and we toured the DuPont commercial node. Mr. Sash is a developer and land assembler with holdings in Deltona.
- Met with Keith Norden, Denise Mott, John Wanamaker (Team Volusia EDC) and Ron Paradise (Planning & Development Services) to discuss the site assessment to be done for Duke Energy by McCollum Sweeney Consulting in the Deltona Activity Center (commonly called the “Deltona Commerce Park”, a *working name*).
- Harry Robinson and Stephen Kintner (Audubon Society) met with Lee Lopez and I to discuss the role of the Audubon Society in the Eco-Tourism project and ideas for promotional materials, with photographs supplied by Audubon.
- Met with Eli Schaperow to discuss Audubon alliance and birding pictures for future DeltonaTV use.
- Attended the Team Volusia EDC’s annual meeting; Gray Swoope was the guest speaker.
- Continued work on the 2013 Annual Report: Status of Economic Development in the City of Deltona.
- Attended a Florida Brownfields Association 2014 Strategic Planning meeting to review projects for 2014.
- Meet with Donna Padgug, Economic Development Specialist for the Small Business Administration to discuss SBA initiatives that we can co-sponsor here in Deltona and in SW Volusia County.
- Attended a “West Volusia Audubon Birding Field Trip” in Deltona as an opportunity to meet additional Audubon Society members and film material for use in the Eco-Tourism Project.
- Attended a meeting of the West Volusia Economic Development Committee, which meets monthly to update the regional economic development practitioners and bolster economic development within the region.
- Attended an International Economic Development Council webinar on “Economic Gardening”, a discussion on how to assist local businesses to prosper and grow.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 01/17/2014

Building Services Division:

Building Permits issued for the week	48
Valuation of work permitted for the week.....	\$425,726
Inspections completed for the week	167
Total Permits issued for Fiscal Year 13/14	872
Valuation of work permitted for the year 13/14	\$33,289,787
Permits Issued:	
A/C Change Out	11
Commercial Build-out	1
Demolition	1
Door Replacement	1
Driveway.....	1
Electrical	6
Fence.....	8
Foundation Grout.....	1
Garage Door Replacement.....	1
Gazebo	1

Hood.....	1
Interior Repair.....	1
Pool Enclosure	1
Reroof	6
Right of Way.....	2
Shed	1
Sign	1
Water Heater Replacement	1
<u>Window Replacement</u>	<u>2</u>
Total	48

Enforcement Services Division:

Requests for services this week	308	
Animals impounded at the humane societies	16	
Citation warnings issued	13	
Courtesy notices	86	
Abatement notices	11	
Citations issued	4	
Code Enforcement telephone calls	124	
Animal Control calls	120	
Solid Waste calls	69	
Citizen walk in requests for Code Enforcement assistance	4	
Citizen walk in requests for Animal Control assistance	21	
Citizen walk in requests for Solid Waste assistance	6	
Properties requiring grass to be cut by contractors	1	(at a cost of \$40)
Certified mailings sent out	3	(at a cost of \$19)
Money collected for Animal tags, liens and return to owners	\$2,345	
Foreclosures for this week: Deltona	24	
County	<u>74</u>	
Total	98	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 01/17/2014

2nd Floor HR/CC Walk-In Customers	29	
2nd Floor calls Answered	21	
Packages Received	38	
Packages Picked Up	2	
A/P Invoices Opened	69	
Newspapers	15	(4 hours)
Public Records Requests Received	04	
Public Record Request Amount Received	\$3.30	
Documents imaged, pages	3,883	
Large scale drawings imaged, pages	88	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 01/24/2014

- Posted bid for 2014 fireworks.
- Received five bids for Citywide HVAC Repair and Maintenance. The low bid was received from Air Mechanical at \$13,000 but they had complaints filed against them for non-performance issues so recommendation is being made to make award to the next low bidder, Schwenn Maintenance and Services at a total of \$14,940.
- Received four bids for replacing the basketball courts at Harris Saxon and Lake Butler Parks. These are Community Development Block Grant (CDBG) projects. The low bid was received from Elite Court Construction for \$44,735. Bids were sent to the department for review and recommendation of award.
- Attended Wellness Committee meeting.
- Preparing for auditor's on-site visit Feb 3rd – Feb 14th.
- Attended Firefighters Pension Board meeting.
- Preparing W-2 and 1099 forms.
- Met with Permitting Department to discuss Building Inspection processes.

FIRE/RESCUE DEPARTMENT (Acting Fire Chief Robert Rogers) thru 01/--/2014

Acting Fire Chief Rogers:

- Alarm summary 1/7/2014 to 1/13/2014
 - Structure fire 2
 - Vehicle Fire 2
 - Wild land, grass, trash 4
 - Misc. Fire 5
 - ALS Medicals 67
 - BLS & Misc. Medicals 51
 - Hazardous Condition 4
 - Service Calls 16
 - Good Intent 20
 - False Alarms 4
 - TOTAL 175

Deputy Chief Rafferty:

- Read to the kids at Forest Lake Elementary.
- Attended Volusia County Fire Chief meeting.
- Attended Telestaff Communications meeting.
- Met with Chief Swisher and the Fleet Mechanic Supervisor regarding Special Operations Team.
- Completed one Target Safety online training.
- Met with Dr. Springer regarding Contingency Transport.

Asst. Chief Debose:

- Met with mentee at Discovery Elementary.
- Conducted extinguisher class for Our Lady of the Lakes Church.
- Worked with Chief Swisher on training calendar.
- Worked on American Heart Assn. pre-course material.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 01/22/2014

- Performance Evaluations processed: 5
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (10 this week; 1,630 to date)
- Applications received:
 - (02) Fire Chief
 - (03) Firefighter/EMT
 - (13) Utility Customer Service Rep. Supervisor
 - (03) Utility Systems Tech
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Set up one interview for Water Operator.
- Background checks on 2 new Parks Attendants & 2 new Public Works Techs.
- Participated in 2 interviews for Utility Customer Service Supervisor.
- Separations processed including exit interview: J Smith, Water/Wastewater Manager (retired), K. Fiacatto, Int. Parks Attendant (termination)
- Conducted Wellness meeting to start coordination of new 2014 Wellness Program.
- Employee of the Quarter committee met and selected Cheryl Atkins as “Employee of the Quarter”.
- Coordinating with Fire Chief interview committee.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 01/18/2014

Administration:

- Reviewed fireworks bid, and evaluated a bid for repair and preventive maintenance services.
- Attended Aging Tree Health Expo to gather new vendor information.
- Conducted the Senior Advisory Sub Committee meeting.
- Met with Wiginton Fire to perform quarterly maintenance in our park facilities.
- Sorted documents for scanning and shredding and forwarded to City Clerk – total 4 boxes.
- Met with Wellness Committee.
- Processed 5 permits for pavilion and field rentals.

Facility Use Permits (01/05/13—01/11/14):

- | | | |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center | 3 permits issued | Weekly attendance – 719 |
| • Harris M. Saxon Community Center | no permits issued | Weekly attendance – 300 |
| • Wes Crile Park | 3 permits issued | Weekly attendance – 1,572 |
| • Skate Park | 5 new passes | Weekly attendance – 439 |

Special Events/Programs:

Deltona Community Center:

- Sweetheart Italian Dinner - Saturday, February 8th at 3:00 p.m.

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway:

- Men’s Softball – Polar Bear League has started.

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: Firefighters, Skate, and Veterans Memorial Parks.
- Picked up supplies at Ace Hardware.
- Covered all backflows at parks due to freeze warning.
- Campbell Park – Replaced urinal.
- Dewey O. Boster – Primed and painted baseball fields; repaired irrigation around EVAC building; worked on inside of EVAC building; built a bench for the bay area; leveled and seeded around building; installed grinder and hung medical kit.
- Harris Saxon – Repaired bubbler on water fountain by basketball court.
- Parks Depot – Began moving equipment and materials to yard at EVAC building.
- Skate Park – Repaired section of perimeter fence at front of park.
- Timber Ridge – Repaired right side door on restroom.

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.

- Met with Steve Roland, City Building Official, regarding handicap stalls in men's restroom.
- Escorted painting contractors regarding quote for painting stairwells.
- Changed out urinals in 2nd floor executive men's restroom and 1st floor main men's restroom - lobby area.

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.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex.
 - Mowed and edged Pony League and overflow parking.
 - Set bases at Pony League.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 01/--/2014

Executive Summary:

Planning and Development Services brought Phase II-B to the City Commission for the first reading of the ordinance to process a series of amendments to the Land Development Code. The Commission approved the ordinance unanimously and the second reading has been scheduled for the February 3rd Commission hearing.

Planning:

The Planning Section has been working with the applicant for the Tractor Supply Company site for a final site plan. The project works on the site and the applicant will be bringing the Final Site Plan application forward following approval of the rezoning for the project. The first hearing for the ordinance was at the Commission meeting on Monday and the second reading of the ordinance is scheduled for February 3rd. Staff also met with residents of the Saxon Park Estates subdivision to hear their concerns about a proposed commercial development on Lots 1, 2, and 4 of the adjacent Saxon Sterling Silver BPUD. A community meeting with the neighborhood has been scheduled for January 28th in the Sterling Court complex on-site. Finally, staff drafted a Sign/Banner Disrepair definition, per Commission direction, and that will be included in proposed amendments regarding temporary signs.

Housing & Community Development Section:

The Housing and Community Development Section saw the completion of construction of the homes at 1153 Wilmington and 1091 Shepard, and after final inspections they will be placed on the market for sale. This brings the total of homes available for sale to 13, and six homes remain in construction. Finally, staff is nearing the \$100,000 mark for the NSP 3 spending deadline in March. The \$100,000 drawdown should occur within the next 2-3 pay applications.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 01/--/2014

Traffic Operations:

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

- **Signs:**
 - Completed 5 sign repair work tickets in the City.
 - Fabricated and installed 15 new street name signs.
 - Fabricated and installed two fuel tank decals for unleaded & diesel.
 - Fabricated multiple signs for alleys throughout the City.
- **Asphalt:** Completed 19 asphalt repair work tickets – 5 tons.
- **Message Boards:** Installed one message board at Howland/Graves, and one at Saxon/Normandy for Parks and Recreation.
- **Thermoplastic Striping:**
 - 24” White stop bar – 14’; 12’; 14’; 11’; 16’; 20’; 12’; 13’; 14’; 12’.
 - 12” White crosswalk – 86’; 47’; 7’; 83’; 67’; 67’; 62’.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:** Medians
 - S Howland Blvd – routine maintenance.
 - Providence Blvd – routine maintenance; removed dead plants and prepped area for sod.
- **Concrete:** Sidewalks – 763 & 747 Normandy Blvd E – 100’x 4’; 1125 Normandy Blvd E – 10’x 5’; 1130 Tivoli – 11’x 8’; 1114 Normandy Blvd E – 7’x 5’; 1130 Tivoli – 17’x 8’.
- **Clam Truck:**
 - Debris – 26
 - Trimming – 7
- **Slope Mowing:** 1555 April -160’; 1587 April – 80’; 1393 Ferendina – 80’; 1556 Cara – 160’; 1737 Acadian – 200’; 1530 Lavilla – 80’; 1533 Seahorse – 160’; 1517 Seahorse – 120’; 1556 Cara – 120’;

1579 Barlington – 180’; 1408 Eden – 160’; 1328 Star – 120’; 1512 Lavilla – 80’; 1148 Cambridge – 160’; 527 Ft Smith – 300’; Ft Smith – 200’.

- **Miscellaneous:** Took all tires located at Public Works Depot to Tomoka landfill.

Fleet Maintenance Division:

- Vehicles PM – 5 Repairs – 9
- Equipment PM – 2 Repairs – 16
- Fire Dept Station Checks 6
- 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:**
 - 656 Armadillo Dr – took out three driveways, two road cuts and hauled off; installed 240’; of 15’ HDPE pine; 60’ of 18” HDPE pine and built one drainage box.
 - 641 Wellington – finished grading out the pond and formed up and poured a spillway on the back side of the pond.
 - 1377 Hayward – installed six 4x4 lids in front of the spillway and sealed up with mortar to stop erosion.
 - 1356 Trollman – filled in washout in ditch and formed up and poured a spillway to stop erosion.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Trees and branches cut up in drainage ditches – 2617 Courtland Blvd; 3292 Buckland Dr; 1602 Bonview; 2901 Fayson Cir; 2801 Conyers Ct; 1010 Treadway Dr; 809 Kangaroo Ct; 1380 Bladon Ave.
- **Right of Way Mowing Crew:** Trash picked up in Alleys – 171; 172; 219; 484; 485; 498; 500; 566; 570; 618; 632; 933; 976; 977.
- **Right of Way Litter Crew:** Main road trash pickup – Courtland Blvd; India Blvd; Humphrey Blvd; Newmark Dr; Haulover Blvd; Captain Dr; Catalina Blvd; Tivoli Dr; Deltona Blvd; Normandy Blvd; Elkcam Blvd; Cloverleaf Blvd; Anderson Dr; Alexander Dr.
- **Miscellaneous:**
 - Monterey Dr/Rosetta Dr – removed the water bags around the trees and watered the trees.
 - 562 Nardello; 2401 Timbercrest; Sacramento/Salerno – watered newly laid sod.
 - 2605 Elkcam Blvd – watered the plants around the lift station and filled the water bags around the bushes.
 - 1290 Baton Dr – removed debris from the grate in the sidewalk.
 - City Wide – inspected generators and pump stations.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 01/--/2014

Customer Service

January 2014	Total week ending 01/19/2014
DW – Lockbox	1547
Ebox	1124

Call Center Calls	1330
Walk-ins/Drop Box	1104
On-line Payments	1144
IVR	505

Customers Disconnected for Non-Pay

January 2014	Total week ending 01/19/2014
Total on Disconnect List	208
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

January 2014	Total week ending 01/19/2014
Water Service	0
Meter Sets	4
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	12
Locates Received	232
Locates Completed	218
Main Leaks	3
Service Leaks	10
Sewer Repairs	0
Sewer Blockage	4
KV2 Valves	3
Service Replacements	2
Meter Change Outs	9
Service Orders	480
Disconnects	208
Drainfield Leaks	1
Meter Retirements	28