



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: January 3, 2014

CITY MANAGER'S OFFICE thru 1/3/2014

Public Information Office (PIO): (Lee Lopez, Public Information Officer) thru 01/02/2014

- Updated DeltonaTV schedules for the weeks of 12/22/2013, 12/29/2013.
- Updated DeltonaTV programming—(TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing, (UCF) Global Perspectives, On the Issues, MetroCenter Outlook, Acoustic Spotlight, Arts Performances, (other) White House Chronicle, American Veteran, nature and environmental programming-- for the week of 12/29/2013.
- Finished the January issue of the Pride.
- Videotaped the January episode of Code Enforcement Notebook—Spay & Neuter Your Pets.
- Produced three 1 minute long "Military Holiday Greetings", featuring military personnel from Volusia County, for broadcast on DeltonaTV.
- Added "Holiday Dance Recital" TV program, produced by Pine Ridge HS, for broadcast on DeltonaTV.
- Videotaped interview with State Rep. David Santiago, for Economic Development Solicitation DVD and 1 hr TV special.
- Working with Jerry Mayes on planning future programming for Economic Development Report and Deltona Audubon Report TV programs.

Press Releases

- DeltonaTV Holiday Programming
- DeltonaTV Military Holiday Greetings

Media

- Provided information regarding business development adjacent to Sterling Court, to Al Everson/West Volusia Beacon.
- Collaborated with the VCSO on information regarding the City's sexual offender ordinance, for release to Jeff Deal/WFTV Ch. 9.
- Worked with Jerry Mayes, to provide information regarding Project Dial, to Mark Harper/Daytona News Journal.
- Sent response regarding the arrest of a Deltona firefighter, to Patricio Balona/Daytona News Journal and the Assignment Desk/WFTV Ch. 9.

Office of Economic Development (OED): (Jerry Mayes, Economic Development Manager) 12/19/13 thru 1/02/2014

- Participated in an interview with State Representative David Santiago, District 27. This interview was part of the economic development programming for Deltona TV, Bright House Channel 199 (digital cable) and for the Economic Development Solicitation DVD Project.

- Attended the Blue Springs Watershed Alliance meeting to discuss the Watershed Academy. The Watershed Academy is a grant funded program to bring enlightenment to water issues within West Volusia and for the populace to learn better ways to conserve water and preserve water quality.
- Attended the Pre-Construction Meeting for the RaceTrac at Howland Boulevard and Forest Edge Drive. Plans are for a first quarter building start.
- Attended a meeting with City Planning & Development Staff members Chris Bowley and Ron Paradise and the owners of New Frontier Medical. New Frontier Medical will occupy the building formerly occupied by DBK Construction, Inc. at 766 Deltona Boulevard.
- Prepared the quarterly reports for both the Commerce Park Sub-Committee and the Educational & Medical Sub-committee. Upon completion, these reports were forwarded 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.
- Prepared the Deltona Economic Development Advisory Board agenda packets for the upcoming January 7 Quarterly meeting.
- Met with Rick Demeter, Manager of TD Bank on Providence Boulevard. Mr. Demeter is the 2014 Deltona Economic Development Advisory Board Chairperson.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 12/27/2013

BUILDING & ENFORCEMENT SERVICES thru 12/27/2013

Building Permits issued for the week.....	25
Valuation of work permitted for the week.....	\$148,800
Inspections completed for the week	102
Total Permits issued for Fiscal Year 13/14	735
Valuation of work permitted for the year 13/14	\$7,964,830

Permits Issued:

A/C Change Out	3
Door Replacement.....	3
Fence	2
Fuel Tank.....	1
Glass Room	1
Patio Cover	2
Plumbing	1
Reroof.....	2
Shed.....	2
Siding.....	1
Sign.....	3
Solar Panel Install.....	1
<u>Water Heater Replacement</u>	<u>3</u>

Total **25**

Enforcement Services Division:

Requests for services this week	104
Animals impounded at the humane societies	16
Citation warnings issued	5
Courtesy notices	19
Abatement notices	3

Citations issued	2	
Code Enforcement telephone calls	65	
Animal Control calls	85	
Solid Waste calls	63	
Citizen walk in requests for Code Enforcement assistance	19	
Citizen walk in requests for Animal Control assistance	15	
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	3	(at a cost of \$18)
Money collected for Animal tags, liens and return to owners	\$2,364	
Foreclosures for this week: Deltona	8	
County	<u>8</u>	
Total	16	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) 12/21/13 – 12/27/13

2nd Floor HR/CC Walk-In Customers	02	
2nd Floor calls Answered	24	
Packages Received	28	
Packages Picked Up	1	
A/P Invoices Opened	78	
Newspapers	16	(4.5 hours)
Public Records Requests Received	00	
Public Record Request Amount Received	\$00	
Documents imaged, pages	624	
Large scale drawings imaged, pages.....	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 01/03/2014

- Reconciling Fixed Assets and Capital Projects for FYE 2013 and audit review.
- Preparing for 1099 and W-2 forms distribution as required.
- Preparing OPEB (Other Post-Employment Benefits) calculation for FYE 2013 and audit review.
- Continuing preparations of FYE 2013 financials and audit schedules as required.
- Meet with City Manager to discuss contracts process/position.
- Meet with HR and City Manager to discuss legislative changes to FSA (flexible spending) requirements.

Accounts Payable Section

Check Run Date:	12/6/2013	
Checks Processed	201	\$ 925,402.85
Invoices Processed:		
Carol	206	576,016.65
Julia/Jacque	143	343,813.12
UB Refunds	98	5,573.08
	<u>447</u>	<u>\$ 925,402.85</u>

Check Run Date:	12/20/2013	
Checks Processed	452	762,807.10
Invoices Processed:		
Carol	355	370,392.98
Julia/Jacque	330	374,839.22
UB Refunds	296	17,574.90
	<u>981</u>	<u>\$ 762,807.10</u>

Payroll Section

Check Run Date:	12/5/2013	
Total Employees	308	
Time Sheets Processed	616	
Checks Processed	22	
Direct Deposits Processed	298	
Total Payroll including benefits	\$	739,033.76
Miscellaneous:		
Flexible Spending Reimbursements	21	

Check Run Date:	12/19/2013	
Total Employees	305	
Time Sheets Processed	610	
Checks Processed	29	
Direct Deposits Processed	292	
Total Payroll including benefits	\$	760,356.75
Miscellaneous:		
Flexible Spending Reimbursements	29	
Vacation Time Payout Checks	71	

FIRE/RESCUE DEPARTMENT (Acting Fire Chief Rogers) thru 01/02/2014

Acting Fire Chief Rogers:

- Alarm summary 12/25/2013 to 12/31/2013

Structure fire	02
Vehicle Fire	01
Wild land, grass, trash	02
Misc. Fire	03
ALS Medicals	63
BLS & Misc. Medicals	58
Hazardous Condition	01
Service Calls	09
Good Intent	09
False Alarms	06
TOTAL	154

Deputy Chief Rafferty:

Admin/Daily:

- Conference Call with Telestaff
- Meeting with Volusia County Sheriff's Office
- Meeting with Chief Rogers Training issues
- Meeting with Chief Debose Training issues
- Meeting with Chief Swisher, Special Ops Program

Training & Safety:

- Completed Target Safety x5

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

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (0 this week; 1,610 to date)
- Applications received:
 - (01) Waste Water Operator
 - (03) Fire Chief
 - (02) Network Analyst
 - (02) Firefighter/EMT
 - (02) Utility Customer Service Rep. Supervisor
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Set up interviews and prepared questionnaires for Enf. Ser. Officer Sup., Public Works Tech, and Parks Attendant.

- Continuing to coordinate 2013/2014 Employee Wellness Program with Halifax Health.
- Coordinated with PGCS regarding a liability claim submitted by a resident.
- Participated in 2 interviews for Utility Customer Service Supervisor.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 12/28/2014

Administration:

- Processed 10 permits for pavilion and field rentals.
- Attended the pre-bid meeting for City Hall's AC contract.
- Conducted the Parks and Recreation employee holiday luncheon.
- Met with Dade Paper to discuss delivery of janitorial supplies.
- Met with Electrical Solutions to discuss exterior lighting at Lakeshore Community Center.
- Met with Kompan Playground representatives to discuss the installation of a new playground at Dwight Hawkins Park.

Facility Use Permits (12/15/13—12/28/13):

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 1326 |
| • Harris M. Saxon Community Center | 3 permits issued | Weekly attendance – 945 |
| • Wes Crile Park | 5 permits issued | Weekly attendance – 3,292 |
| • Skate Park | 13 new passes | Weekly attendance – 571 |

Special Events/Programs:

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.

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.

- Returned message boards to the Depot for recharging.
- Checked all playgrounds for vandalism and graffiti.
- Picked up paint for Dewey's front pavilion and restroom.
- Audubon Park – Removed fallen trees from walking trail.
- Campbell Park – Checked and tightened bolts throughout boardwalk.
- Deltona Community Center – Unclogged and changed filter in the ice machine.
- Depot – Cleaned up yard area.
- Dewey O. Boster – Pressure washed the front restroom and pavilion; painted front restroom and pavilion.
- DuPont Lakes – Filled in holes in the parking lot.
- Dwight Hawkins – Filled in holes in parking lot.
- EVAC Building – Moved Spooktacular props from EVAC building to the barn at Dewey.

- Keysville – Removed rusted water fountains and installed new water fountains in both the large and small dog areas.
- Lake Gleason – Repaired toilet leak in restroom.
- Vann Park – Replaced broken window in clubhouse.

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.

- Assisted City Clerk with moving items into storage.
- Assisted with the 2nd floor employee holiday luncheon.
- Repaired desk drawer for Mary Perez.
- Collected food donations from multiple locations for food drive.
- Packed food drive donations for pickup by local charities with Julie.

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, Deltona Community Center, DuPont Lakes, Thornby, Vann Park, Veterans Memorial and Wes Crile Parks.
 - Raked and lined Dupont Lakes.
 - Raked Wes Crile; edged infield and added clay.
 - Sprayed in field at Vann Park.
 - Checked irrigation at Dupont Lakes.
 - Sprayed herbicide at Campbell, Dupont, Vann and Wes Crile.
 - Applied top-dressing to Dupont.
- Sports Complex including Pony League:
 - Mowed, edged and weed-eated fields at complex.
 - Mowed and edged Pony League and overflow parking.
 - Sprayed Pony league with TB3000.
 - Added clay to reconstruct field at Pony league.
 - Applied top-dressing to Pony league and Sports Complex.

PLANNING & DEVELOPMENT SERVICES (Chris Bowley, Director) thru 01/02/2014

Executive Summary:

Planning and Development Services received a rezoning application for the properties located at the northeast corner of Finland Drive and Saxon Boulevard. The ±3.71-acre subject tract is proposed for a RaceTrac retail convenience store with fuel stations and the rezoning is proposed to be C-2 (General Commercial). The C-2 zoning designation for the site is consistent and compatible with existing C-2 zoned lands in the area. The rezoning application includes property sold by the City to the applicant.

Planning:

The Planning Section is processing rezoning applications for the Tractor Supply Company site and the Saxon-Sterling Silver BPUD property. The rezonings will allow for commercial and office projects to serve Deltona residents. Staff prepared the Capital Improvements Element (CIE), the Tractor Supply Company rezoning, and the Land Development Code Phase II-B Amendments agenda packages for the City Commission. Staff is also working with existing developments for site access and parking improvements, such as the Shops of DuPont Lakes, the DBK Building, La Petite Academy, J&J Security, and Critters Corner.

Housing & Community Development:

The Housing and Community Development Section has a contract offer to sell the home at 882 Vercelli Street, which is an NSP 1 home with one of the longest days on the market. If the home sells to a Very Low Income (VLI) applicant, there would need to be an addition 4-5 homes sold to meet the VLI requirement. Staff sent the City Commission approved CAPER report to HUD and met the end of the 2013 year deadline to achieve that goal. HUD is reviewing the document. Finally, staff received notification that a HUD CDBG monitoring visit will occur by mid-2014. Entitlement communities throughout Florida are being monitored and Deltona's monitoring session is in keeping with those visits.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 12/28/2013

Traffic Operations:

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

- **Signs:**
 - Completed 12 sign repair work tickets in the City.
 - Fabricated 18 new street name signs.
 - Installed 9 new street name sign.
 - Fabricated and installed one 36"x 36" R1-1 Stop sign; one 30"x 30" R5-1 Do Not Enter signs at Alley 630 & Fairbairn.
- **Asphalt:**
 - Repaired 9 asphalt repair work tickets – 3 tons.
 - Normandy & Saxon – repaired multiple pot holes with cold patch – 1 bag.
- **Speed Trailer:**
 - Feather Dr - removed two speed trailers.
 - 2025 Barlington – installed and removed speed trailer.
 - Barlington & Claremont – installed and removed speed trailer.
- **Message Boards:**
 - Howland & Graves – installed and removed message board for Parks & Recreation event.
- **Thermoplastic Stripping:**
 - 24" white stop bar – 16'; 11'; 12'; 14'; 15'; 13'; 13'; 11' 10'; 14'; 11'; 11'; 21'; 11'; 12'; 15'; 14'; 14'; 14'; 14'; 11'; 9'; 11'; 15'; 12'.
 - 12" white crosswalk – 53'; 56'; 88'; 82'; 75'; 75'; 52'; 69'; 80'; 78'.
- **Misc:**
 - Deltona Blvd – set up MOT for concrete crew.
 - Normandy & Firwood – removed rocks from roadway and sidewalk.
 - N Normandy & Antoinette – painted over graffiti on retaining wall with paint.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians

- N Howland Blvd – routine maintenance.
- S Howland Blvd – routine maintenance.
- Providence Blvd – routine maintenance.
- Elkcam Blvd – routine maintenance.
- Normandy Blvd – routine maintenance.
- City Signs: Saxon & I4 – routine maintenance.
- **Concrete:**
 - Sidewalks – Deltona Blvd – 60’x 5’; 242 Cardena – 20’x 4’; 1368 Rockhill – 10’x 4’; 2411 Duval – 6’x 4’ & 11’x 4’; 736 Trafalgar – 3’x 4’; 244 Evergreen – 4’x 4’; 1011 Gerona – 7’x 4’; 1194 Tivoli – 5’x 8’.
- **Clam Truck:**
 - Debris – 15.
 - Trimming – 42.
- **Slope Mowing:** Urbana & Tulip – 200’; 1042 Dunkirk – 700’; 1881 Dunkirk – 60’; 1818 W Cooper – 670’; 1799 S Cooper – 160’; 995 Trumbull – 80’; Urbana & Trumbull – 60’.
- **Drop Offs & Sod:**
 - Repaired drop off and installed 2 ½ pallets of sod – 1198 Balfour.
 - Repaired ruts from accident and installed ½ pallet of sod – 769 E Lehigh.
- **Misc:**
 - City Wide – emptied all trash containers.
 - Feather – planted six bottle brush shrubs in row.
 - Normandy & Firwood – removed rocks from roadway.
 - 2411 Duval – cut expansions at new sidewalk & cleaned area.
 - 1363 Rockhill – cut expansions at new sidewalk & cleaned area.

Fleet Maintenance Division:

- Vehicles PM – 4; Repairs – 10.
- Equipment PM – 0; Repairs – 11.
- Fire Dept Station Checks 5.
- Road Calls 1.
- Parts Run/Vehicle Delivery 3.
- CDL Testing 1.

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:**
 - 1130 Deltona Blvd – repaired the pipe going into the drainage box on both sides and sucked down with the aqua tech and poured a collar around the joints of the concrete pipe.
 - 2705 Elkcam Blvd – took out the broken spillway and formed up a new one; poured back with concrete and placed bahia sod around area; planted trees and plants around the lift station.
 - 1321 Fountainhead Dr – removed 10’ of old 18” cmp pipe and replaced with new 18” cmp pipe; repaired the drainage box and reshaped the swale.
 - Ft Smith Blvd – cleaned the debris out of the curbs from Howland Blvd to Providence Blvd.
 - 591 Nardello – filled in washouts on the edge of the road.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Ditches mowed with menzi – Gatewood; Newhope; Tiller; Laredo.

- Drainage r.o.w. mowed – 936 Utica; 1921 Old Mill; 1731 Minton; 1369 Timbercrest; 2383 Collingswood; 2390 Weatherford Dr; 2516 Weatherford Dr; 1925 Monterey.
- Ponds mowed – Wes Crile; Mapleshade; Corrigan; Loblolly; Roseapple; Joyner; Geraldine; Haulover/Courtland; 1911 Marlow; 675 Malaga; 2030 Galahad; 1211 Old Mill; Atmore Cir.
- **Right of Way Mowing Crew:**
 - Main roads mowed: India Blvd; Humphrey Blvd; Montecito Ave; Ft Smith Blvd.
 - Sectors mowed – 21; 22; 23; 24; 25.
 - Alleys mowed – 219; 618; 632; 638; 976; 977; 1021; 1023; 1024.
- **Right of Way Litter Crew:**
 - Main road trash pickup – Ft Smith Blvd; Normandy Blvd twice; Elkcarn Blvd; Montecito Ave; India Blvd; Humphrey Blvd; Newmark; Courtland Blvd twice; Captain Dr; Haulover Blvd; Catalina Blvd.
- **Misc:**
 - City Wide – watered new sod at stormwater projects.
 - City Wide – inspected pump stations.
 - Bloomfield pump station – cleaned and painted supports and the generator bases.
 - 2075 Gallagher – trimmed back the branches that were blocking the No Trespassing sign.
 - Galveston – picked up the trash in the ponds and filled in a hole.
 - 201 Howland Blvd – removed the grates around the wash rack and cleaned out debris.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 12/29/2013

Customer Service

December 2013	Total weeks ending 12/22/2013 & 12/29/2013
DW – Lockbox	3294
Ebox	1911
Call Center Calls	2466
Walk-ins/Drop Box	1736
On-line Payments	2218
IVR	1407

Customers Disconnected for Non-Pay

December 2013	Total weeks ending 12/22/2013 & 12/29/2013
Total on Disconnect List	168
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

December 2013	Total weeks ending 12/22/2013 & 12/29/2013
Water Service	6
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0

Fire Hydrant Repair	0
Replace Meter Box	15
Locates Received	400
Locates Completed	439
Main Leaks	2
Service Leaks	10
Sewer Repairs	2
Sewer Blockage	3
KV2 Valves	3
Service Replacements	3
Meter Change Outs	16
Service Orders	691
Disconnects	168
Drainfield Leaks	1
Meter Retirements	100