



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: January 31, 2014

CITY MANAGER'S OFFICE thru 01/31/2014

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

- Posted information about the India Boulevard paving project on Facebook, Twitter, DeltonaFl.Gov and DeltonaTV.
- Working with a graphic artist to brand the "More Than Just a Walk in the Park" slogan for the Office of Economic Development (OED). Researching cost to create retractable banners and table for professional display purposes.
- Created a promotional piece to focus on Deltona as a desired development location for OED.
- Created an invitation for the Howland Blvd. RaceTrac ground breaking ceremony on February 7th.
- Working with OED to develop a rack card featuring Deltona locations and parks that highlight birding and the outdoors.
- Created a Certificate of Recognition for the Senior Advisory Sub Committee.
- Updated the FLOWMobile flyer.
- Working with the Human Resources Department and the Wellness Committee to develop a slogan, logo and theme for a flyer for an upcoming Wellness Challenge.
- Working on the Spanish translation of the January/February/March edition of the City Newsletter.
- Printed 1,500 registration forms for the Deltona Love Your Heart 5K for Final Mile Race Management to stuff in the packets of other races being held in the upcoming weeks.
- Posted information to Facebook & Twitter about: Volunteer Opportunities at the Deltona Library; the Florida Scrub Jay Festival; a cooking demonstration at the Deltona Library; the William S. Harvey Scholarship; the City Commission Workshop; Tiny Trekkers; a mini-Folk Music Festival at the Library; a YMCA diabetes prevention program; and a Ground Hog Day hike in the Lyonia Preserve.
- Updated DeltonaTV schedules and programming—(local) Parks Update/"Love Your Heart" 5K Race Preview, Code Enforcement Notebook/Spay & Neuter programs, Audubon Report/Lyonia Preserve Tour, Economic Development Report/Florida Hospital in Deltona, Fire Bulletin/Fire Extinguisher Safety; (TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing; (UCF) MetroCenter Outlook, On the Issues, Global Perspective, Arts Performances, Acoustic Spotlight; (Other) White House Chronicle, American Veteran, Road to Recovery, nature programming & environmental programming—for the week of February 2nd.
- Post-production for local programs: Parks Update/"Love Your Heart" 5K Race Preview; Code Enforcement Notebook/Spay & Neuter programs; Audubon Report/Lyonia Preserve Tour; Economic Development Report/Florida Hospital in Deltona,
- Post-production for two PSAs: Deltona "Love Your Heart" 5K Race Advancer, Waste Pro: Single Crew Automated Trucks.
- Prepared the Chambers for Risk Manager's training sessions.
- Met with Jerry Mayes to review upcoming projects for the Eco-Tourism campaign.
- Site survey of Snook Lake property with Steve Moore and Jerry Mayes, to review feasibility of creating a "birding" park.
- Attended the Florida Association of Public Information Officials seminar at Daytona Beach.

- Worked with Rep. David Santiago's office to arrange his appearance in the March episode of Deltona Economic Development Report.
- Arranged the attendance of Eli Schaperow as guest in the March episode of Deltona Audubon Report.
- Working on the February issue of the Pride.

Press Release/s:

- Love Your Heart 5K Race Advancer

Media Relations:

- Provided information regarding the proposed commercial development along Saxon Blvd. at Sterling Park, and discussions between Representative David Santiago and County residents regarding Deltona Water's 25% non-resident surcharge, to *Mark Harper/Daytona News Journal*.
- Provided information regarding the proposed commercial development along Saxon Blvd. at Sterling Park, to *Al Everson/West Volusia Beacon*.
- Provided a response regarding a resident complaint of a denied construction permit, to *Todd Ulrich/WFTV-TV Ch. 9*.

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

- Met with Eli Schaperow to discuss Audubon alliance and birding pictures for future DeltonaTV use, and to obtain information for Eco-Tourism rack cards for the City's Eco-Tourism display.
- Preparing an article for the 2013 Annual Report: Status of Economic Development in the City of Deltona.
- Working on a document regarding 2013 economic progress for the Finance Department's Comprehensive Annual Financial Report (CAFR).
- Attended the groundbreaking for the "Rails to Trails" pedestrian and cycling overpass, which will cross SR415 in Osteen, and will connect the existing "River2Sea" trail segment to the eastern segment now under construction.
- Attended the Florida Brownfields Association 2014 Strategic Planning Meeting to review plans and projects for 2014.
- Met with Phil Masley, District Representative for SCORE (Society of Retired Executives) to assist small businesses here in Deltona and in SW Volusia County. SCORE is a nonprofit association that has been dedicated for fifty years to helping small businesses get off the ground, grow and achieve their goals through education and mentorship.
- Attended the 17th Annual Space Coast Birding & Wildlife Festival, which attracts tens of thousands of nature enthusiasts to the Brevard County area. Collected sample brochures, took pictures of display booths, met attendees to start building relationships—all activities designed to bolster the Commission-assigned Eco-Tourism project and marketing efforts.
- Attended a Team Volusia EDC business meeting along with seven site selection consultants to present Deltona, SW Volusia, and Volusia County, to bolster economic development within the City and the region.
- Met with City staff and St Johns River Water Management District representatives to review the Deltona Scrub Jay technical memorandum, and confirm agreements that were reached in earlier discussions. Scheduled an initial meeting with the US Fish & Wildlife Commission in Jacksonville to begin work on the Memorandum of Understanding (MOU) for the project.
- Met with staff regarding Eco-Tourism booth materials that will be needed for the February 8th Scrub Jay Festival at the Lyonia Preserve, where the City will have a manned booth to help promote that festival and Eco-Tourism overall in Deltona.
- Met with Kent Sharples of the CEO Business Alliance, a private economic development enterprise, to bolster that relationship and encourage future East to West growth.
- As municipal representative for the City, attended the Deltona Middle School Advisory Council.

- Prepared presentation packages; met with Larry Kent and various business investors to discuss economic development and potential development sites in Deltona.
- Meet with Rafael Ramirez, new representative of Halifax Health, to discuss Halifax Health sites and future development within the City.
- Met with Lou Paris of the Center for Business Excellence (CBE) to discuss CBE's upcoming event at City Hall on February 11th: "Start-Up Quest".
- Continued working on the McCollum-Sweeney site preparedness project (paid for by Duke Energy)—all three owners have confirmed that they want the site analysis to go forward.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 01/24/2014

Building Services Division:

Building Permits issued for the week	54
Valuation of work permitted for the week.....	\$364,071
Inspections completed for the week	147
Total Permits issued for Fiscal Year 13/14	926
Valuation of work permitted for the year 13/14	\$33,653,858
Permits Issued:	
A/C Change Out	14
Addition	1
Concrete Flatwork.....	2
Door Replacement	2
Driveway.....	1
Electrical	4
Fence.....	4
Foundation Grout.....	1
Garage Door Replacement	1
Glass Room	1
Other	1
Patio Cover	1
Pool Enclosure	2
Pool In-ground	1
Reroof	9
Shed	1
Sign Political.....	1
Sign Temporary	1
Solar Panel	3
Water Heater Replacement	1
Window Replacement	2
Total	54

Enforcement Services Division:

Requests for services this week	222	
Animals impounded at the humane societies	17	
Citation warnings issued	24	
Courtesy notices	94	
Abatement notices	7	
Citations issued	5	
Code Enforcement telephone calls	104	
Animal Control calls	77	
Solid Waste calls	68	
Citizen walk in requests for Code Enforcement assistance	2	
Citizen walk in requests for Animal Control assistance	14	
Citizen walk in requests for Solid Waste assistance	1	
Properties requiring grass to be cut by contractors	1	(at a cost of \$40)
Certified mailings sent out	7	(at a cost of \$43)
Money collected for Animal tags, liens and return to owners	\$3,263	
Foreclosures for this week: Deltona	8	
County	<u>22</u>	
Total	30	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 01/24/2014

2nd Floor HR/CC Walk-In Customers	30	
2nd Floor calls Answered	13	
Packages Received	37	
Packages Picked Up	0	
A/P Invoices Opened	88	
Newspapers	17	(5.25 hours)
Public Records Requests Received	0	
Public Record Request Amount Received	\$0	
Documents imaged, pages	7,142	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 01/31/2014

- Preparing Quarterly Housing Programs Reports.
- Compiling information required for the Local Agency Programming (LAP).
- Met with County Parks staff regarding the Lakeshore Multi-Purpose trail project.
- Working on Management Discussion and Analysis, Transmittal Letter and Statistical sections for annual financial report.
- Working on finalizing preliminary Financial Statements for FYE 09/30/2013 in preparation for auditor's on-site visit next week.
- Attended Contracts & Project Ledger Munis software training.

FIRE/RESCUE DEPARTMENT (Acting Fire Chief Robert Rogers) thru 01/27/2014

Acting Fire Chief Rogers:

- Alarm summary 1/21/2014 to 1/27/2014
 - Structure fire 2
 - Vehicle Fire 0
 - Wild land, grass, trash 0
 - Miscellaneous Fire 5
 - ALS Medicals 76
 - BLS & Misc. Medicals 64
 - Hazardous Condition 6
 - Service Calls 9
 - Good Intent 21
 - False Alarms 11
 - TOTAL 194**

Deputy Chief Rafferty:

- Attended a four-day Fire Rescue East Conference.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 01/29/2014

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (10 this week; 1,640 to date)
- Applications received:
 - (01) Fire Chief
 - (10) Firefighter/EMT
 - (01) Utility Customer Service Rep. Supervisor
 - (06) Utility Systems Tech
 - (01) Water Operator
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Set up 1 interview for Water Operator.
- Processed 1 FMLA request
- Arranged drug screening for Parks Attendant.
- Separations processed including exit interview: L. Rodriguez, stormwater foreman (medical separation), W. Christman, intermittent Building Inspector (medical separation).
- Consolidating and coordinating Fire Chief applicant short list with Interview Committee.
- Updated Employee Handbook.
- Coordinating with Wellness Committee regarding new Wellness Program roll-out.

Risk Management:

- Conducted 3 training classes – “Hearing Conservation”.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 01/29/2014

Administration:

- Attended ground-breaking ceremony for the Bridge Flyover at SR415.
- Met with DRMP (engineers/surveyors/planners) to discuss upcoming initiatives.
- Met with Advanced Mechanical Services to discuss air conditioning concerns.
- Met with the City Manager and Deputy City Manager to discuss options for replacing Dupont Lakes.
- Attended Safety Training Class.
- Processed 2 permits for pavilion and field rentals.

Facility Use Permits (01/19/13—01/25/14):

• Deltona Community Center	3 permits issued	Weekly attendance – 617
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 505
• Wes Crile Park	6 permits issued	Weekly attendance – 1,701
• Skate Park	6 new passes	Weekly attendance – 364

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: Lake Gleason and Veterans Memorial.
- Campbell Park – Mulched planter beds and around memorial tree.
- Dewey O. Boster – Painted baseball fields (dugouts, barn, concession, restrooms, score booths, etc.).
- Manny Rodriguez and Timber Ridge – Checked lights on restroom door.
- Vann Park – Mulched playground and planter beds.

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.

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.
 - Applied pre-emergent (Prodiamine) at Dupont Lakes.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex.
 - Mowed and edged Pony League and overflow parking.
 - Fertilized Complex; applied pre-emergent (Prodiamine).
 - Widened the gate at the Complex; set up new bleachers.
 - Lined fields 4, 5 & 7.
 - Set up goals for Philadelphia Union.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 01/29/2014

Executive Summary:

Planning and Development Services is seeing an increase in activity in the NSP program. Two homes have contracts for sale to Very Low Income applicants (711 Nardello and 884 Shorecrest). Sale of these homes would reduce the 25% set-aside total to two homes remaining to sell. The City also had approximately \$103,000 to spend within the NSP 3 program by the spending deadline of March 10, 2014. Staff received roughly \$120,000 in invoices for January, which would achieve that deadline a month in advance.

Planning:

The Planning Section began working on amendments to Chapter 70-30, Definitions, and Chapter 102-Division 2, Temporary Signs. The proposed amendments address comments by the City Commission to amend the Sign Code. Staff also attended the community meeting for the Saxon-Sterling Park BPUD held at the Sterling Court Retirement Community. The meeting was conducted by the applicants and allowed the community an opportunity to ask questions, provide comments, and view the proposed project. Staff also received the peer review letter for the Traffic Impact Analysis and will be incorporating that information into the staff report.

Housing & Community Development Section:

The Housing and Community Development Section conducted a 2014 Point-in-Time Count for the Volusia-Flagler County Coalition for the Homeless. The field verification was conducted through canvassing the City to provide the current total of those residents that are homeless within the City. The residents include those living without shelter in the open, those living with others without permanent housing, and those taking shelter in churches or other shelters. The data is used by the Coalition to determine the level of services needed for Deltona and is placed in the Continuum of Care database. Homelessness care for Deltona is processed through the Coalition and Volusia County.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 01/25/2014

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 and installed 4 new street name signs.
- Fabricated four 0206 truck numbers for fleet maintenance.
- Fabricated multiple signs for alleys throughout the City.
- Fabricated and installed two decals at 3174 Phonetia, and two at Phonetia & Rookery to update school times shown.
- Fabricated and installed one 24"x 30" R2-1 "25 mph" sign at each location – 2163 Austin; 2164 Austin; 2252 Austin.
- Fabricated and installed one 30"x 30" R1-1 "Stop" sign at Abeline & Wycliffe.
- Fabricated and installed one 24"x 48" S5-1 school speed limit sign at Ft Smith & Rookery.
- **Asphalt:**
 - 1481 Olde Kensington – repaired pot hole with ½ bag of cold patch.
 - Captain/Lake Helen/Osteen – repaired pot hole with ½ bag of cold patch.
 - 1575 Normandy – repaired pot hole with ¼ bag of cold patch.
- **Message Boards:** Reprogrammed message boards at Howland/Graves, and at Saxon/Normandy Blvd N for Parks and Recreation.
- **Thermoplastic Striping:**
 - 24" White stop bar – 1'; 13'; 13'; 17'; 14'.
 - 12" White crosswalk – 38'; 36'.
- **Miscellaneous:**
 - City Wide – emptied all City owned trash containers.
 - 189 Dartmouth – deployed three lighted barricades to broken road edge.
 - Ft Smith & Rookery – replaced school flasher battery.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians
 - N Howland Blvd – installed sod where vehicle drove through median.
 - Providence Blvd – installed sod in medians 1, 7, and 11.
- **Concrete:** Sidewalk at 1117 Normandy Blvd E – 12'x 5'.
- **Clam Truck:**
 - Debris – 14
 - Trimming – 2
- **Slope Mowing:** 2123 Old Mill – 120'; 2120 Old Mill – 80'; 2311 Orton – 160'; 2225 Fillmore – 50'; Sterling Silver Blvd – 300'; 2200 Old Mill – 800'; 2209 Union – 320'; 973 Utica – 360'; 2202 Utica – 300'; 2289 N Fairbanks – 600'; 2240 Banbury – 60'; 810 Arlene – 120'; 827 Arlene – 300'; 2299 N Fairbanks – 80'; 826 N Fairbanks – 80'; 1336 Ferendina – 80'; 873 Vicksburg – 480'; 880 Vicksburg – 300'; 2319 Fitzpatrick – 160'; Firwood & Elkcam – 160'; 737 Firwood – 300'; 726 Firwood – 60'; 679 Vicksburg – 60'; 679 Vicksburg – 60'; Ferendina & Seahorse – 280'.
- **Drop Offs & Sod:**
 - Installed ¼ pallet next to repaired sidewalk – 1130 Tivoli; 1509 E Normandy; 1117 E Normandy; 1161 E Normandy; 2411 Duval; 2442 Cardena; 2167 Old Mill; 1363 Rockhill; 899 Rockhill; 763 E Normandy; 779 E Normandy; 747 E Normandy; 764 E Normandy; 1011 Gerona; 989 9th St; 2690 Ivydale.
 - Repaired drop offs with fill dirt – Beaver; Beaver & Providence; 2789 Madura; 2750 Madura; 2789 Madura.
- **Miscellaneous:** Stratford Commons – removed glass from roadway.

Fleet Maintenance Division:

- Vehicles PM – 1 Repairs – 6
- Equipment PM – 2 Repairs – 13
- Fire Dept Station Checks 10
- Road Calls 6
- 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 Community Development Block Grant (CDBG) projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 650 Armadillo Dr – installed 165’ of 15” HDPE pipe; two nyloplast basins; hauled off material.
 - 705 Normandy – installed 30’ of 18” HDPE pipe; one precast drainage structure; finished grading out pond.
- **Drainage Area Maintenance (Aebi Mowing):** Trees trimmed in drainage ditches – 695 Lorraine; Courtland/Irondale; 2680 Hoover.
- **Right of Way Litter Crew:** Main road trash pickup – Ft Smith Blvd; Normandy Blvd; Elkcam Blvd.
- **Miscellaneous:**
 - Swanson/Radford – reinstalled the drainage lid that was off.
 - 2705 Elkcam – filled water bags around trees.
 - City Wide – watered newly laid sod at the new stormwater projects.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 01/26/2014

Customer Service

January 2014	Total week ending 01/26/2014
DW – Lockbox	1583
Ebox	894
Call Center Calls	1105
Walk-ins/Drop Box	769
On-line Payments	1032
IVR	543

Customers Disconnected for Non-Pay

January 2014	Total week ending 01/26/2014
Total on Disconnect List	154
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

January 2014	Total week ending 01/26/2014
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	113
Locates Completed	97
Main Leaks	2
Service Leaks	4
Sewer Repairs	0
Sewer Blockage	4
KV2 Valves	5
Service Replacements	2
Meter Change Outs	11
Service Orders	387
Disconnects	154
Drainfield Leaks	0
Meter Retirements	20