



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: July 25, 2014

CITY MANAGER'S OFFICE thru 07/25/2014

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

- Posted the following information to Facebook & Twitter: Construction Services closing early; Tiny Trekkers in the Lyonia Preserve; Back2School Swap-O-Rama at Library; three Commission Meetings in one day; News-Journal debates for County Council candidates; National Weather Service flash flooding warning; West Volusia Youth Baseball Fall Ball signups; Crafternoons at Library; Florida pedestrian laws.
- Shared the following on Facebook: City of Sanford photo of Lake Monroe; Rail-to-Trail bike tour; Pop Warner season starts soon; History Happened Here; missing dogs; VCSO information on Providence Boulevard crashes; photos from Lyonia Preserve; National Night Out (event creation); photos from class at Lyonia Environmental Center; tropical depression activity shared by the National Weather Service; information on the Florida Scrub Jay; Primp Your Pit program from Halifax Humane Society; Deltona Panthers trying to get "likes"; West Volusia Audubon's photo of Swallow-tailed Kite in Deltona; and Hob Nob 2014.
- Working with the Volusia County Sheriff's Office (VCSO) in the planning of their National Night Out event.
- Sent information about the next FLOWMobile visit to the media and e-mail subscribers, posted it to the entryway signs and to the DeltonaTV Community Calendar.
- Added the Mark Hodgson concert to the entryway signs and to the DeltonaTV Community Calendar.
- Participated in the annual City's Emergency Operations Center (EOC) drill.
- Shot video as on-camera talent for a public service announcement on children in hot cars.
- Updated DeltonaTV schedules and programming for the week of July 28th.
- Met with Deltona Fire at the scene of an auto accident fatality, to field any media queries.
- Working with the Information Technology Department (IT) to finalize the vendor bid to upgrade the TV room equipment.
- Post-production to complete "Parks & Rec Update: City Volunteers."
- Pre-production for "Code Enforcement Notebook: Permitting Part 2."
- Working with Deltona Fire and Safe Kids Inc, to produce "Children in Hot Cars" PSA and TV program; videotaped exterior shots on Friday July 18th.
- Videotaped Special Commission Meeting to interview Interim City Manager candidates on July 21st.
- Videotaped Special Commission Meeting to discuss the Preliminary Millage Rate and Assessment Fees on July 21st.
- Live broadcast of the July 21st Commission meeting, and recorded for later broadcast.

Press Release/s:

- Dale Baker Selected as Acting City Manager

Media Relations:

- Spoke with Al Everson of the *DeLand-Deltona Beacon* about the Acting City Manager selection and the search for a new City Manager.

- Provided information regarding the Food Vendor/Church Property moratorium to Claire Metz/WESH-TV Ch. 2.

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

- Met with the Park Manager and Assistant Manager of Ravine Gardens State Park in Palatka, as well as the Executive Director of Kanapaha Botanical Gardens in Gainesville, to tour both parks and gather information relevant to a potential botanical park in Deltona, as part of the EcoTourism project.
- Met with Florida Department of Transportation (FDOT) and City staff regarding FDOT’s plans for Interstate 4, the Saxon Boulevard Interchange, the redevelopment plans for Saxon Boulevard and how all this might affect the City’s prospective plans for initiating commercial sewer at Saxon Boulevard from Interstate 4 to just East of N. Normandy Boulevard.
- Attended a board meeting of the West Volusia Audubon Society (WVAS) to discuss the alliance between WVAS and the City, and projects of mutual interest.
- Attended a meeting of the Career Connection Cadre’s Workforce Needs Analysis Sub-committee, as a part of the Volusia School District’s preparation of High School and Middle School “Academies”.
- Attended the West Volusia Economic Development Committee, held at the Career Source Flagler/Volusia offices in Orange City.
- Met with Phil Masey and Lillian Conrad of SCORE to discuss how to offer SCORE counseling and classes to Deltona businesses.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 07/18/2014

Building Services Division:

Building Permits issued for the week	75
Valuation of work permitted for the week	\$319,615
Inspections completed for the week	177
Total Permits issued for Fiscal Year 13/14	2989
Valuation of work permitted for the year 13/14	\$54,266,277
Fire Safety Inspections for the week	71
Fire Safety Plan Review	13
Permits Issued:	
A/C Change Out	21
Comm Build out Small	1
Concrete flat work	2
Door Replacement	3
Driveway	2
Electrical Service Upgrade	1
Electrical Repairs	1
Fence	4
Fixed Fire Suppression	1
Garage Door Replacement	2
Hurricane Shutters	1
Plumbing	1
Plumbing Repipe	1
Pool in Ground	1
Reroof	15
Right of Way	1
Screen Enclosure	4

Shed I	1
Shed II	1
Siding	1
Sign Political	2
Sign Electrical	1
Solar Panel Install	2
Water Heater Replacement	1
Window Replacement	3
Total	75

Enforcement Services Division:

Requests for services this week	315	
Animals impounded at the humane societies	30	
Citation warnings issued	15	
Courtesy notices	79	
Abatement notices	51	
Citations issued	3	
Code Enforcement telephone calls	178	
Animal Control calls	134	
Solid Waste calls	118	
Citizen walk in requests for Code Enforcement assistance	5	
Citizen walk in requests for Animal Control assistance	11	
Citizen walk in requests for Solid Waste assistance	3	
Properties requiring grass to be cut by contractors	10	(at a cost of \$400)
Certified mailings sent out	52	(at a cost of \$337)
Money collected for Animal tags, liens and return to owners .	\$4,723	
Foreclosures for this week: Deltona	9	
County	36	
Total	45	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 07/18/2014

2nd Floor HR/CC Walk-In Customers	72	
2nd Floor calls Answered	24	
Packages Received	55	
Packages Picked Up	0	
A/P Invoices Opened	67	
Newspapers	16	(4 hours)
Public Records Requests Received	9	
Public Record Request Amount Received	0	
Documents imaged or modified, pages	517	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 07/25/2014

- Continued June Housing reports.
- Continued gathering quarterly report information for the second quarter of 2014 for all granting agencies.

- Working with Command Corp. to get a final proposal for Broadcast Equipment. Once received, an agenda memo will be prepared to request a budget amendment for the remaining funding needed to complete the project.
- Started IT inventory.
- Prepared the quarterly Building Code Administrators and Inspectors report.
- Submitted the Department of Community Affairs quarterly surcharge report.

FIRE/RESCUE DEPARTMENT thru 07/22/2014

Mark Rhame, Fire Chief:

- Met with “Doc” Reviett, Bio Medical Program Director, University High School regarding interagency relationships.
- Met with Department Fitness committee.
- Met with PIO regarding Public Service Announcement (PSA) and video shoot – Children Left in Hot Cars.
- Met with Diane Smith, Volusia County School Board regarding Fire Department interaction with public schools.
- Attended City Emergency Operation Center drill.

Robert Rogers, Deputy Fire Chief:

- Alarm summary 7/15/2014 to 7/21/2014

Structure fire	0
Vehicle Fire	1
Wild land, grass, trash	0
Miscellaneous Fire	4
ALS Medicals	55
BLS & Misc. Medicals	79
Hazardous Condition	5
Service Calls	9
Good Intent	25
<u>False Alarms</u>	<u>9</u>
TOTAL	187

- Conducted Emergency Operations Center (EOC) training drill with all City staff, activating City EOC, checking out all equipment, and reviewing job duties with all members.

Russell Rafferty, Deputy Fire Chief:

- Met with Chief Rhame and Diane Smith, School Board.
- Met with Chief Rhame & Chief Rogers regarding budget process.
- Conducted Halifax Health Assessment.
- Attended Department of Health State meetings in Orlando.
- Attended Emergency Management Drill.
- Met with Orange County Fire Training Division.
- Conducted EMS training for new employees.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 07/23/2014

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (5 this week; 1,735 to date)
- Applications received:
 - (02) Water Operator
 - (03) Wastewater Operator
 - (25) Office Assistant
 - (03) Purchasing Agent
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Sent 110 applications for Office Assistant to the department for review.
- New Job Posting – Purchasing Agent.
- FMLA actions: 2
- Set up interviews for Contract Administrator/Paralegal.
- Coordinating with Halifax Health for next employee Wellness check.
- Separations processed including exit interview: G. Rivera, PW Tech (Resignation).

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 07/19/2014

Administration:

- Met with James Evans Well Drilling and Pump Repair, Inc.
- Met with Volusia County Sheriff's Office (VCSO) to discuss the National Night Out event.
- Met with 4 Jay Landscaping for a quote to clear 2 acres at Dewey Boster.
- Met with and escorted Pest Master to take care of spraying for ants at VCSO District Office.
- Prepared materials for the Senior Advisory Sub Committee meeting.
- Conducted the Senior Advisory Sub Committee meeting.
- Met with Purchasing Manager about items in storage room.
- Met with Human Resources on wellness screening.
- Processed 6 permits for pavilion and field rentals.

Facility Use Permits (07/13/14—07/19/14):

• Deltona Community Center	no permits issued	Weekly attendance – 912
• Harris M. Saxon Community Center	no permits issued	Weekly attendance – 340
• Wes Crile Park	3 permits issued	Weekly attendance – 2,093
• Skate Park	7 new passes	Weekly attendance – 196

Special Events/Programs:

- City Hall: National Night Out, Tuesday, August 5th 5:30-8:30 p.m.
- Deltona Community Center: Senior Breakfast, Saturday, July 26th, 8:30-10:30am.
- Harris Saxon Community Center: Boys and Girls Club Summer Camp.

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;

cleaning restrooms and replenishing supplies; cleaning and maintaining water fountains and refrigerators; replacing light bulbs and ceiling tiles as needed; 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; other miscellaneous tasks as needed.

- Called Signal 21 for alarm on fire system, and escorted Wiginton to troubleshoot.
- Checked on carpet installation at the Sheriff's Office.
- Escorted Electrical Solutions to Finance Department offices.
- Cleaned out storage room and dumped debris at the Parks Depot.

Parks Maintenance:

Weekly tasks include opening all the parks in the morning; cleaning restrooms; picking up trash and emptying garbage bins; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.), playgrounds and sidewalks; taking vehicles to Fleet for maintenance; replacing or repairing any damaged property.

- Mowed, edged and weed-whacked: Dewey Boster Park, Festival Park, Harris Saxon, Lake Gleason, Skate Park, Timber Ridge, Tom Hoffman, Vann Park and Wes Crile.
- Put out message boards for Senior Breakfast.
- Picked up supplies at Ace Hardware.
- Audubon Park – Checked on report of downed trees on walking trail (none found).
- Harris Saxon – Built and repaired berm between basketball and tennis courts to help prevent erosion; repaired restrooms.
- Timber Ridge – Completed irrigation repairs; replaced top of valve by basketball court; installed backflow at restroom.
- Tom Hoffman – Filled in washout.
- Wes Crile – Replaced lever button on Splash Pad shower.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Campbell and Wes Crile Park.
 - Sprayed Campbell, Dupont, Vann Park and Wes Crile with Prodiamine (pre-emergent).
 - Sprayed clay areas at Pony League, Vann Park and Wes Crile with Round-Up.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex; edged concrete.
 - Mowed outskirts of complex and weed-whacked Pony League.
 - Trimmed bushes at Complex.
 - Mowed and edged Pony League and overflow parking.
 - Mulched playground.
 - Continued clearing trail.
 - Repaired restrooms.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 07/23/2014

Executive Summary:

The Planning and Development Services Department brought Ordinance No. 05-2014 to the City Commission, which is an amendment to the Sign Code to allow changeable copy signs for houses of worship. If adopted, the ordinance will allow houses of worship along arterial classified roadways to have electronic changeable copy signs.

Planning:

The Planning Section is focused on the following projects:

1. Halifax Crossings BPUD rezoning;
2. Arbor Ridge Unit 5 Final Construction Plans;
3. Fernanda Landings Comprehensive Plan Amendment and rezoning;
4. Tractor Supply Company Final Plat;
5. Promenade at Deltona rezoning;
6. Review FDOT plans for Saxon Boulevard interchange;
7. IMED Church Conditional Use application;
8. Lake Baton Estates Preliminary Plat and Final Plat;
9. Saxon Sterling Silver WalMart Neighborhood Center and Florida Hospital Final Site Plans; and
10. RaceTrac at Saxon Boulevard and Finland Drive Final Site Plan.

Housing & Community Development Section:

The Housing and Community Development Section completed the Community Development Block Grant (CDBG) Annual Action Plan (AAP) for Program Year 2014-2015. The application package was assembled and public participation meetings conducted. Resolution No. 2014-21 for the AAP will be brought to the City Commission, prior to transmittal to HUD by August 16th. Staff also completed the State Housing Initiative Partnership (SHIP) Program Fiscal Year 2014-2015 Funding Certification and sent it to the Florida Housing Finance Corporation. This reflects the division of SHIP spending amounts for the FY 2014-15, with \$100,000 for owner-occupied home repair to assist homeowners with home life-safety matters, \$274,002 for down-payment assistance to help individuals and families purchase homes, and \$19,685 for administrative costs to operate the program.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 07/18/2014

Traffic Operations:

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

- **Signs:**
 - Completed 3 sign repair work tickets throughout the City of Deltona.
 - Fabricated and installed 10 street name signs.
 - Fabricated and installed one 30"x 30" S1-1 School Crossing sign at 3116 Tunisia, and one at 3100 Tunisia.
 - Fabricated and installed one 24"x 24" Do Not Throw Away signs on Catalina.
 - Fabricated and installed two R1-1 30"x 30" Stop signs at Clewiston & Bladon.
 - Fabricated and installed one R1-1 30"x 30" Stop sign at Norvell & Norvell.
 - Fabricated and installed one 48"x 24" W1-6L left directional arrow, one 48"x 24" W1-6R right directional arrow and two 18"x 18" OM1-3 warning diamonds at 3081 Norvell.
- **Asphalt:**
 - Completed 9 asphalt repair work tickets using 4 tons of asphalt.
 - 1302 W Portillo – repaired 3'x 3' section of road for Deltona Water – 1/8 ton.
 - Deltona Blvd & Fowler – repaired pot hole with cold patch – ¾ bag.
 - 1424 E Normandy – repaired pot hole with cold patch – ½ bag.
- **Message Boards:** 2nd & Leland; Pioneer & Alexander; Windbrook & Mobley– message boards will be used for controlled burn.
- **Thermoplastic Striping:** 24" white stop bar – 18'; 12'; 12'; 14'; 12'.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:** Routine maintenance on Howland, Providence, Normandy and Elkcarn Blvd Medians.
- **Concrete:** Sidewalks – 1433 Catalina – 6’x 5’ & 6’x 5’; 978 Chippendale – 12’x 4’; 2471 Greenwood – 5’x4’; 1191 E Hancock – 10’x 8’.
- **Clam Truck:**
 - Debris – 29
 - Trimming – 30
- **Drop Offs:** Repaired drop off and installed 3 pallet of sod – India Blvd.
- **Miscellaneous:**
 - Ft Smith & Potomac – removed orange construction barrel from Right of Way.
 - City Wide – emptied all trash containers.

Fleet Maintenance Division:

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| • Vehicles | PM – 6 | Repairs – 11 |
| • Equipment | PM – 1 | Repairs – 17 |
| • Fire Dept Station Checks | 15 | |
| • Road Calls | 3 | |
| • Parts Run/Vehicle Delivery | 4 | |
| • CDL Testing | 0 | |

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; inventory Stormwater bay and sheds; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; Capital In House projects; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 2780 O’Bannon Ter – formed up and poured one driveway with concrete; pulled the form boards; made an expansion cut in the driveway and filled the old metal pipe under the palm trees with concrete.
 - 1851 Gatewood Dr – repaired the erosion in the Right of Way and around the head wall; formed up a spillway and poured back with concrete to stop the erosion.
 - 1568 Zinnia Dr – cut the road and took out; used the aquatech to suck down and repair the two pipes where the joints were separated; back filled with concrete and compacted.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed:
1770, 1885 Montecito Ave; 1750 Johnson Ct; 1561, 2370 Alton Rd; 1817 Ulster Ave; 1947 Quintillis Ct; 2491 Candlewick St; 221 Kent Rd; 2553 Delaware Rd; 2241 Florida Rd; 3281 Lackland Dr; 3221 Elkcarn Blvd; 3202 Tulsa Dr; 2664 Hoover Dr; 3089 Riverhead Dr; 2657, 2617 Courtland Blvd; 2972, 2693 Windsor Heights; 2800 Elston Dr; 2765, 2897 Huron Dr; 2319 Whitehorse St; 2280 Bahama St; 3300 Buttonwood Ave; 3245, 3208, 3066, 2970 Parma Dr; 3101 Yorkshire Dr; 3372 Quail Dr; 2072 Blanton St; 3254 Agar Ter; 3110 Dow Ct; 2801 Belkton Ct; 3180, 3271, 3280 Utah Dr; 2860 Flynn St; 2579 Beckwith St; 2288 Rabenton Rd; 3061 Malcolm Dr; 2415 Haulover Blvd; 2871 Blackburn Ave; 2481 Derby Dr; 2664 Collingswood Dr; 1638 Bloomfield Ave; 1124 Page Dr; 37 Courtland Blvd; 2472 Lackland Dr.
 - Ponds Mowed:
2056 Courtland Blvd; 2808 Huron Dr; 3081 Courtland Blvd; 2068, 2036 Atmore Cir; 650 Wellington Dr; 1641 Houston Dr; Ft Smith/Normandy; 1911, 1921 Palomar Dr; 1082 Monterey Dr; 1911 Worthington Dr.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Ft Smith Blvd; Normandy Blvd; Elkcarn Blvd;

- Sectors mowed - 2; 3; 4; 5; 6; 7; 8; 9.
- Alleys mowed - 933; 977; 1184; 1185; 1578; 1590; 1898; 1915.
- **Right of Way Litter Crew:** Main road trash pickup - Ft Smith Blvd; Normandy Blvd; Elkcam Blvd; Montecito Ave.
- **Miscellaneous:**
 - Ft Smith Blvd – filled the water bags around all the newly planted trees at the ponds twice.
 - City Wide – checked all electric pumps for operation and vandalism.
 - 1640 Bloomfield Ave; 3236 Sky St – mowed and trimmed around the pump station.
 - 1317 Ferendina Dr – changed out the broken grease cup with a new one for the pump.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 07/23/2014

Customer Service

July 2014	Total week ending 07/23/2014
DW – Lockbox	1496
Ebox	1356
Call Center Calls	1622
Walk-ins/Drop Box	1122
On-line Payments	1534
IVR	639

Customers Disconnected for Non-Pay

July 2014	Total week ending 07/23/2014
Total on Disconnect List	78
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

July 2014	Total week ending 07/23/2014
Water Service	0
Meter Sets	2
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	23
Locates Received	102
Locates Completed	98
Main Leaks	2
Service Leaks	4
Sewer Repairs	0
Sewer Blockage	1

KV2 Valves	7
Service Replacements	4
Meter Change Outs	6
Service Orders	403
Disconnects	78
Drainfield Leaks	1
Meter Retirements	46