



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: June 20, 2014

**CITY MANAGER'S OFFICE** thru 06/20/2014

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

- Posted the following information to Facebook & Twitter: Florida Department of Transportation (FDOT) traffic updates on June 11; National Weather Service (NWS) advisory on June 11; VCSO information on mystery shopper scam; Tom Sorrells re-tweet of Deltona resident's storm photo; inaugural poet at Library; NWS advisory on June 13; brindle Boxer pickup, hound mix pickup, Chihuahua pickup, and brindle Bulldog pickup; Commission meeting agenda; summer science with dad class at Lyonia Environmental Center (LEC), snakes of Florida class at LEC; water conservation and Florida-friendly gardening at LEC; craft programs at Library; Walton Avenue closing for stormwater project; FDOT traffic update for June 18; re-tweet of Mark Harper's story on trails.
- Updated DeltonaTV schedules and programming for the week of June 22<sup>nd</sup>.
- Completed post-production/editing for July 4<sup>th</sup> Preview PSA, and Parks Update: July 4<sup>th</sup> Preview/Fireworks Safety.
- Live broadcast of June 16<sup>th</sup> Commission meeting, and recorded for later broadcast.
- Preliminary audio preparation for Florida Hospital/Johanna Knox Awards event, in the Chambers.
- Met with Joyce Raftery, Wendi Jackson and City Attorney Becky Vose, to review the City's social media policy.
- Finalized written presentation of the Mayor's Get Fit for '15 Fitness Challenge.
- Met with Morris Signs regarding a service contract for the new message boards.
- Pre-production for "Economic Development Report: County Health Rankings", and "Audubon Report: Scrub Jay Festival."
- Completed the July-August-September newsletter.
- Completed a bus shelter poster and Flyer for the July 4<sup>th</sup> Extravaganza.
- Shot video at the Simulcast Concert in the Amphitheater.
- Shot video and photos at the Volusia County trail dedication.
- Attended the Deltona Economic Development Advisory Board (DEDAB) meeting to hear a presentation on a proposed performing arts center.
- Working on National Night Out messaging.

**Press Release/s:**

- 10<sup>th</sup> Annual July 4<sup>th</sup> Extravaganza

**Media Relations:**

- Provided information regarding the Duke Energy Site Survey article in the Wall Street Journal, Commission resignation letters, and a fine reduction request that came before the Commission, to *Al Everson/West Volusia Beacon*.
- Provided information regarding employee salaries to *Mark Harper/Daytona News Journal*.

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

- At the request of Congressman Mica, I met with John Booker, his Staff Liaison, to discuss the Commerce Park, the McCollum Sweeney Consulting Site Readiness report, the City’s Tiger Grant application, and a feasibility study for the City’s “Parallel Road Facility to I-4”.
- Met with Morgan Wiseman, commercial realtor and developer representative, regarding the Commerce Park Site Readiness report done by McCollum Sweeney Consulting.
- As City Liaison to the Deltona Economic Development Advisory Board (DEDAB), attended the regular meeting of the Educational and Medical Research Sub-committee. The guest speaker was Dr. Bonita Sorensen, Director of the Florida Department of Health in Volusia County; she spoke on the topic of the State and County’s health ranking, plus the ranking of the four quadrants of the County.
- Attended a conference call with the East Coast Greenway Alliance, regarding ways to enhance SunRail ridership, and bicycles on the River-2-Sea Trail.
- Attended the regular meeting to the DEDAB Commerce Park and Performing Arts/Historical Facility Research Sub-committee. The guest speaker was Mr. Lloyd Marcus and his guests, on the topic of a potential performing arts center to be located at the junction of Saxon Boulevard and Interstate Highway 4, in the southeast quadrant, in the area called Trout Lake.
- City staff met to discuss the Deltona Scrub Jay Mitigation Project, and then met with the US Fish & Wildlife Commission and the St. Johns River Water Management District.
- Developed a “grocery store/food desert survey” for the Deltona Activity Center, as a means of solicitation for a grocery store in that area.
- As the “Workforce Needs Analysis” Sub-committee Chair, attended the Volusia County Academy Program’s Sub-Committee meeting at the Volusia County School District offices in Deland.
- Participated in the monthly Florida Brownfields Association (FBA) teleconference. The FBA was instrumental in drafting and supporting the passage HB325, which will assist governmental entities in the handling of their Brownfields.
- Met to discuss a proposed location of a new business at 1200 Deltona Boulevard.
- Attended the official “Trail Opening” of the newest Interstate Highway 4 section, which links the Gemini Springs segment to the Deltona Boulevard segment, completing this section of the trail.
- Attended the City’s “Defensive Driving Course” as required by City policy for employees that utilize City vehicles on City business.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 06/16/2014

**Building Services Division:**

Building Permits issued for the week .....	64
Valuation of work permitted for the week.....	\$377,737
Building Inspections completed for the week .....	236
Total Permits issued for Fiscal Year 13/14 .....	2,590
Valuation of work permitted for the year 13/14.....	\$52,270,808
Fire plan review completed for the week .....	7
Fire Inspections completed for the week.....	49
Permits Issued:	
A/C Change Out .....	17
Addition .....	1
Commercial Build-out .....	1
Concrete Flatwork.....	1
Deck .....	2
Door Replacement .....	3

Electrical .....	3
Fence.....	10
Garage Door Replacement.....	1
Garage or Carport .....	1
Pool In-ground .....	1
Reroof .....	7
Right of Way.....	1
Screen Enclosure.....	1
Siding.....	3
Solar Panel .....	1
Water Heater Replacement .....	3
Window Replacement .....	7
<b>Total</b>	<b>64</b>

**Enforcement Services Division:**

Requests for services this week .....	310	
Animals impounded at the humane societies .....	53	
Citation warnings issued .....	13	
Courtesy notices .....	72	
Abatement notices .....	35	
Citations issued .....	5	
Code Enforcement telephone calls .....	140	
Animal Control calls .....	221	
Solid Waste calls .....	99	
Citizen walk in requests for Code Enforcement assistance .....	7	
Citizen walk in requests for Animal Control assistance .....	22	
Citizen walk in requests for Solid Waste assistance .....	6	
Properties requiring grass to be cut by contractors .....	21	(at a cost of \$640)
Certified mailings sent out .....	67	(at a cost of \$434)
Money collected for Animal tags, liens and return to owners .....	\$2,447	
Foreclosures for this week: Deltona	45	
County	<u>75</u>	
Total	120	

**CITY CLERK'S OFFICE** (Joyce Raftery, City Clerk) thru 06/13/2014

2nd Floor HR/CC Walk-In Customers .....	22	
2nd Floor calls Answered .....	36	
Packages Received .....	37	
Packages Picked Up .....	4	
A/P Invoices Opened .....	100	
Newspapers .....	16	(5.75 hours)
Public Records Requests Received .....	2	
Public Record Request Amount Received .....	0	
Documents imaged or modified, pages .....	119	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 06/20/2014

- Attended Davis Bacon compliance site visits to Lake Butler Skate Park and Harris Saxon Park.
- Attended State Community Rating System (CRS) site visit meeting to determine our “score” and discount.
- Attended Defensive Driving Class.
- Lakeshore Multi-Purpose Trail consultant negotiations begin.
- Coordinating and attending operating budget meetings for all departments City-wide.
- Bids for janitorial services due June 19<sup>th</sup>.

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Robert Rogers) thru 06/16/2014

**Mark Rhame, Fire Chief:**

- Met with Dr. Springer, Director of Emergency Medical Services for Volusia County.
- Firefighter Candidate Interviews.
- Met with Water Department regarding Tractor Supply.
- Met with George Recktenwald, Department Director Public Protection.

**Robert Rogers, Assistant Fire Chief:**

- Alarm summary 6/10/2014 to 6/16/2014
  - Structure fire 1
  - Vehicle Fire 0
  - Wild land, grass, trash 2
  - Misc. Fire 3
  - ALS Medicals 46
  - BLS & Misc. Medicals 71
  - Hazardous Condition 15
  - Service Calls 13
  - Good Intent 25
  - False Alarms 8
  - TOTAL 184

**Russel Rafferty, Deputy Chief:**

- Phone Meeting with Opticom.
- Telestaff Conference Call.
- Met with Risk Management.
- Met with Telestaff Administrator.
- Target Safety classes.

**Debose, Assistant Deputy Chief:**

- Conducted air consumption/hose drill with all crews.
- Made revisions to new hire probationary packets, and worked on 2015 training calendar.

**HUMAN RESOURCES DEPARTMENT** (Tom Acquaro, Director) thru 06/18/2014

- Performance Evaluations processed: 12
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (5) added
  - Total # of Deltona JOBS Program folders taken – (5 this week; 1,715 to date)

- Applications received:
  - (02) Wastewater Operator
  - (01) Network Analyst
  - (01) Water Operator
  - (01) Contract Administrator/Paralegal
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Background and Physical/Drug Screening for Parks Maintenance Tech I, Utility Customer Service & Billing Manager, Firefighter.
- Assisting several employees with health insurance coverage issues.
- Processed (2) FMLA requests.
- Preparing FY 2014/15 budget cost impact estimates regarding merit increases and pay scale adjustment.
- Coordinated first screening event for Employee Wellness Program.
- First budget review meeting with Finance has been completed.

## **PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 06/14/2014

### **Administration:**

- Met with Neilson's Commercial Cleaning regarding cleaning the VSCO roof at 1691 Providence Blvd.
- Met with Finance staff to review our annual budget submission.
- Met with Wiginton Fire Services to assist with the replacement of several fire extinguishers.
- Met with Advance Mechanical Air Conditioning to install a sensor at Wes Crile.
- Processed 10 permits for pavilion and field rentals.

### **Facility Use Permits (06/01/14—06/07/14):**

• Deltona Community Center	1 permit issued	Weekly attendance – 864
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 475
• Wes Crile Park	3 permits issued	Weekly attendance – 2,569
• Skate Park	3 new passes	Weekly attendance – 106

### **Special Events/Programs:**

- Deltona Community Center: Senior Breakfast, Saturday, July 26th, 8:30-10:30am.
- Dewey Boster Sports Complex: 4th of July Extravaganza, 6:00-10:00pm.
- Harris Saxon Community Center: Boys and Girls Club After-School Program finishes June 6<sup>th</sup> and Summer Camp will run from 6:00 – 8:00pm.

### **Parks Maintenance:**

*Weekly tasks include opening all the parks each morning; cleaning all restrooms, picking up trash and emptying garbage bins; taking goods to storage; cleaning the depot, pavilion areas, playgrounds and sidewalks; taking vehicles to Fleet for maintenance; replacing damaged dispensers and fixtures.*

- Mowed, edged and weed-whacked: Campbell, Dewey, EVAC Building, Festival, Firefighters Memorial, Harris Saxon, Keysville Dog Park, Manny Rodriguez, Skate Park, Thornby, Vann Park and Veterans Memorial.
- Picked up supplies at Ace Hardware.
- Changed out message boards to advertise the Simulcast Concert in the Amphitheater.
- Sprayed planters at all parks and playgrounds for weeds.
- Took piles to 4 Jays for dumping.
- Campbell – Repaired broken wheel on fence.

- Dwight Hawkins – Repaired toilets.
- Skate Park – Removed tree over trail; replaced missing and broken car stops.

**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; performing other miscellaneous tasks as needed.*

- Escorted Florida Hospital and discussed set up for an event in the Chambers.
- Cleaned up landscape and spread river rock at Sheriff's Office.

**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, and sprayed with TB3000.
  - Raked Wes Crile and Dupont Lakes.
  - Sprayed herbicide for sedges at Dupont Lakes.
  - Sprayed herbicide (Quinclorac) for grassy weeds at Campbell, Wes Crile and Dupont.
  - Applied Bermuda Seed to Campbell Park and EVAC.
- Sports Complex including Pony League:
  - Mowed, edged and weed-whacked fields at Complex, outskirts, Pony League and overflow parking.
  - Pressure washed around pavilion and stage for 4<sup>th</sup> of July event.
  - Spot sprayed around playground (Quinclorac) for grassy weeds.
  - Fertilized Complex with Triplex Micro and Rx Supreme.
  - Sprayed herbicide for sedges and grassy weeds at Complex and Pony League.
  - Sprayed Dismiss at Complex.
  - Sprayed Round-Up in trail and outer areas.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 06/18/2014

**Executive Summary:**

The Planning and Development Services Department brought the Albertson's Plaza BPUD to the City Commission for second and final reading of the ordinance; and it was adopted. The proposed facility, while not a traditional location for a daycare use, will be for special needs children. The applicant is responsible for securing all applicable permits with the State of Florida and City prior to occupancy of the unit.

**Planning:**

The Planning Section received a copy of the recorded Saxon Sterling Silver BPUD Development Agreement this week and a set of Construction Plans. The plans will have to be placed in a format for Final Site Plan review, per Chapter 75 of the Land Development Code. Staff received comments from Duke Energy that the revised Landscape Plan for the RaceTrac site is acceptable. The plan will be brought to the Development Review Committee (DRC) this week for review and approval, prior to the store opening this month. Staff also received plans for the J&J Security site to bring the parking lot addition into compliance, and there is construction activity at the La Petite Academy along Deltona Boulevard to complete that parking facility. Staff met with the Tractor Supply Company (TSC) development team to take their project forward, following their coordination for securing

utilities to the site. TSC will be submitting a Final Site Plan and Final Plat that addresses staff comments previously provided. Finally, staff met with the Community Rating System (CRS) Coordinator for FEMA and will receive a letter outlining requested information. Upon successful completion of items requested by the CRS Coordinator, there are two times that the City can be recognized by FEMA to become a CRS community – May 1<sup>st</sup> and October 1<sup>st</sup> of each year.

**Housing & Community Development Section:**

The Housing and Community Development Section sold the NSP home located at 1049 Angora to a Very Low Income applicant. This was the 69<sup>th</sup> sale within the program and there are 14 homes remaining in NSP – and the home at 2896 Courtland has a contract offer. It is anticipated that one or two additional home sales will occur in 2014 and the remaining homes will be sold over the next few years. Staff also prepared for the Community Development Block Grant (CDBG) monitoring visit by HUD next week, and worked on the CDBG Annual Action Plan.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 06/13/2014

**Traffic Operations:**

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

• **Signs:**

- Complete 5 sign repair work tickets throughout the City of Deltona.
- Fabricated and installed 17 street name signs.
- Fabricated and installed (1) 30”x 30” R1-1 Stop Sign at each location – Bahama & St James; St James & Captain; Weldon & London; London & Captain; Croton & Lori; Croton & Canby; Croton & Markham; Dudley & Holt; Gimlet & N Huron; W Elston & Pigeon Cover; E Slater & Pigeon Cove; E Dorchester & S Hoover; Courtland & Cabot.
- Fabricated and installed (1) 36”x 36” R1-1 Stop Sign at Courtland & Elkcam.
- Fabricated and installed (1) 24”x 30” R2-1 25 mph sign at 3221 St James; 1041 Stillwater; 3320 St James.
- Fabricated and installed (1) 36”x 8” W14-1a Dead End sign at Bahama & St James; Weldon & London.
- Fabricated and installed (1) 30”x 30” Dead End sign at 2281 Bahama.
- Fabricated and installed (1) OM4-3 Red Warning sign at 2251 Bahama.
- Fabricated and installed (1) 30”x 30” W1-1ar Right Curve sign w/15mph sign at 381 St James.
- Fabricated (8) 24”x 18” No Trespassing signs for stormwater.

• **Asphalt:**

- Completed 6 asphalt repair work tickets – 1.25 tons.
- Repaired 25’x 7’ section of road at 2902 Cardinal for stormwater – 2.75 tons.

• **Message Boards:**

2<sup>nd</sup> & Leland; Pioneer & Alexander; Windbrook & Mobley – installed message board used for controlled burns.

• **Thermoplastic Striping:**

- 24” white stop bar – 13’; 12’
- 12” white crosswalks – 0

**Field Operations:**

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

- **Beautification:**
  - Medians: Howland, Normandy, Elkcam, Providence Blvds – routine maintenance
  - City Signs: Howland Welcome sign; Saxon Welcome sign.
  - City Land: Public Works Depot.
- **Concrete:**  
Sidewalks: 1688 S Page – 47'x 4', 8'x 4', 10'x 4', 13'x 4', 3'x 4'; 1992 W Canal – 15'x 4' & 5'x 4'; 1628 E Normandy - 3'x 5'.
- **Clam Truck:**
  - Debris – 23
  - Trimming – 12
- **Slope Mowing:** Sylvia & Elkcam – 100'; Elkcam & Normandy – 320'.

**Fleet Maintenance Division:**

- Vehicles PM – 4 Repairs – 8
- Equipment PM – 1 Repairs – 20
- Fire Dept Station Checks 12
- Road Calls 4
- Parts Run/Vehicle Delivery 4
- 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:**
  - 1401 Walton – prepped area for an upcoming drainage project.
  - Ft Smith Blvd – planted trees around four ponds and installed dirt berms and water bags around all trees and filled the bags with water.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed:  
212 Patch Ct; 184 Oliver Ct; 139 Heather Ln; 2621 Libby Ct; 155, 197 Bluefield; 281 Kraft Dr; 77, 29 Courtland Blvd; 2737 Boyce Ct; 2857 Bluestone; 651 Outrigger; 2861 Bardahl; 2912 Clovis; 2850 Gallup Ct; 475 Katherwood Ct; 2903 Parkview Ct; 2766 Welton Cir; 2650, 524 Deed Cir; 380, 451 El Camino Dr; 2784 Kingsdale Dr; 1132 Page; 1568 Zinnia Dr; 3152 Clewiston St; 2462, 2400 Weatherford; 625 Leland Dr; 756 Redcoach Dr; 1018 Mayflower Av; 2772 Lackland Dr; 1041 Eastbrook Av; 2554 Sheffield Dr; 699 Eldron Ct; 2408 Tipton; 677, 489 Tradewinds Dr; 810 Kangaroo St; 2331 Greenbrier St; 762 Mentmore Cir; 2461, 2628 Shiprock Ct; 951 Lovington; 2022 Galahad Dr; 1933 Monterey Dr.
  - Ponds mowed:  
655 Malaga Ave; 2036 Atmore Cir; 1541 Laramore St; 675 Goodrich; 1641 Houston; 2068 Atmore Cir; 1052 Ft Smith Blvd; 1534 Akron Dr; 3249 Tallwood Dr; Ft Smith/Normandy Blvd; 1911 Marlow St; 2150 Deck Ct; Watersedge; 650 Cloudcroft.
- **Right of Way Mowing Crew:**
  - Main road mowed: Courtland Blvd.
  - Sectors mowed: Sectors 12; 3; 14; 15.
- **Right of Way Litter Crew:**  
Main road trash pickup – Courtland Blvd; Elkcam Blvd; Montecito Av; India Blvd; Humphrey Blvd; Newmark Dr; Ft Smith Blvd; Haulover Blvd; Captain Dr.

• **Miscellaneous:**

- Skate Park/Courtland Blvd – chained and locked the grates on the new drainage boxes.
- 3100 Riverhead Dr – mowed and trimmed around the pump station.
- 201 Howland Blvd – pushed up dirt that was delivered from 11<sup>th</sup> Ave.
- 1615 Randolph – hand mowed the Right of Way across from this address.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 06/15/2014

**Customer Service**

June 2014	Total week ending 06/15/2014
DW – Lockbox	1491
Ebox	1190
Call Center Calls	1329
Walk-ins/Drop Box	928
On-line Payments	1423
IVR	743

**Customers Disconnected for Non-Pay**

June 2014	Total week ending 06/15/2014
Total on Disconnect List	107
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

June 2014	Total week ending 06/15/2014
Water Service	3
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	70
Locates Received	81
Locates Completed	86
Main Leaks	0
Service Leaks	6
Sewer Repairs	0
Sewer Blockage	0
KV2 Valves	10
Service Replacements	3
Meter Change Outs	7
Service Orders	476

Disconnects	107
Drainfield Leaks	0
Meter Retirements	16