



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: June 6, 2014

CITY MANAGER'S OFFICE thru 06/06/2014

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

- Posted the following information to Facebook & Twitter: Tiny Trekkers at Lyonia Environmental Center (LEC); Harmful & Beneficial Insects workshop at LEC; Jumpin Jellyfish program at LEC; Cardinal Street closure; Commission Meeting Agenda; Position opening for Water Operator; Library hydroponics workshop; lost pit-bull and other lost animals from DeBary/Orange City area; reminder about Congressman Mica's Economic Development Update forum.
- Sent email alerts about Simulcast Concert at the Amphitheater, and Basic Life Support classes for Healthcare providers.
- Live broadcast of the June 2nd City Commission Meeting, and recorded for later broadcast.
- Working with the Employee Wellness Committee on next year's wellness challenge to earn \$250 Flexible Spending Account allowances.
- Printed May 2014 Superstar student cards.
- Updated DeltonaTV weekly schedules and programming for the week of June 8th.
- Downloaded new episode of White House Chronicle.
- Post-production/editing local DeltonaTV programs— Safety Bulletin: SAFEKIDS, Parks & Rec Update: July 4th Fireworks Preview.
- Working on June issue of The Pride.
- Pre-production/edit preps for Message Board Training Video.
- Met with Jerry Mayes to review final update for the Mayor's Fitness Challenge health project.
- Reviewed meeting details for the June 9th Budget Forum with Finance Director Bob Clinger.
- Working with Purchasing Manager Kate Krauss and vendor Stewart Signs, to confirm the warranty service for the City message boards.
- Working with Ryan Rinaldo, providing instructions for video coverage of the Community Health Expo, scheduled for Saturday June 7th.
- Created TV slides for City Job Vacancy/Water Operator and Guardian Ad Litem program.
- Downloaded and archived video from hoarding/animal abuse case on Captain Drive.

Press Release/s:

- CPR Classes
- Simulcast

Media Relations:

- Provided information and photo of Fire Chief Mark Rhame, to *Scott Leisen/Florida Fire Service*.
- Provided information on the employment status a former Firefighter, to *Mark Harper/Daytona News-Journal*.
- Worked with Dale Baker, Nick Sassic and Richard Lovett, to arrange a "ride-along" with an Enforcement Officer, for *Patricio Balona/Daytona News-Journal*.
- Provided information regarding a dog bite incident, to *Patricio Balona/Daytona News-Journal*.

- Provided information regarding the extension of the City Manager’s contract to the end of August, to Blaine Tolison/WFTV-TV Ch.9.
- Provided a response to a customer complaint regarding Deltona Water, to Todd Ulrich/WFTV-TV Ch.9.

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

- Met with staff to put together a comprehensive list of discussion items regarding a Performing Arts/Historical Facility, which the Commission has assigned to the Deltona Economic Development Advisory Board (DEDAB).
- Prepared the Muni-Agenda item for the Commission Workshop discussion on a conditional use business that is being proposed for the Deltona Activity Center.
- Met with Jean Armstrong, newly appointed DEDAB member to review Sunshine Laws, the role of DEDAB, By-laws, City protocols, and Sub-committees. Jean chose to join the Commerce Park & Performing Arts/Historic Facility Research Sub-committee.
- Attended the Volusia County School District’s “*Health Science Career Fair!*” as a guest speaker/panelist to discuss upcoming healthcare workforce needs within Volusia County.
- Attended a “*Post Legislative Session Webinar: How Did Cities Fare this Session?*” to learn about bills passed by the 2014 Florida Legislative body, and bills that failed.
- Attended the Team Volusia Economic Development Practioners Council meeting in Daytona Beach.
- Met with Nick Conte, Executive Director of the Deland Area Chamber of Commerce, to discuss the prospect of a “Business Retention & Expansion Services” program for the City of Deltona.
- Worked with Lee Lopez on “*Scenic Highways: Audubon Park*” submittal.
- Attended Congressman Mica's “*Economic Development Secession*” held in the City of Deltona Commission Chambers.
- Attended the Blue Spring Alliance Steering Committee meeting held at the Lyonia Center, Deltona.
- Met with John Wanamaker, Keith Norden, and Denise Mott of Team Volusia to discuss putting together a solicitation package for the “Commerce Park” and the City of Deltona.
- Met with Chris Bowley, Planning & Development Services Director, to discuss planning and economic development projects.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 05/30/2014

Building Services Division:

Building Permits issued for the week.....	84
Valuation of work permitted for the week.....	\$1,087,325
Building Inspections completed for the week	212
Total Permits issued for Fiscal Year 13/14	2,443
Valuation of work permitted for the year 13/14.....	\$51,506,415
Fire plan review completed for the week	11
Fire Inspections completed for the week.....	55
Permits Issued:	
A/C Change Out	14
Addition	1
Building Residential	1
Concrete Flatwork	1
Door Replacement	6
Driveway	1
Electrical.....	3
Exterior Renovation.....	1

Fence.....	14
Fire Alarm	1
Fire Wall.....	1
Garage Door Replacement.....	3
Glass Room	1
Interior Renovation.....	1
Interior Repair.....	1
Mechanical	2
Plumbing Re-pipe.....	1
Pool Above-ground.....	1
Pool In-ground.....	1
Reroof.....	6
Right of Way	4
Screen Enclosure	3
Shed	4
Siding.....	1
Solar Panel.....	2
Water Heater Replacement	2
<u>Window Replacement</u>	<u>7</u>
Total	84

Enforcement Services Division:

Requests for services this week	277	
Animals impounded at the humane societies	25	
Citation warnings issued	13	
Courtesy notices	91	
Abatement notices	47	
Citations issued	3	
Code Enforcement telephone calls	119	
Animal Control calls	103	
Solid Waste calls	110	
Citizen walk in requests for Code Enforcement assistance	3	
Citizen walk in requests for Animal Control assistance	19	
Citizen walk in requests for Solid Waste assistance	5	
Properties requiring grass to be cut by contractors	22	(at a cost of \$880)
Certified mailings sent out	37	(at a cost of \$240)
Money collected for Animal tags, liens and return to owners	\$1,685	
Foreclosures for this week: Deltona	33	
County	<u>63</u>	
Total	96	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 05/30/2014

2nd Floor HR/CC Walk-In Customers	21	
2nd Floor calls Answered	40	
Packages Received	49	
Packages Picked Up	0	
A/P Invoices Opened	65	
Newspapers	16	(5.0 hours)
Public Records Requests Received	6	
Public Record Request Amount Received	0	

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

- Attended Davis Bacon and Related Acts (DBRA) compliance training in Atlanta, GA.
- Attended annual Florida Government Finance Officers Association (FGFOA) Conference in Orlando.
- Attended Selection Committee meeting for the Lakeshore Trail Project.
- Prepared agenda memo for Auditing Services.
- Inventoried Fisher Wastewater Plant.
- Met with Budget Team and Department heads to discuss reclassifications and personnel requests in preparation for upcoming budget year.

FIRE/RESCUE DEPARTMENT (Acting Fire Chief Robert Rogers) thru 06/02/2014

Mark Rhame, Fire Chief:

- Attended Volusia County Fire Chiefs Association meeting.
- Attended the Engine 62 Dedication and Fire Service Recognition event.
- Attended the Labor/Management meeting.

Robert Rogers, Assistant Fire Chief:

- Alarm summary 5/27/2014 to 6/2/2014
 - Structure fire 1
 - Vehicle Fire 4
 - Wild land, grass, trash 0
 - Misc. Fire 5
 - ALS Medicals 59
 - BLS & Misc. Medicals 87
 - Hazardous Condition 5
 - Service Calls 11
 - Good Intent 28
 - False Alarms 5
 - TOTAL 205

Russel Rafferty, Deputy Chief:

- Attended the Service Award Ceremony at Fire Station 62.
- Installed Opticom units at Fire Station 62, 63, 65.
- Attended Labor/Management meeting.
- Participated in Logistics Clerk interviews.
- Instructed PALS Provider classes.
- Picked up backboards at Halifax Hospital.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 06/04/2014

- Performance Evaluations processed: 10
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (0 this week; 1,700 to date)
- Applications received:
 - (03) Wastewater Operator
 - (02) Network Analyst

- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Background and Physical/Drug Screening for SW Tech & Enforcement Services Officer.
- Setting up interviews for Utility Customer Service & Billing Manager, Firefighter, and Wastewater Operator
- Assisting several employees with health insurance coverage issues.
- Processed (2) FMLA requests.
- Participated in 9 interviews for Logistics Clerk.
- Participated in 11 interviews for Parks Maintenance Technician.
- Participated in 5 interviews for Administrative Assistant (City Commission).
- Prepared information for several public records requests.
- Preparing FY 2014/15 budget cost impact estimates regarding merit increases and pay scale adjustment.
- Met with Wellness Committee to begin roll-out of Employee Wellness Program.
- Completed employee “SlimPossible” weight loss challenge—a total of 214 pounds were lost by those who participated.
- Coordinating with City’s EEOC attorney regarding a claim filed by a former employee.
- Met with Gene Gizzi, City’s Broker of Record, and United Health Care representative plan, to review City’s current status regarding health insurance claims and potential impact for FY15 insurance renewal.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 05/31/2014

Administration:

- Met with staff to review qualifications for the design of the Lakeshore Loop Trail.
- Met with staff to discuss a project for the Performing Arts/Historical Center in Deltona.
- Conducted interviews for vacant Parks Maintenance Technician positions.
- Met with City staff to discuss budget initiatives.
- Met with Congressman Mica’s office staff to discuss the meeting layout for their Chambers event.
- Credit card payments processed week of 5/31 : 8
- Processed 13 permits for pavilion and field rentals.

Facility Use Permits (05/24/14—05/31/14):

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 1 permit issued | Weekly attendance – 529 |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 580 |
| • Wes Crile Park | 2 permits issued | Weekly attendance – 2,188 |
| • Skate Park | 12 new passes | Weekly attendance – 206 |

Special Events/Programs:

- Amphitheater: Concert: Simulcast, June 14th at 7:00 p.m.
- City Hall: Community Health Expo, Saturday, June 7th at 10:00–1:00 p.m.
- Deltona Community Center: Senior Breakfast, Saturday, July 26th, 8:30–10:30 a.m.

- Dewey Boster Sports Complex: 4th of July Extravaganza, 6:00–10:00 p.m.
- Harris Saxon Community Center: Boys and Girls Club After-School Program finishes June 6th and Summer Camp will run from 6:00 – 8:00 p.m.

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.

- Picked up supplies at Ace Hardware; delivered materials to the Depot.
- Updated the message boards and put out for Community Expo.
- Campbell Park – Replaced rotten wood on back side of building; painted building; painted and installed shutters.
- Dwight Hawkins – Repaired fence.
- Harris Saxon – Hauled dirt to basketball court; graded and reinstalled benches by court.
- Lake Gleason – Painted over graffiti in pavilion.
- Manny Rodriguez – Built baseball field; removed damaged drinking fountain and installed new one.
- Skate Park – Secured plaques.

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 Schwenn Mechanical.
- Escorted Massey Services.
- Replaced wood on benches along sidewalk at City Hall.

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.
 - Sprayed Dupont Lakes with Round-Up.
 - Raked Wes Crile and Dupont Lakes.
 - Sprayed Campbell, Dupont and Vann with Dismiss.
 - Sliced Campbell Park; fertilized with 21-0-0.
 - Used Round-Up on clay at Vann and Wes Crile.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex.
 - Mowed outskirts of Complex and weed-whacked Pony League.
 - Mowed and edged Pony League and overflow parking.
 - Installed 2 new irrigation lines and heads for improved coverage at Complex.
 - Spot sprayed Dismiss (herbicide).
 - Flagged soccer field heads for slicer.
 - Sliced sports complex; fertilized with 21-0-0.
 - Fertilized Pony League with TB3000.
 - Used Round-Up on clay at Pony League and landscape beds.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 06/04/2014

Executive Summary:

The Planning and Development Services Department brought the Leslie Pool at the Shops of DuPont Lakes to the Development Review Committee for a site alteration. The occupancy of the suite for Leslie Pool resulted in the need for a chlorine tank at the rear corner of the building. This caused an alteration to the building to accommodate the storage tank, which affected the drive aisle around the building for internal circulation and service deliveries. The applicant requested a revision to the Final Site Plan that allowed for a radius added to the outside of the curve that results in an earthen berm to stabilize the radius with no impacts to the environmental buffer to the south.

Planning:

The Planning Section received the proposed list of permitted uses for the Halifax Crossing MPUD. Staff is in the process of having the transportation impact analysis reviewed by the peer review consultant, writing the staff report, and scheduling the item for the July 16th Planning and Zoning Board hearing. Staff is also reviewing Chapter 86, Concurrency Management, and working with the City Attorney on the medical marijuana dispensaries ordinance language (Ordinance No. 10-2014). Staff also visited the RaceTrac retail store site for Final Site Plan alteration to locate site landscaping, as well as the La Petite Academy site along Deltona Boulevard to ensure that the bus loop and parking facility was being constructed. Finally, staff brought Ordinance No. 09-2014, Albertson's Plaza BPUD amendment (aka Saxon Plaza) to the City Commission, which will allow for Daycare Center use to be added to the list of BPUD permitted uses. The item was approved at first reading of the ordinance.

Housing & Community Development Section:

The Housing and Community Development Section provided HUD with completed forms prior to their scheduled monitoring on June 13th for the Community Development Block Grant (CDBG) program. The forms are the Guide for Review of Overall Management Systems, the Guide for Review of Eligibility, and the Guide for Review of Civil Rights-Related Program Requirements for the CDBG Entitlement Program. Also, staff received a contract offer on the NSP home located at 1049 Angora for a Very Low Income applicant. The home is scheduled to close this week, bringing the number of homes sold to 69 and the number of homes for sale to 14.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 05/30/2014

Traffic Operations:

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

- **Signs:**
 - Completed 2 sign repair work tickets throughout the City.
 - Fabricated & installed 7 street name signs.
 - Fabricated and installed two 30"x 30" Sand Hill Crane warning signs between Salters & Treehaven on Newmark.
 - Fabricated two Parks & Recreation logos for Fleet Maintenance.
 - Fabricated and installed one R7-1 No Parking sign at 984 Abigail.
- **Asphalt:**
 - Completed 7 asphalt repair work tickets – 3 ½ tons.
 - Collins – repaired 22.5'x 6.5' section of road for Deltona Water – 4 tons.
 - Monica – repaired cross cut for Stormwater – 2 tons.
- **Speed Trailers:** S Cooper – installed both speed trailers between Fayetteville & Trumbull.

- **Message Boards:** Doyle & Deltona Blvd; Howland & Wolfpack; Howland & Entrance to WalMart; Saxon & Fruitland – installed message board for Click it or Ticket campaign.
- **Miscellaneous:** Collins – removed cones from asphalt patch.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:** Medians – Howland Blvd N, Ellicam Blvd, Providence Blvd – routine maintenance; pulled new growth from crepe myrtles.
- **Concrete:**
 - Sidewalks: 2028 Keys – 6’x 4’, 9’x 4’, 7’x 4’; 2011 Keys – 5’x 4’, 4’x 4’; 2021 Keys – 4’x 4’; 2031 Keys – 8’x 4’; 2002 Keys – 4’x 4’, 4’x 4’; 2852 E Canal – 5’x 4’, 5’x 4’.
 - Grindings:
 - 2811 Duncan – 1 hazardous location.
 - 2048, 2050, 2060, 2071, 2002 Keys – 8 hazardous locations.
 - 2852, 2832, 2831, 2821, 2801 E Canal – 12 hazardous locations.

Clam Truck:

- Debris – 13
- Trimming – 13
- **Slope Mowing:** 2607 Fair Oaks – 80’; 2629 Fair Oaks – 60’; 2635 Fair Oaks – 300’; Gretna & Ft Smith – 160’; 1030 Courtland Blvd – 200’.
- **Drop Offs & Sod:**
 - Repaired drop off – 1684 Ft Smith; 1691 Ft Smith; 1687 Ft Smith;
 - Repaired drop offs and installed 1/8 pallet of sod – Catalina & Sixma; Catalina & Jollette; 1751 Catalina; Catalina & Higate; Catalina & Adventist Church; 1614 Ft Smith; 1616 Ft Smith; 1618 Ft Smith; 1630 Ft Smith; 1636 Ft Smith; 1691 Ft Smith; 1721 Ft Smith; 3036 India; 3031 India; 896 Higgins; 3015 India; 893 Humphrey & India; India & Watt; India & Roswell; India & Centennial; 975 Avis; 2449 India
 - Repaired drop offs and installed ¼ pallet of sod – Ft Smith & Drysdale retention.
 - Installed 1/8 pallet of sod – 1767 Ft Smith; 1494 Surrey Run; 1431 Olde Kensington; 1470 Lavilla; 1721 Ft Smith; E Canal & Keys;
 - Installed ¼ pallet of sod – Balsam.
 - Installed ½ pallet of sod – 1493 Surrey Run.
- **Miscellaneous:** Whitewood & Elgrove; 2942 Portsmouth – ground stump.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|-------------|
| • Vehicles | PM – 3 | Repairs – 8 |
| • Equipment | PM – 0 | Repairs – 2 |
| • Fire Dept Station Checks | 4 | |
| • Road Calls | 4 | |
| • Parts Run/Vehicle Delivery | 3 | |

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:**
 - Cardinal St – brought out 24” HDPE pipe; mudded in 24” pipe stub in the U wall; cut the road for the upcoming stormwater project.
 - 1933 Alameda Dr – installed two posts and a chain to keep the vehicles from driving into the pond.

- Ft Smith Blvd – planted trees; installed water bags; built dirt berms around the trees and watered the trees around four ponds.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed: 2288 Rabenton; 2061 Malcolm; 2415 Haulover; 2401 Founder Ct; 2426 Eldridge; 2871 Blackburn; 2481 Derby; 2664 Collingswood; 2693 Windsor Heights; 1750 Johnson Ct.
 - Ponds Mowed: 2030 Galahad Dr; 926 Whitewood Dr; 1765 Normandy Blvd; 2869 Slater Dr; 705 Normandy Blvd; 650 Wellington St; 2150 Deck Ct.
- **Right of Way Mowing Crew:**
 - Main roads mowed: Cloverleaf Blvd; Anderson Dr; Alexander Dr; Ft Smith Blvd.
 - Sectors mowed: Sector 5.
- **Right of Way Litter Crew:** Main road trash pickup – Elkcarn Blvd; Montecito Ave; Courtland Blvd; Ft Smith Blvd; Normandy Blvd..
- **Miscellaneous:**
 - 185 Sheryl Dr – mowed the approach to the water control structure.
 - 699 Piedmont Dr – hand mowed the Right of Way and picked up trash.
 - Alley 740 – mowed the alley and picked up trash.
 - 1615 Falmouth Av – mowed the Right of Way and picked up trash.
 - 400 Ft Smith Blvd – filled in hole next to the drainage box.
 - 2960 Surf Dr – reinstalled the drainage lid back on the box.
 - 913 Trumbull – removed the hot tub from the power lines and put in dumpster at depot.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 06/01/2014

Customer Service

May/June 2014	Total week ending 06/01/2014
DW – Lockbox	1523
Ebox	1009
Call Center Calls	1333
Walk-ins/Drop Box	788
On-line Payments	1380
IVR	766

Customers Disconnected for Non-Pay

May/June 2014	Total week ending 06/01/2014
Total on Disconnect List	97
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

May/June 2014	Total week ending 06/01/2014
Water Service	1
Meter Sets	0

Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	27
Locates Received	90
Locates Completed	88
Main Leaks	0
Service Leaks	3
Sewer Repairs	5
Sewer Blockage	4
KV2 Valves	1
Service Replacements	0
Meter Change Outs	5
Service Orders	433
Disconnects	97
Drainfield Leaks	0
Meter Retirements	24