



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: March 14, 2014

CITY MANAGER'S OFFICE thru 03/14/2014

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

- Updated DeltonaTV schedule and programming including—(TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing; (UCF) Global Perspectives, On the Issues, Metrocenter Outlook, Arts Performances, Acoustic Spotlight; (other) White House Chronicle, American Veteran, nature and environmental programming—for the week of March 16th.
- Videotaped Commissioner Denizac's Town Hall Meeting on Economic Development for later broadcast on DeltonaTV. Assisted with the setup, PowerPoint presentations and format of the event.
- Submitted the April-May-June newsletter to the Commission for review.
- Rearranged the Commission Chamber setup with regards to audio for the Joint Meeting of the City Commission and the Charter Review Committee. Videotaped the meeting for later broadcast on DeltonaTV.
- Video production for City programming for Code Enforcement Notebook (Lot Maintenance and High Grass), Economic Development Report (Daytona State College in Deltona) and Fire & Safety Bulletin (Water and Pool Safety).
- Videotaped and photographed the Deltona Little League Opening Day Parade and festivities and the 2014 Wags 'n' Whiskers event.
- Researched photos of performance art locations in Deltona for the River of Lakes Heritage Corridor brochure.
- Created a community calendar slide on DeltonaTV for the Stormwater Tech position.
- Met with various department directors and staff regarding a streamlined process for permitting film and production companies working in Deltona.
- Working to promote the City's Annual Lake Cleanup & Action Day: sent information out via E-blast; submitted to the City Clerk's Office for the Event Calendar; created a community calendar slide for DeltonaTV; posted on Facebook and Twitter.
- Posted a reminder about Wags 'N' Whiskers on Facebook and Twitter along with information about construction on Banner Terrace, an author speaking at the library, and the joint meeting between the City Commission and the Charter Review Committee.
- Submitted events for the month of April to Volusia Parent Magazine.
- Attended Sexual Harassment Training.
- Posted information about construction on Banner Terrace to the City Web site.

Press Releases:

- Annual Lake Cleanup & Action Day
- Members needed for the William S. Harvey Scholarship Committee
- Members needed for the Economic Development Advisory Board

Media Relations:

- Provided information regarding rezoning in the Saxon Boulevard/Finland Drive area to Al Everson of *The DeLand-Deltona Beacon*.
- Worked with the City Clerk's Office to provide information regarding former Commissioner Herb Zischkau's tenure on the Planning & Zoning Board to Mark Harper of *The Daytona Beach News-Journal*.

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

- Spoke with Courtney Miller of "reThink Your Ride" and Elizabeth Suchsland, Assistant General Manager of Operations and Maintenance VOTRAN, regarding routes and service in Deltona, especially linked to SunRail. A meeting of between City, VOTRAN, and reThink is being scheduled to discuss proposed VOTRAN bus routes.
- Interviewed Dr. Carol Eaton, President, Daytona State College, about how DSC and the City are working together to train/educate the workforce of Deltona (current and future), for broadcast on DeltonaTV in April.
- As one of two presenters, participated in Commissioner Denizac's Town Hall Meeting on Economic Development.
- Eli Schaperow, member of West Volusia Audubon Society, and I visited Thornby Park and Campbell Park regarding potential birding experiences, for potential submittals to Florida Great Birding Trails.
- As City Liaison for the Deltona Economic Development Advisory Board (DEDAB), prepared the proposed Sub-committee meeting agendas.
- As interviewer, participated in the filming of "Child Swimming Pool Safety" program for DeltonaTV.
- Ron Paradise (Assistant Director, Planning & Development Services), Cheryl Atkins (Grants Coordinator) and I met with Bob Keeth of Volusia TPO to discuss TPO grants and City projects.
- Attended the Florida Local Government Coalition's Lou Frey Institute on civic engagement through technology, presented by the League of Cities.
- Spoke with John Hitt, University of Central Florida President, concerning a medical/educational overlay at the Trafalgar property at SR472 (Howland Boulevard) and Interstate 4.
- Met with Ms. H. Santana to discuss several potential locations for opening a restaurant in Deltona, and put her in touch with Van Canada of the Small Business Development Center (for planning and mentoring) and Phil Masley of SCORE (for development of a business plan).
- Made an economic development presentation to the Debary/Deltona Rotary Club, using the PowerPoint presentation from Commissioner Denizac's Town Hall meeting.
- Met with Al Pell to discuss available land on the Eastern side of the City, and toured potential sites for future development.
- Met with with Steve Moore (Parks & Recreation Director) and Dave Denny (City Manager) regarding the departmental budgeting and support for the Commission- assigned Eco-tourism project.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 03/07/2014

Building Services Division:

Building Permits issued for the week.....	87
Valuation of work permitted for the week.....	\$1,362,912
Inspections completed for the week	196
Total Permits issued for Fiscal Year 13/14	1395
Valuation of work permitted for the year 13/14	\$40,538,114

Permits Issued:

A/C Change Out	9
Building Residential.....	2
Commercial Build Out.....	2
Concrete Flat Work.....	1
Door Replacement	6
Electrical	5
Fence.....	11
Foundation Grout.....	1
Garage Door Replacement.....	3
Gas Installation	1
Glass Room.....	1
Interior Repair.....	1
Mechanical.....	1
Other	1
Plumbing.....	1
Pool Above-Ground.....	1
Pool Enclosure	1
Pool In-ground	3
Reroof	14
Right of Way.....	1
Screen Enclosure.....	1
Shed	3
Siding.....	1
Sign	1
Solar Panel Installation	2
Water Heater Replacement	4
Window Replacement	8
Total	87

Enforcement Services Division:

Requests for services this week	427
Animals impounded at the humane societies	32
Citation warnings issued	24
Courtesy notices	152
Abatement notices	21
Citations issued	4
Code Enforcement telephone calls	118
Animal Control calls	125
Solid Waste calls	124
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	4
Properties requiring grass to be cut by contractors	5
Certified mailings sent out	46
Money collected for Animal tags, liens and return to owners	\$5,353
Foreclosures for this week: Deltona	35
County	79
Total	114

(at a cost of \$220)
 (at a cost of \$297)

CITY CLERK’S OFFICE (Joyce Raftery, City Clerk) thru 03/07/2014

2nd Floor HR/CC Walk-In Customers	27	
2nd Floor calls Answered	36	
Packages Received	26	
Packages Picked Up	0	
A/P Invoices Opened	132	
Newspapers	16	(4.75 hours)
Public Records Requests Received	3	
Public Record Request Amount Received	88¢	
Documents imaged, pages 10, 256		
Large scale drawings imaged, pages29	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 03/14/2014

- Continued February housing reports.
- Participated in the Public Speaking Tips and Tricks webinar.
- Attended the Local Mitigation Strategy and Community Rating System quarterly meeting.
- Attended an informative Tiger Grant webinar — the grant would fund a feasibility study for the widening of Normandy Blvd. to 4-lanes in the sections where only 2-lanes exist now.
- Met with City’s Investment Advisor.
- Met with Grants Coordinator regarding several grant issues.
- Finalizing annual report for presentation to Commission on March 17th.
- Submitted Financial Statement and Investment Statement for four months ended January 31, 2014, to City Manager.
- Started annual inventory at the Fire Department.
- Prepared score sheets for Selection Committee for Request For Quotation (RFQ) for Transportation Engineering and Planning Services.
- Working with Grants Coordinator to produce RFQ for Lakeshore loop engineering services.
- Signs for Howland and Saxon to be retrofitted the week of March 24th.

FIRE/RESCUE DEPARTMENT (Acting Fire Chief Robert Rogers) thru 03/10/2014

Acting Fire Chief Rogers:

• Alarm summary 3/04/2014 to 3/10/2014	
Structure fire	2
Vehicle Fire	1
Wild land, grass, trash	4
Misc. Fire	9
ALS Medicals	44
BLS & Misc. Medicals	60
Hazardous Condition	1
Service Calls	8
Good Intent	17
False Alarms	8
TOTAL	154

Deputy Chief Rafferty:

- Met with Human Resources regarding new hires; met with Assistant Chief Debose regarding New Hire Program.
- Met with IT regarding TeleStaff Program.
- Conducted New Hire interviews.
- Conference Call with American Heart Association.

Assistant Chief Debose:

- Attended Live Fire Training Instructor 1 course at the Florida State Fire College in Ocala.
- Met with mentee at Discovery Elementary School.
- Participated on interview board for New Hires.
- Conducted extinguisher class for citizen and her staff (King's Place).

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 03/12/2014

- Performance Evaluations processed: 8
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (10 this week; 1,680 to date)
- Applications received:
 - (04) Utility Systems Tech
 - (02) Contract Administrator
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Conducted (2) new hire orientations: (2) Parks Attendants - Intermittent.
- Working with United Healthcare to review an employee dental claim issue.
- Background & reference check for 2 new Firefighters.
- Separation processed including exit interview: Ty McDonald, Stormwater tech (resigned).
- Reposted Stormwater Tech job posting.
- Processed (1) FMLA request.
- Conducted Sexual Harassment Training for City Hall employees, and coordinating/presenting Sexual Harassment Training for directors/managers.
- Preparing a customer service training session.
- Met with Fire Chief interview committee and reviewed the pre-interview questionnaires; 4 applicants were selected to move forward to a Skype interview with the committee.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 03/08/2014

Administration:

- Hosted and conducted Wags & Whiskers Pet Fest.
- Participated in the Opening Day Ceremonies at Vann Park for Deltona Little League.
- Met with Musco Sports Lighting to discuss relamping the outdoor tennis court lights at Wes Crile Park.
- Met with Justin All Terrain Tractor at Campbell Park.
- Met with City staff to discuss trails planning.
- Met with City staff to discuss Daytona State College (DSC) birding trail parking.

- Met with City Manager to discuss fees for facilities and sports fields.
- Met with All Rite Fencing to discuss repair of some fencing at Harris Saxon.
- Staff attended Sexual Harassment training.
- Processed 9 permits for pavilion and field rentals.

Facility Use Permits (03/02/14—03/08/14):

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 3 permits issued | Weekly attendance – 799 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 459 |
| • Wes Crile Park | 5 permits issued | Weekly attendance – 1,549 |
| • Skate Park | 7 new passes | Weekly attendance – 164 |

Special Events/Programs:

City Hall:

- Arbor Day – Friday, April 25, 2104

Deltona Amphitheater:

- Concert – AP60, Saturday, April 12, 2014 at 7:00 p.m.

Dewey Boster Sports Complex:

- Easter Eggstravaganza – Saturday, April 12, 2014 from 10:00-12:00 noon.

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway:

- Men's Softball – Polar Bear League continues.
- Men's Senior 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.

- Picked up supplies at Ace Hardware.
- Put out message boards for Pet Fest; picked up and returned to Depot afterwards.
- Audubon Park – Repaired chain link fence at the front of the park.
- Dewey O. Boster – Cleared underbrush around cell tower between baseball and soccer fields; removed debris and took to Four Jays (5 trips).
- Dwight Hawkins – Picked up old rock wall and space net; took back to Depot.
- Keysville Dog Park – Replaced basketball nets and remounted trash can to post.
- Vann Park – Prepped park for opening day ceremonies; repaired dugout benches on big field in preparation for opening day.

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.

- Mulched around the Municipal Complex (6 loads).
- Escorted Schwenn Air Conditioning and Schindler Elevator.
- Called Wiginton – backflow panel alarm went off.
- Removed 3 bee hives from upper wall on entrance sidewalk.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes and Wes Crile Park.
 - Fertilized Campbell, Dupont Lakes, Vann and Wes Crile Parks with TB3000.
 - Sprayed Vann Park with Trimec (herbicide).
 - Worked on landscape beds at City Hall.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex.
 - Mowed and edged Pony League and overflow parking.
 - Built new bleacher.
 - Repaired trash cans that were burnt over the weekend (vandalism).

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 03/12/2014

Executive Summary:

Planning and Development Services Department has a balance of numerous projects, both large and small scale. This week, the Department reviewed the Tractor Supply Company submittal package that includes a Final Plat and a Final Site Plan. Staff is working with the applicant to determine easement locations, fire safety secondary access, and in concert with the Public Works Department, the best utility locates and connections that work with the regional central utility system expansion.

Planning:

The Planning Section is working with the applicant for the Saxon Sterling Silver BPUD project for easement provisions, sidewalk extensions, revisions to the Development Agreement, and coinciding revisions to the preliminary plan of the Master Development Plan (MDP). The end goal is to be able to bring forward an application to the City Commission with consistency between the Development Agreement and the preliminary plan. Staff also is reviewing the Halifax Crossings MPUD application and is working through the underlying vacation of the antiquated plats (Yourlando Farms and Davis Park subdivision). Staff has been working with the applicant on Lake Baton Estates (DR Horton) to create an agreement to be attached to the Use permit for them to utilize Meadowlark Drive. Staff worked with the applicant for the Halifax facility along Saxon Boulevard to be able to provide signage on two sides of the building. Finally, staff worked on the proposed RaceTrac application at the intersection of Saxon Boulevard and Finland Drive.

Housing & Community Development Section:

The Housing and Community Development Section received an official date for HUD monitoring of the Community Development Block Grant (CDBG) program – June 23rd to June 25th. Staff has the checklists that will be used by HUD and will conduct an internal review prior to HUD arrival. The program has been scaled down over the past several years, in part due to simplified management of it, and in part due to less money received annually. Staff has 18 homes within the NSP program – 14 listed for sale and 4 under construction.

Three of the 14 homes for sale have contract offers on them, which would meet the 25% set-aside requirement for NSP 1, if all three homes sell.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 03/08/2014

Traffic Operations:

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

- **Signs:**
 - Completed 19 sign repair work tickets throughout the City of Deltona.
 - Fabricated and installed 12 new street name signs.
 - Fabricated & installed one W14-2 “No Outlet” sign at Sterling Silver Blvd.
 - Fabricated “Notice” sign for Parks Department.
 - Fabricated “Rules and Regulations” sign for Parks Department.
 - Fabricated & installed “In Case of Emergency” sign at 11th Ave treatment plant.
 - Installed “Relay for Life” sign at City Hall.
- **Speed Trailer:** 2336 India Blvd – Installed 2 speed trailers.
- **Thermoplastic Striping:** Restriped 18 stop bars – 180’.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Providence Blvd – mowed; weedwhacked; edged; removed litter.
 - City Signs: Howland Blvd – mowed; weedwhacked; edged; removed litter.
- **Concrete:**
 - Sidewalks
 - 445 Kettering - 9’x 4’
 - 436 Kettering – 34’x 4’
 - 670 Shawsbury – 15’x 4’
 - 1577 Randolph – 12’x 4’
 - Grinding – 923, 944, 947, 954, 955, 971, 968 Leyburn; 1454, 1489 Gaynor.
- **Clam Truck:**
 - Debris – 9
 - Trimming – 3
 - Tree removal – ground two tree stumps at 2561 Eustace.
- **Slope Mowing:** 1920 Evard – 80’; 2159 Van Orman – 80’; 2126 Van Orman – 80’; 1532 Ortega – 60’; 1961 Merrick Dr S – 140’; 1511 Merrick Dr S – 220’; 1901 Merrick Dr S – 80’; 1952 Merrick Dr N – 60’; 1884 Merrick Dr N – 60’; 1860 Merrick Dr N – 60’; 1602 Geffen – 60’; 1732 Merrick Dr N – 80’; 1811 Merrick Dr E – 80’; 1541 Akron Dr E – 60’; 1980 Chapel Dr E – 60’; 1919 Chapel Dr E – 60’; 1841 Pennington – 60’; 1814 Acadian – 160’; 1830 Acadian – 60’; Zinnia – 1380’; 1300 Briarwood – 120’; 1651 Galiano – 200’; 1401 Gainsville – 200’; 1575 Cranbrook – 260’; 1123 Hastings – 560’; 1394 Portillo Dr N – 240’; 1376 Portillo Dr N – 80’; 998 Rosetta – 120’; 1010 Rosetta – 120’; Dewey O Boster – slope mowed along fence line.
- **Drop Offs & Sod:**
 - Repair drop off and sod – 1294 Hancock; Old Mill Dr N; Hagan; 2794 Beaver; 2741 Beaver; 2601 Groveland; 2674 Groveland; 2685 Groveland; 1775 Barrow; 2690 Keene; 2540 Ivydale; 2580 Ivydale; 2660 Ivydale; 2683 Ivydale; Benrock & Bluffview; 1601 Normandy Blvd N; Benrock; 2883 Bluffview; 2790 Bluffview; 2800 Bluffview; Beaver & Bluffview.

- Sod next to sidewalk – 670 Shawsbury; 204 Kettering; 694 Shawsbury; 699 Shawsbury; 1427 Brayton.
- 277 Courtland - repair and sod drop off.
- 2484 Albury – repair and sod drop off.
- **Miscellaneous:**
 - 1718 Haverhill; 848 Crawford; 944 Halstead; 1369 Stillwater – edged sidewalk.
 - Hauled dirt from 11th Ave to Deltona Water.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 5 | Repairs – 8 |
| ● Equipment | PM – 1 | Repairs – 24 |
| ● Fire Dept Station Checks | 6 | |
| ● Road Calls | 3 | |
| ● 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 CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 1091 Swanson Dr – installed 320’ of 15” HDPE pipe and nyloplast basin.
 - 1878 Del Rio Ct – removed the broken brick around the drainage basin and formed up and poured concrete around the basin.
 - Kingway Dr/Lehigh Dr – used the aquatech to suck down and repair the concrete pipe where it separated.
 - 1562 Normandy Blvd E – used the aquatech to suck down and repair the hole in the drainage pipe.
 - Fayetteville Ave – used the aquatech to suck down and repair a broken piece of 18” HDPE pipe.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed: 756 Red Coach Dr; 1018 Mayflower Ave; 1041 Eastbrook Ave; 1750 Johnson Ct; 1701 Amboy Dr; 3152 Clewiston St; 1124 Page Dr.
 - Ponds Mowed: 1640 Houston Dr; 2068 Atmore Cir; 2036 Atmore Cir; 2150 Deck Ct; 1049 Sylvia Dr.
- **System Cleaning (Vac Truck):** Fayetteville Ave between Cooper and Cambridge.
- **Right of Way Mowing Crew:**
 - Main roads mowed: Elkeam Blvd; half of Courtland Blvd.
 - Sectors mowed: 7; 8; 9; 10.
- **Right of Way Litter Crew:** Main road trash pickup: Humphrey Blvd; Newmark Dr; Tivoli Dr; Deltona Blvd; Cloverleaf Blvd; Anderson Dr; Alexander Dr; Ft Smith Blvd; Normandy Blvd; Haulover Blvd; Catalina Blvd; Captain Dr; Wolfpack Run; Elkeam Blvd; Montecito.
- **Miscellaneous:**
 - Shorecrest/Waycross Cir – mowed the high grass in the Right of Way.
 - Bloomfield/Piedmont – cleaned the debris out of the pump station.
 - 951 Mentmore Cir – picked up trash in the Right of Way.
 - 839 Maybrook Dr – filled in hole with dirt and sodded with bahia.
 - 1045 Brady Dr – mowed the Right of Way and picked up trash.
 - Lake Helen/Osteen & Shalimar Cir – installed a new sign channel that was hit by a car.
 - 1562 Normandy; 1577 Randolph; 1091 Swanson – watered newly laid sod at the new stormwater projects.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 03/09/2014

Customer Service

March 2014	Total week ending 3/09/2014
DW – Lockbox	2461
Ebox	1773
Call Center Calls	1425
Walk-ins/Drop Box	1503
On-line Payments	1542
IVR	1055

Customers Disconnected for Non-Pay

March 2014	Total week ending 3/09/2014
Total on Disconnect List	137
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

March 2014	Total week ending 3/09/2014
Water Service	0
Meter Sets	1
Reclaim Meters	1
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	17
Locates Received	243
Locates Completed	234
Main Leaks	4
Service Leaks	10
Sewer Repairs	0
Sewer Blockage	1
KV2 Valves	9
Service Replacements	3
Meter Change Outs	12
Service Orders	488
Disconnects	137
Drainfield Leaks	2
Meter Retirements	19