



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: March 28, 2014

**CITY MANAGER'S OFFICE** thru 03/28/2014

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

- Updated DeltonaTV schedule and programming—(TPC) Grill Sergeants, Fit for Duty, Armed Forces Boxing, Battleground, (UCF) Global Perspective, On the Issues, Metrocenter Outlook, Arts Performances, Acoustic Spotlight, (other) White House Chronicle, American Veteran, Road to Recovery, nature & environmental programming— for the week of March 30<sup>th</sup>.
- Met with Jerry Mayes to review Love Your Heart 5K Race Check Presentation to the American Heart Association at the April 7<sup>th</sup> Commission Meeting; upcoming nature and birding events where the City can have a display booth; and preliminary planning for the Halifax Health Care Center ribbon cutting.
- Attended the Nature Coast Birding & Wildlife Festival in Spring Hill with Jerry Mayes, and met with Ann Glick/FWC; discussed the opportunities and processes to create a nature/wildlife festival in Deltona, and to get a list of the different festivals of this type that take place in Florida.
- Met with Jerry Mayes, Steve Moore, Chris Bowley, Scott McGrath and Cheryl Atkins to discuss the City's opportunities with bike trail development in Deltona.
- Working with IT and the vendor, Sound Stage, to program replacement touch panel controller for the Chambers AMX system.
- Met with Jared Lederhandler/AMX systems, to review the Chamber's current AMX operating system.
- Working on the April issue of The Pride.
- Scheduling the topics and guests for Economic Development Report (County Health Rankings) and Fire & Safety Bulletin (County's SAFEKIDS program).
- Working with Mark Manning, Parks & Recreation, on the Flyer/poster for the April amphitheater concert by AmPop60.

**Press Releases:**

- Eggstravaganza
- Spruce Up 2014
- Relay for Life 2014

**Media Relations:**

- Provided information regarding Firefighter Terry Freeman's employment & pay status, to *Saul Saenz/Central Florida News 13* and *Mark Harper/Daytona News-Journal*.
- Provided information regarding Deltona Water and the Blue Spring Alliance, to *Kevin Spear/Orlando Sentinel*.
- Provided response regarding customer question about Deltona Water invoice, to *Todd Ulrich/WFTV*.

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

As a staff member of the City of Deltona Commission assigned Eco-Tourism project, attended the Nature Coast Nature and Birding Festival in Spring Hill, Florida. This was the second year for this festival. There were 180 registered attendees, many from out of state. Co-team leader Lee Lopez, Eli Schaperow, Deltona's

liaison for the West Volusia Audubon Society, and I met with Anne Glick and Jerrie Lindsey of the Florida Fish and Wildlife Conservation Commission (F&WC), the main planners for the Festival. They assist Cities and Counties in planning nature based events and have offered to work with the City of Deltona.

- Met with Rafael Ramirez, with Halifax Health, to plan a grand opening/ribbon cutting ceremony about two weeks after their “soft opening”.
- Met with staff to plan for the presentation of the “benefits check” for the 2<sup>nd</sup> Annual Run for Your Heart 5K, from Halifax Health to the American Heart Association, at the April 7<sup>th</sup> Commission meeting.
- Met with staff regarding the City Manager’s directive to review various aspects of the City’s Trail Plan, including: a comparison of the City’s Trail Plan to the Volusia County Trail Plan; identification of trail locations, and right-of-way capabilities along proposed routes;
- Met with Joe Cerrato, member of the Deltona Economic Development Advisory Board (DEDAB), to review several projects and the progress of economic development within the City.
- Made site visits to various Deltona parks and City-owned parcels adjacent to lakes and bodies of water, in order to determine suitability for development as nature-based viewing areas, in accordance with the Commission-assigned Eco-Tourism project.
- Attended the “State of the Region” presented by the Deland Area Chamber, West Regional Volusia Chamber, and the Volusia Hispanic Chamber.
- Prepared the meeting agendas and quarterly reports for DEDAB and its Sub-committees.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 03/21/2014

**Building Services Division:**

Building Permits issued for the week .....	95
Valuation of work permitted for the week.....	\$371,123
Inspections completed for the week .....	212
Total Permits issued for Fiscal Year 13/14 .....	1572
Valuation of work permitted for the year 13/14 .....	\$42,543,528
Permits Issued:	
A/C Change Out .....	14
Comm Build Out .....	1
Concrete flat work .....	4
Door Replacement .....	2
Driveway .....	3
Electrical Repairs .....	2
Electrical .....	1
Fence .....	12
Fire Alarm .....	1
Garage Door Replacement .....	4
Garage of Carport .....	1
Patio Cover .....	2
Plumbing .....	2
Pool above Ground .....	2
Pool Enclosure .....	2
Pool in Ground .....	1
Reroof .....	12
Right of Way.....	6
Screen Enclosure.....	5

Shed I .....	3
Shed II .....	1
Siding .....	2
Sign Political .....	1
Solar Panel Install .....	2
Water Heater Replacement .....	6
<u>Window Replacement</u> .....	<u>3</u>
Total	95

**Enforcement Services Division:**

Requests for services this week .....	392	
Animals impounded at the humane societies .....	35	
Citation warnings issued .....	31	
Courtesy notices .....	149	
Abatement notices .....	29	
Citations issued .....	3	
Code Enforcement telephone calls .....	150	
Animal Control calls .....	113	
Solid Waste calls .....	101	
Citizen walk in requests for Code Enforcement assistance .....	12	
Citizen walk in requests for Animal Control assistance .....	21	
Citizen walk in requests for Solid Waste assistance .....	7	
Properties requiring grass to be cut by contractors .....	6	(at a cost of \$360)
Certified mailings sent out .....	37	(at a cost of \$242)
Money collected for Animal tags, liens and return to owners .....	\$3,393	
Foreclosures for this week: Deltona	26	
County	<u>53</u>	
Total	79	

**CITY CLERK'S OFFICE** (Joyce Raftery, City Clerk) thru 03/21/2014

2nd Floor HR/CC Walk-In Customers .....	29	
2nd Floor calls Answered .....	33	
Packages Received .....	72	
Packages Picked Up .....	6	
A/P Invoices Opened .....	67	
Newspapers .....	16	(5.25 hours)
Public Records Requests Received .....	3	
Public Record Request Amount Received .....	0	
Documents imaged, pages .....	4,350	
Large scale drawings imaged, pages .....	1	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 03/28/2014

- Participated in Standard and Poor's bond rating call.
- Attended meeting regarding the Lakeshore Loop Request for Quote (RFQ).
- Continued February housing reports.
- Attended the Danforth Ave. Pre-Construction meeting at Deltona Water.

- Met with Eco-Tourism Team to discuss trails planning and connectivity.
- Attended a free webinar on Government Accounting Standards Board (GASB) Updates – A Review of Recently Implemented Standards and Upcoming Standards.
- Attended a Tiger Grant Planning conference call and meeting.
- Submitted Local Highway Finance Report to the Florida Dept. of Transportation for FYE '13.
- Working on bid for janitorial supplies.
- Doing inventory at City Hall.
- Proposals for Broadcast Equipment Upgrade are due April 11<sup>th</sup>.

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Robert Rogers) thru 03/25/2014

**Acting Fire Chief Rogers:**

- Alarm summary 3/18/2014 to 3/24/2014
  - Structure fire 0
  - Vehicle Fire 0
  - Wild land, grass, trash 4
  - Misc. Fire 4
  - ALS Medicals 46
  - BLS & Misc. Medicals 79
  - Hazardous Condition 3
  - Service Calls 8
  - Good Intent 14
  - False Alarms 3
  - TOTAL 161

**Deputy Chief Rafferty:**

- Participated in Fire Chief interviews.
- Met with Sue Houle regarding Inventory Forms.
- Met with Josie Caine American Heart Association Program.
- Conducted two Target Safety classes.
- Coordinated Pediatric Training Class in Orange City.

**Assistant Chief Debose:**

- Conducted 2<sup>nd</sup> quarter testing for probationary employee.
- Attended Vehicle Machinery Rescue training that was conducted at M & K Used Auto Parts.
- Working on rewrite of 'working out of class' test for Deputy Chief and Lieutenants.

**HUMAN RESOURCES DEPARTMENT** (Tom Acquaro, Director) thru 03/26/2014

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (10 this week; 1,690 to date)
- Applications received:
  - (01) Utility Systems Tech

- (03) Stormwater Tech
- (06) Public Works Tech
- (01) Firefighter/EMT
- (01) Contract Administrator/Paralegal
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Conducted (2) new hire orientations: (2) Parks Attendants - Intermittent.
- Processed (2) FMLA requests.
- Preparing FY 2014/15 budget cost impact estimates regarding merit increases and pay scale adjustment
- Conducted Fire Chief Skype interviews on March 24<sup>th</sup>.
- Coordinating Diversity-Respect in the Workplace Training sessions for employees to be held on April 8<sup>th</sup> and April 30<sup>th</sup>.
- Conducted Sexual Harassment make-up session for employees that had not yet attended.
- Working with United HealthCare regarding billing errors.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 03/22/2014

**Administration:**

- Prepared materials for the Commission Workshop.
- Met with City staff to discuss trail planning.
- Met with the awning company to obtain a quote for City Hall.
- Met with Wiginton Fire Services.
- Processed 10 permits for pavilion and field rentals.
- Met with Schwenn Services to install an AC condenser at the Deltona Community Center.

**Facility Use Permits (03/09/14—03/15/14):**

● Deltona Community Center	no permits issued	Weekly attendance – 1,030
● Harris M. Saxon Community Center	2 permits issued	Weekly attendance – 560
● Wes Crile Park	6 permits issued	Weekly attendance – 1,983
● Skate Park	21 new passes	Weekly attendance – 318

**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 continues.

**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, weed-whacked and sprayed for ants: Sheriff's Office, Skate Park, Thornby Park, Wes Crile Park.
- Picked up supplies at Ace Hardware.
- Campbell Park – Transported benches from the shuffleboard court to the barn for staining and painting.
- Deltona Community Center – Repaired dock area.
- Dwight Hawkins – Installed a stopper on rolling gate to prevent it from closing during strong winds; pressure washed pavilion, restroom and walkway; pressure washed the basketball court; painted restroom and pavilion.
- Harris Saxon – Pressure washed building.
- Keysville Dog Park – Repaired drinking fountain in big dog area.
- Thornby Park – Patched asphalt around light pole.
- Wes Crile – Repaired sinks in restrooms; re-attached wall pads on columns in gym.

**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 complex (2 loads).
- Escorted Electrical Solutions to change some ballasts around City Hall.
- Removed old name plates and added new plates at correct offices throughout 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.
  - Raked, edged and set Dupont Lakes.
  - Sprayed Campbell Park, Dupont Lakes, Vann Park and Wes Crile with TB3000.
  - Repaired drain and irrigation at Vann Park.
- Sports Complex including Pony League:
  - Mowed, edged and weed-whacked fields at Complex.
  - Mowed and edged Pony League and overflow parking.
  - Sprayed Pony League and Sports Complex with TB3000, and sprayed Complex with Multipath.
  - Painted center restrooms including trim.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 03/26/2014

**Executive Summary:**

Planning and Development met with staff from other departments for recreational trails master planning. Planning staff suggested a simple method to build-out the City's recreational trail network over a period of time and within manageable budgetary constraints. With the 12-ft. wide cross-section created for the Lakeshore Trail loop from Thornby Park to Green Springs Park and a verifiable cost estimate per lineal foot (which unit costs will change over time), the City will be able to determine the cost to construct small increments of the trail in the future from point to point linking parks and other culturally important features. Also, P&D staff will be able to perform in-house trail master planning without contracting out for those services.

**Planning:**

The Planning Section prepared the list of Development Review Committee (DRC) comments for the Tractor Supply Company Final Site Plan, Construction Plans, and Final Plat, and sent them to the applicant. Staff also worked with the applicant for the Saxon Sterling Silver BPUD application to receive exhibits as attachments to the Development Agreement (DA) and the revised plan of the Master Development Plan to be attached to the DA. Staff updated the Commission Agenda Memo package and forwarded to other departments for their review. Staff also prepared the agenda package for the Saxon Boulevard/Finland Drive rezoning application, worked with the applicant of J&J Security for site design, and coordinated with the transportation engineer for the Halifax Crossings MPUD site.

**Housing & Community Development Section:**

The Housing and Community Development Section worked with HUD to determine the appropriate management of the \$372,602 for HOPWA (Housing Opportunities for Persons with AIDS) funds allocated to the City. The large allocation was awarded to the City, based on the metropolitan area population and is formula-driven in calculation by HUD. Since the City does not have experience with HOPWA funds and needs to research the local area for need, staff is working with HUD to contract with the State of Florida to operate the funds for our geographic region. HUD will also work with the City to develop a workable plan to operate the funds for any future HOPWA awards and the contract with the State and HUD to allocate the funds for this year will be brought to the City Commission.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 03/22/2014

**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 at Discovery Elementary – one R3-8 “Left Turn Only” with straight arrow; three R3-5L “Left Turn Only”; six S4-1P “School Times: signs; six S4-6P “Mon thru Fri” signs; two S5-2 “End of School Zone” signs; three R2-1 “20 MPH” signs; three S4-3P “School” signs; two R5-1 “Do Not Enter” signs; two “Do Not Block Crosswalk” signs.
  - Fabricated two “No Parking” signs with double sided arrow for stock.
- **Asphalt:**
  - Completed nine asphalt repair tickets – 4 tons.
  - Repaired 9’x 12’ area at Banner Ter & Deltona Blvd per stormwater – 1.5 tons.
  - Installed 60’ asphalt berm at 699 Armadillo Dr per stormwater - .75 tons.
- **Speed Trailer:** Installed two speed trailers at Firwood & Vicksburg.

- **Message Boards:** Removed message boards from Howland & Graves and Saxon & Normandy for the “Click It or Ticket” campaign.
- **Thermoplastic Striping:**
  - Restriped three stop bars – 24’.
  - Restriped piano key crosswalk – 95’.
  - Installed crosswalk – 14’.

**Field Operations:**

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

- **Beautification:** mowed, weed-whacked, edged, removed litter from medians along Providence, Elkcam, and Howland Blvds, and weed-whacked around City signs at Saxon and Howland Blvds.
- **Concrete:**
  - Sidewalks
    - 1113, 1125 E Normandy Blvd - 21’x 4’; 2139, 2200, 2230 S Old Mill Dr – 89’x 8’.
  - Grinding – 1000 Persian; 929 W Village; 1598 W Waycross.
- **Clam Truck:**
  - Debris – 10.
  - Trimming – 2.
- **Slope Mowing:** Felix – 260’; Fernwood – 1040’; Alarka – 400’; Haulover – 200’; Florida – 1140’; Conway & Meyer – 200’; Cardinal – 900’; Day Rd – 1060’; Beckwith & Eric – 80’; 2900, 2955, 2972 Beckwith – 420’.
- **Drop Offs & Sod:**
  - 2527, 2716 Tansboro and 2439, 2447, 2455, 2520, 2552, 2561, 2569 Sedgefield – repaired drop offs.
  - 1371 N Normandy – repaired washout.
- **Miscellaneous:** Loaded up scrap metal and took to recycling yard.

**Fleet Maintenance Division:**

- Vehicles PM – 4 Repairs – 8
- Equipment PM – 3 Repairs – 13
- Fire Dept Station Checks 9
- Road Calls 2
- Parts Run/Vehicle Delivery 4

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 03/23/2014

**Customer Service**

March 2014	Total week ending 3/23/2014
DW – Lockbox	1736
Ebox	1243
Call Center Calls	1164
Walk-ins/Drop Box	1012
On-line Payments	1236
IVR	620

**Customers Disconnected for Non-Pay**

<b>March 2014</b>	<b>Total week ending 3/23/2014</b>
Total on Disconnect List	100
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

<b>March 2014</b>	<b>Total week ending 3/23/2014</b>
Water Service	1
Meter Sets	1
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	11
Locates Received	78
Locates Completed	70
Main Leaks	3
Service Leaks	3
Sewer Repairs	1
Sewer Blockage	3
KV2 Valves	9
Service Replacements	3
Meter Change Outs	9
Service Orders	450
Disconnects	100
Drainfield Leaks	0
Meter Retirements	113