



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: May 16, 2014

**CITY MANAGER'S OFFICE** thru 05/16/2014

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

- Posted the following information to Facebook & Twitter: Bee Healthy Expo; Doyle Road construction; Commission Workshop Agenda; Moss Mania (lecture at Lyonia Environmental Center); Super Sharks (lecture at LEC); TPO (Transportation & Planning Organization) survey; ECHO (Environmental, Cultural, Historical & Outdoor) committee meeting; Kids & Nature (program at LEC) and OneBlood drive at the Library.
- Updated the entryway signs with information about: the Deltona Panthers registration; Congressman Mica's upcoming Economic Development Update; Adult 6v6 soccer registration; the Simulcast Concert in the Amphitheater; and the Commission Workshop.
- Continue to research marketing, technical and staffing costs to for next year's budget.
- Purchased parts for the Office of Economic Development's promotional banners, and a replacement tent frame.
- Met with the City Manager and Deputy City Manager to discuss past marketing campaigns related to City and County Charter Amendment changes and National Night Out requests from the VCSO.
- Photographed trail dedication at Harris M. Saxon Park.
- Met with Code Enforcement officers regarding reports, photographs and video shot at an animal hoarding case on Captain Drive.
- Working on a poster for the next Concert in the Amphitheater which will feature Simulcast.
- Updated DeltonaTV weekly schedule and programming for the week of May 18<sup>th</sup>.
- Video production for the following local programs: Code Enforcement Notebook–Garage Doors, Fences (July), Electrical Permits (August), Large Structures (August); Economic Development Report–Volusia County Health Statistics/Part 1(July), Volusia County Health Statistics/Part 2 (August); Parks & Rec Update–July 4<sup>th</sup> Event Preview; Fire & Safety Bulletin–SAFEKIDS (June), The Issue of Bullying (July & August).
- Post-production/editing for Parks & Rec Update: Simulcast Concert Preview; Parks & Rec Update: City Volunteers; Code Enforcement Notebook: General Permitting; Audubon Report: Scrub Jay Festival.
- Videotaped the Dayve Stewart Concert in the Amphitheater, on Saturday May 10<sup>th</sup>.
- Finished May issue of The Pride.
- Met with Jerry Mayes and West Volusia Audubon representatives to review the Florida Birding Trail application for Audubon Park.
- Working on preliminary plans for the Mayor's Fitness Challenge.
- Videotaped the ribbon-cutting ceremony for the new Learning Trail at the Harris Saxon Center.
- Videotaped the Commission Workshop on May 12<sup>th</sup>, which discussed the proposed Commerce Park and the feasibility study.
- Working with Jerry Mayes for preparation of the Halifax Health Ribbon-cutting.

**Press Release/s:**

- New Fire Chief Mark Rhame

**Media Relations:**

- Responded to several media calls and emails regarding an animal hoarding case on Captain Drive. Worked with the Public Information Offices of the VCSO and Halifax Humane Society to make sure messages were coordinated and accurate.
- Provided information regarding the NSP program and abandoned houses in Deltona, to Chris Graham/Daytona News Journal.
- Provided information regarding the new Fire Chief, Mark Rhame, to Mark Harper/Daytona News Journal and Al Everson/West Volusia Beacon.
- Provided information regarding the Duke Energy substation construction to Al Everson/West Volusia Beacon.
- Provided information regarding the proposed commercial development plats for the Activity Center to Al Everson/West Volusia Beacon.

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

- Joined team member Lee Lopez, members of the West Volusia Audubon Society, and members of the Florida Wildlife Commission (FWC) to discuss obtaining designation of several City nature and birding locations on the *Great Florida Birding & Wildlife Trail*.
- Attended the Volusia County Department of Economic Development's quarterly report meeting.
- Held meetings with Suzette Cameron of Daytona State College regarding DSC's potential involvement in Eco-tourism, a nature and birding trail in the area surrounding the college's campus, and the sports field.
- As City Liaison, attended the monthly meeting for the Deltona Economic Development Advisory Board (DEDAB) Commerce Park & Micro-Incubator Sub-committee.
- Met with Brian Duke, Real Estate Manager for Wawa to discuss site selection process and opportunities located here in Deltona.
- Met with Eli Schaperow, West Volusia Audubon Society, to review DSC maps and walk potential trails, to determine the extent of preparation needed for trails on DSC property, and potential for development of a nature and birding area.
- Attended a meeting of the Volusia County School District's Academy Program, for the preparation and training of a local workforce.
- Met with Carlos Valderrama, President of the Volusia County Hispanic Chamber of Commerce, to discuss the "Community Initiatives" that this Chamber is starting to promote, and support provided by OED.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 05/09/2014

**Building Services Division:**

Building Permits issued for the week.....	79
Valuation of work permitted for the week.....	\$407,650
Inspections completed for the week .....	226
Total Permits issued for Fiscal Year 13/14 .....	2,176
Valuation of work permitted for the year 13/14 .....	\$48,925,372

**Permits Issued:**

A/C Change Out .....	15
Building Residential .....	1
Door Replacement .....	7
Electrical.....	4

Fence .....	8
Fire Sprinkler.....	1
Garage Door Replacement .....	4
Gas Installation.....	2
Other.....	2
Patio Cover .....	1
Plumbing .....	1
Pool Enclosure.....	2
Pool In-ground.....	1
Reroof.....	14
Right of Way .....	2
Shed.....	1
Siding.....	1
Sign.....	3
Site Engineering .....	1
Water Heater Replacement.....	4
Window Replacement .....	4
<b>Total</b>	<b>79</b>

**Enforcement Services Division:**

Requests for services this week .....	256	
Animals impounded at the humane societies .....	24	
Citation warnings issued .....	26	
Courtesy notices .....	76	
Abatement notices .....	31	
Citations issued .....	5	
Code Enforcement telephone calls .....	136	
Animal Control calls .....	141	
Solid Waste calls .....	92	
Citizen walk in requests for Code Enforcement assistance .....	8	
Citizen walk in requests for Animal Control assistance .....	18	
Citizen walk in requests for Solid Waste assistance .....	14	
Properties requiring grass to be cut by contractors .....	19	(at a cost of \$760)
Certified mailings sent out .....	22	(at a cost of \$143)
Money collected for Animal tags, liens and return to owners .....	\$4,186	
Foreclosures for this week: Deltona	12	
County	<u>49</u>	
Total	61	

**CITY CLERK'S OFFICE** (Joyce Raftery, City Clerk) thru 05/09/2014

2nd Floor HR/CC Walk-In Customers .....	39	
2nd Floor calls Answered .....	28	
Packages Received .....	53	
Packages Picked Up .....	0	
A/P Invoices Opened .....	112	
Newspapers .....	16	(5.75 hours)
Public Records Requests Received .....	6	
Public Record Request Amount Received .....	82¢	

Documents imaged, pages ..... 665  
 Large scale drawings imaged, pages ..... 0

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 05/16/2014

- Met with Deputy City Manager and Parks Director to discuss budget needs for repairs & maintenance for City Hall and Sheriff’s office.
- Met with ITSD to discuss Finance Department IT allocation.
- Attended Wells Fargo Global Payments conference to explore new bank services opportunities.
- Started April Housing journal entries and draw down reports.
- Worked with the FL Department of Environmental Protection grant manager on the new project reimbursement forms as required for the McGarity Kirkhill project.
- Working on FDOT Local Agency Programming requirements.
- Working on Davis Bacon monitoring and enforcement guidelines.
- Attended a webinar called “Back the Truck Up! A Panoramic Overview of the 2014-2015 Federal Funding Landscape”.
- Prepared bid for Janitorial Services.
- Scheduled Selection Committee meeting for Housing Department General Contractors.
- Attended meeting with Prosound for Broadcast Equipment Upgrade.
- Started Water Department annual fixed asset inventory.

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Robert Rogers) thru 05/12/2014

**Acting Fire Chief Rogers:**

Alarm summary 5/6/2014 to 5/12/2014

Structure fire	2
Vehicle Fire	0
Wild land, grass, trash	1
Misc. Fire	3
ALS Medicals	42
BLS & Misc. Medicals	88
Hazardous Condition	2
Service Calls	9
Good Intent	14
<u>False Alarms</u>	<u>9</u>
TOTAL	170

**Deputy Chief Rafferty:**

- Met with Josie Caine regarding EMS Week activities, which begin May 18<sup>th</sup> to honor and celebrate men and women who deliver 911 emergency medical care.
- Met with Port Orange Fire American Heart Association.
- Worked on New Hire applications/process.
- Met with Sue Houle regarding EMS Inventory sheets.
- Completed Contingency Transport paperwork.
- Taught American Heart Association Pediatric Training class.

**Dean Debose, Assistant Deputy Chief:**

- Met with mentee at Discovery Elementary.
- Worked on Target Safety Assignments.
- Screened applications and the National Testing Network website for the new hire process.

**HUMAN RESOURCES DEPARTMENT** (Tom Acquaro, Director) thru 05/14/2014

- Performance Evaluations processed: 12
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (0) added
  - Total # of Deltona JOBS Program folders taken – (0 this week; 1,700 to date)
- Applications received:
  - (16) Utility Customer Service & Billing Manager
  - (05) Lead Wastewater Operator
  - (01) Administrative Assistant II
  - (01) Wastewater Operator
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Sent Logistic Clerk application to the Fire Department.
- Finalizing implementation of E-Verify program.
- Separations processed including exit interview (1) – J. Fowler, Wastewater Operator (Retired).
- Processed (2) FMLA requests.
- Working with Halifax Health to coordinate start of Employee Wellness Program.
- HR Manager & HR Analyst attended labor law seminar presented by Fisher & Phillips law firm.
- Participated in 11 interviews for Enforcement Services Officer.
- Coordinating with City's EEOC attorney regarding a claim filed by a former employee.
- Coordinating with Union and FMCS (Federal Mediation and Conciliation Service) regarding selection of an Arbitrator for the *Class Attendance* grievance, #14-2.
- Participated with Budget Reclassification/Requisition Review Committee in reviewing initial requests by department directors.
- Working with key staff in preparing initial department budget submission.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 05/14/2014

**Administration:**

- Hosted Concert in the Amphitheater.
- Met with staff to discuss several employee reclassification actions as part of the upcoming budget.
- Met with Finance to discuss budget initiatives for the upcoming budget.
- Prepared materials for the ground-breaking on the Born Learning Trail at Harris Saxon Community Center.
- Conducted the Parks & Recreation Advisory Board meeting.
- Conducted the Youth Advisory Sub Committee meeting.
- Met with Joe DeSouza with the Deltona Wolves Pop Warner Football.
- Met with Orem Pest Control to service the parks & facilities.
- Met with Schwenn to service the Community Center kitchen compressor.
- Credit card payments processed: 8

- Calls received by staff week of 5/5/14: 156 (external)
- Calls placed: 45 (external)
- Processed 10 permits for pavilion and field rentals.

**Facility Use Permits (05/04/14—05/10/14):**

• Deltona Community Center	4 permits issued	Weekly attendance – 1,129
• Harris M. Saxon Community Center	2 permits issued	Weekly attendance – 515
• Wes Crile Park	5 permit issued	Weekly attendance – 1,575
• Skate Park	11 new passes	Weekly attendance – 246

**Special Events/Programs:**

- Amphitheater: Concert: Simulcast, June 14th at 7:00 p.m.
- City Hall: Community Health Expo, Saturday, June 7th from 10:00 – 1:00 pm
- Harris Saxon Community Center: Boys and Girls Club After-School Program continues.
- Partner Leagues Currently Underway: Men's Softball Spring League and Men's Senior League have ended.

**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 picked up trash for: Campbell Park, Dwight Hawkins, Harris Saxon, Manny Rodriguez, Sheriff's Office and Wes Crile.
- Picked up supplies at Ace Hardware.
- Picked up tents at Harris Saxon from the Youth Game Day event.
- Picked up message board at Providence and Eustace and returned to the Depot.
- Placed message boards back on Providence and Eustace.
- Sprayed various parks for fire ants.
- Campbell Park – Repaired fence on tennis court; laid 5 pallets of Bahia sod.
- Dewey Boster – Planted junipers and box-wooded front entrance; mulched areas around junipers.
- Dwight Hawkins – Checked irrigation to front planter.
- Festival – Removed downed limbs from park; replaced GFI on Triple A field.
- Lake Gleason – Removed debris piles.
- Wes Crile – Changed faucet in restroom on back of the building; repaired toilet.

**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.*

- Checked lights at the Sheriff's Office; had ballasts replaced.
- Spread 7 loads of mulch around City Hall.
- Laid non-slip safety strips in rear stairwell per Risk Manager.
- Set wooden bench near 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.
  - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
  - Weed-whacked Dupont Lakes and Vann Park.
  - Sprayed Dupont Lakes with Round-Up.
  - Raked Wes Crile and Dupont Lakes.
  - Fertilized Campbell Vann Park and Wes Crile with 15-0-15.
  - Sprayed Vann Park with Trimec Southern.
  - Worked on irrigation at Campbell Park.
- Sports Complex including Pony League:
  - Mowed, edged and weed-whacked fields at Complex.
  - Mowed outskirts of Complex and Pony League.
  - Mowed and edged Pony League and overflow parking.
  - Set up soccer goals and lined fields for weekend tournament.
  - Relined soccer fields and put nets in goals.
  - Fertilized Complex and Pony League with 15-0-15.
  - Sprayed Complex with 12-0-0 with chelated iron.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 05/14/2014

**Executive Summary:**

The Planning and Development Services Department attended a meeting with the development and architectural team for the Saxon Sterling Silver BPUD for lots 2 and 4. This is the portion of the property proposed to be developed with a WalMart grocery facility and a retail commercial space. The proposed concept plan is consistent with the Master Development Plan (MDP) approved during the rezoning; however, there are technical issues to address, such as the attainment of the Volusia County Use Permit for the mast-arm signal and off-site transportation improvements which may affect site design.

**Planning:**

The Planning Section met with the planners from Orange City and DeBary, concerning the Farnton Master Development of Regional Impact (MDRI). The MDRI includes all of the lands within both Volusia and Brevard counties and contemplates regional development on a macro-level. Staff wanted to meet with adjacent communities, so that its comments to the East Central Florida Regional Planning Council (ECFRPC) were consistent concerning the regional roadway network and proposed impacts to it.

**Housing & Community Development Section:**

The Housing and Community Development Section sold the NSP 3 home located at 1521 Normandy Boulevard to a Very Low Income applicant. The original home at that location was in extreme disrepair, so the contractor demolished the unit and rebuilt a functional and marketable 3/2 model that improves the housing stock within Deltona, has a positive effect on land values along the block, and is a nice looking home along a very visible corridor. This brings the total number of homes sold within the NSP program to 68, with 14 homes completed for sale, and 1 home under construction.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 05/09/2014

**Traffic Operations:**

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

- **Signs:**
  - Completed 7 sign repair work tickets throughout the City of Deltona.
  - Fabricated and installed 4 street name signs.
  - Fabricated and installed one 30"x 30" W14-1 Dead End sign; one 30"x 30" Stop sign at Bentley & Coachman.
  - Fabricated and installed one 24"x 30" R2-1 20 mph sign at 240 Coachman.
  - Fabricated and installed one 24"x 48" W1-6L left arrow sign and one 18"x 18" OM1-3 yellow warning diamond at Braganza & Coachman.
  - Fabricated and installed one 24"x 30" R2-1 30 mph sign at 2644 Coachman.
  - Fabricated and installed one 24"x 48" W1-6R right arrow sign and one 18"x 18" OM1-3 yellow warning diamond at Somerset & Braganza.
  - Fabricated and installed two 30"x 30" R1-1 Stop sign at Coachman & Irondale.
  - Fabricated and installed one 30"x 30" R1-1 Stop sign at Clingman & Beckwith; Eric Ter & Bentley; Clingman & Bentley; Somerset & Coachman; Greendale & Coachman; Coachman & Beckwith.
  - Fabricated and installed two 24"x 10" S4-1P School times and two 24"x 10" S4-6P to go under the No left and No right turns signs at Rookery & Phonetia.
  - Fabricated and installed two 24"x 8" S4-3P school signs; two 24"x 30" R2-1 15 mph signs; two 24"x 10" S4-1P school times; two 24"x 10" S4-6P day of the weeks sign; two 24"x 30" end of school zone signs at Phonetia & Rookery.
- **Asphalt:**
  - Repaired 1 asphalt work ticket – 2 tons.
  - Cloverleaf & Abadan – temporarily repaired road edge with cold patch – ¼ bag.
- **Thermoplastic Striping:** 12' white crosswalk – 94'; 82'; 80'.

**Field Operations:**

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

- **Beautification:**
  - Medians: Howland Blvd S and Elkcarn Blvd – routine maintenance.
  - City Land: 1787 Ft Smith; 3274 Dellbrook; Public Works Depot.
  - City Signs: Saxon Welcome Sign; Howland Welcome Sign.
- **Concrete:**
  - Sidewalks:  
1494 Surrey Run – 4'x 3' & 4'x 3'; 1493 Surrey Run – 4'x 3', 4'x 13', 4'x 27', 4'x 18', 4'x 14', & 4'x 3'; Lavilla – 4'x 6', 4'x 3' & 7'x 4'; 1470 Lavilla – 4'x 7', 4'x 3' & 4'x 3'.
  - Grindings:  
1494 Surrey Run – 3 hazardous locations.
- **Clam Truck:**
  - Debris – 15
  - Trimming – 14
- **Slope Mowing:**  
Jena – 900'; 720 Jena – 60'; Whitmarsh – 600'; 748 4<sup>th</sup> N - 80'; Freeport & Tivoli – 200'; 546 Nardello – 160'; Maximillian – 200'; 1079 Pinder – 360'; Abigail & Kenmore - 160'; Maximillian & Saxon – 160'; 1308 Azora – 60' & 80'; Azora & Tivoli – 200'; 1320 Azora – 60'; 1284 Azora – 100'; Troy – 70'; Section Line – 160'; Landover – 160'; Shenandoah – 60'; 1319 Clayton – 80'; 1016 Hemingway – 60';

1179 Wycliffe – 80'; Wilmington \* Hemingway – 200'; 1133 Wilmington – 200'; 910 Clayton – 60'; 909 Clayton – 60'; 919 Clayton – 60'.

- **Drop Offs & Sod:**  
No sod or drop offs this week.

**Fleet Maintenance Division:**

- Vehicles PM – 3 Repairs – 6
- Equipment PM – 0 Repairs – 11
- Fire Dept Station Checks 6
- Road Calls 7
- Parts Run/Vehicle Delivery 4
- CDL Testing 1

**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:**
  - Vaughn & Tansboro – formed up and poured concrete around four nyloplast basins and finished reshaping the swales and sodded back with bahia.
  - 2365 Howland Blvd – reshaped the ditch to fix the erosion that was next to 2365.
  - Norwood pump station – built a berm along the edge of the sidewalk to stop the water from eroding near the fence and sodded back with bahia.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed:  
815 Trumbull; 1102 Sherbrook; 1263 Seybold; 1770 Amero; 1728 Bavon; 1961 Chapel; 1945, 1977 Acadian; 1942, 1896, 1810, 1782 Concert; 2149 Vance; 2293 Asbury; 1660 Dublin; 2348 Statler; 1583 Carmona Ct; 2280, 2160 Clearwater; 1770, 1885 Montecito; 1750 Johnson Ct; 1561, 2370 Alton; 1817 Ulster; 1947 Quintillis Ct; 2491 Candlewick; 221 Kent; 2553 Delaware; 2241 Florida; 1307 Whitewood; 1570 Zinnia.
  - Ponds mowed:  
Seagate; Blaney Ct; 1911 Marlow; 2869 Slater; 21250 Enterprise Osteen Rd; 1641 Houston; 2307 Greenwood; 3275 Tallwood; Ft Smith/Normandy; 1091 Shaw; 675 Goodrich.
- **Right of Way Mowing Crew:**
  - Main roads mowed: Normandy Blvd; Part of Elkcarn; Montecito Av.
  - Sectors mowed: Sector 23; 24'; 25' 26' 27.
- **Right of Way Litter Crew:**  
Main road trash pickup – Elkcarn Blvd; Montecito Av; Normandy between Firwood and Graves; Courtland Blvd; India Blvd; Ft Smith Blvd; Humphrey; Newmark Dr; Captain Dr.
- **Miscellaneous:**
  - 3205 Shallowford – cut up the tree in the pond and hauled off.
  - City Wide – repainted the drainage structures yellow on list 31 through 40.
  - 1507 Malaluka St – reinstalled a grate back on the box.
  - 1250 Wheeling Ave; 3100 Riverhead Dr – mowed and trimmed around the pump station.
  - 185 Sheryl Dr – mowed the approach to the water control structure.
  - City Wide – watered newly laid grass at the new stormwater projects.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 05/11/2014

**Customer Service**

May 2014	Total week ending 05/11/2014
DW – Lockbox	2177
Ebox	1336
Call Center Calls	1308
Walk-ins/Drop Box	1175
On-line Payments	1297
IVR	745

**Customers Disconnected for Non-Pay**

May 2014	Total week ending 05/11/2014
Total on Disconnect List	138
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

May 2014	Total week ending 05/11/2014
Water Service	3
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	1
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	43
Locates Received	104
Locates Completed	99
Main Leaks	4
Service Leaks	6
Sewer Repairs	1
Sewer Blockage	1
KV2 Valves	6
Service Replacements	2
Meter Change Outs	8
Service Orders	434
Disconnects	138
Drainfield Leaks	0
Meter Retirements	34